

Organisation:	Luminate Education Group
Primary Organisation Supported <i>(only use this field for LEG service member of staff)</i>	Leeds City College
Core Job Role:	
Job Title:	Destinations Lead
Reports to:	Head of Careers, Work Experience & Progression
Grade	SO1
Date of compilation:	October 2023

SPECIFIC ROLE RESPONSIBILITIES:

1. Provide cross-college leadership and coordination of destination collections.
2. Lead on the writing of reports and presentation of destination data for Luminate Colleges and Governor Boards.
3. Lead on Power Bi data sharing and lead staff training to enable curriculum and service areas to accurately extract (and understand) destination data.
4. Lead impact measurements, analysis and reporting to demonstrate the impact of Student Life intervention on destination outcomes, and in doing so identify strengths and areas of improvement to inform the Student Life service offer.
5. Lead and performance manage the Destination Tracking Officer.

CORE RESPONSIBILITIES:

1. Effectively work with college MIS and the local authorities, and put in place arrangements for the annual actual and sustained destinations collection and data sharing.
2. Work with the Destination Tracking Officer to develop and implement a destination collection plan, analysis & reporting mechanisms, and appropriate report formats for curriculum, Executive & Senior Leadership and Governor Boards.
3. Keep systematic records, analyse findings and produce on request quantitative and qualitative reports to inform directorate updating and service development.

4. Lead on the collation and analysis of impact measurements to assess and evaluate the relevance and benefits of Student Life and wider college engagement on destination outcomes.
5. Generate reports at student, course, department and college level as well as cross cutting protected characteristics and other requested themes.
6. Work with the Heads of Department, Marketing Team and Luminate Skills Leads to incorporate destination data and insight into curriculum planning and intent.
7. Use destinations insight with curriculum departments to promote the use of labour market information, forecasting and skills development in their curriculum and tutorial delivery drawing on the Navigate skills assessment functions.
8. Lead on case studies and promotional materials demonstrating the benefits of Destination linked activities for all internal and external stakeholders.
9. Develop and deliver training for staff across college to promote destination processes, reports including use of Power BI and other software.
10. Work with the Quality Team to develop consistent methods for sharing destinations and produce Departmental Reports across the academic year.
11. Collaborate with wider Careers, Work Experience & Progression to coordinate training and staff development activities.
12. Oversee the team's completion of a range of general administration duties including word processing, production of spreadsheets and updating of college information systems including Navigate.
13. Work flexibly as a member of Student Life.

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody our Organisational Culture:

Few rules & clear boundaries

The ability to be creative, within areas of focus.

Ownership & performance

Using our robust business planning model to allow areas to have clear ownership over their vision and remit.

Energy & enjoyment

Fostering an environment that enables our people and learners to be brave, interact and have fun.

Creative & reflective

Always hungry to learn and looking ahead to see what is on the horizon.

Passion & ambition

Encouraging all to think aspirationally, inspiring others to do the same.

Collaborative & responsive

Proactively seeking opportunities to create synergies and positive outcomes for all.

Person Specification

Job Title:	Destinations Lead
Department	Careers, Work Experience & Progression

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,
C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
D	Q1. Degree or equivalent higher-level qualification	A
E	Q2. English and Maths at Level 2	A
E	Q3. Level 4 Project Management qualification or equivalent experience of collating destination data	A
Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
D	EK1. Experience of further education and an understanding of the strategic purpose and impact of destination collections and outcomes	A / I / P
E	EK2. Understanding of the purpose and actions required to successfully complete destination collections	A / I

E	EK3. Knowledge and understanding of the further education curriculum and post 16 education	A / I
D	EK4. Experience of leading teams and activities, and mentoring, coaching and supporting staff	A / I
E	EK5. Proven ability of accurately capturing, analysing and report qualitative and quantitative data to monitor performance and inform planning and review activities	A / I
E	EK6. Experience of producing accessible data sets, presentations and reports for internal and external use	A / I / P
D	EK7. Experience of project management and impact measurements	A / I
E	EK8. Knowledge of relevant IT software including Microsoft, Google, Power BI, and Pro Suite and experience of setting up and running effective administrative processes	A / I
D	EK9. Experience of developing resources including evaluation process and improvement strategies	A / I
Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Ability to analyse data and to produce and write reports appropriate to the target audience and their priorities	A / I / P
E	SC2. Proven ability in administration or project work and good written communication skills	A / I
E	SC3. Good communication skills with the ability to relate to, and work with all stakeholders (internal & External)	A / I
E	SC4. Proven ability to liaise, influence and negotiate with colleagues	A / I
E	SC5. Ability to work under pressure, to deadlines, to prioritise and manage workloads	A / I
E	SC6. Knowledge and understanding of the needs of a range of college stakeholders (local schools, parents/carers, employers etc).	A / I

E	SC7. Ability to lead a team, negotiate workloads and manage performance	A / I
Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I