

<b>Group Member:</b>		Leeds City College	
<b>Job Title:</b>		School Liaison Officer	
<b>Reports to:</b>		School Liaison Project Executive	
<b>Job Grade</b>	LEG B	<b>Department</b>	Student Recruitment and Customer Experience

### SPECIFIC ROLE RESPONSIBILITIES:

1. To liaise with a cohort of schools to support prospective students and manage student recruitment bookings through both internal and external events.
2. Support at events, including those run by the project and events teams. This includes attendance at all college open events.
3. Deliver high-quality, professional and engaging events, along with excellent customer service.
4. Boost brand awareness across schools.
5. Ability to participate in evening/weekend work as required.

### CORE RESPONSIBILITIES:

1. Represent the full college offer through delivery of transition and Information, Advice and Guidance (IAG) activities and events to support post 16 options, ensuring quality of information and an excellent level of customer service.
2. Work with identified feeder schools to provide flexible, responsive and effective student recruitment and transition activities.
3. Identify innovative and creative ways to engage post 16 learners.
4. Attendance at identified feeder schools and college careers events, open evenings and engagement and transition (IAG) related activities, including face to face and virtually.
5. Ensure the welfare and safety of students accessing engagement and transition activities by completion of risk assessments.
6. To share best practice with other team members through workshops or other Staff Development activities and CPD.
7. Identify and prepare local skills sector information that can be used with careers advisors and school leads to help students understand the localised jobs and skills market through incorporation of the Gatsby benchmarks.
8. Prepare and deliver presentations to parents, careers officers and key stakeholders on the different routes available to students after school including A levels, vocational, T levels and Apprenticeships, what are the differences and comparisons and routes to university and higher Education.

9. Must be able to drive, have use of a vehicle and hold a current driving licence.
10. Annual leave may not be taken during the busy enrolment and induction period.
11. As the college is a multi-campus site, flexibility and willingness to work across all sites is required.
12. Any other duties that are specific to the department.
13. Assistance in the preparation, support and participation of examinations and invigilation across the Group.
14. This role requires you to be part of the DBS update service.

#### **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 the Group's Values:

##### **Kindness**

*Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them*

##### **Ownership**

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

##### **Enjoyment**

*Fostering environments that enable staff and students to be brave, interact and have fun*

##### **Collaborative**

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

##### **Passion**

*Encouraging all to have aspiration and passion in everything they do.*

##### **Creative**

*Always hungry to learn and looking ahead so we can be responsive*

## Person Specification

<b>Job Title:</b>	School Liaison Officer
-------------------	------------------------

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
E	Q1. Good general education at NVQ level 2 or equivalent including literacy & numeracy at Level 2	A / C
E	Q2. Youth work qualification/Careers qualification or willingness to work towards IAG level 3/4	A / C

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Experience of working with students or young people, particularly age 13-17	A / I
E	EK2. Experience of student-centred approaches to transition from school to FE	A / I
E	EK3. Experience of working with schools, parents and external support agencies	A / I

D	EK4. Experience of delivering creative and engaging activities or events to support the engagement of young people	A / I
D	EK5. Knowledge of curriculum areas and LEP priorities	A / I

<b>Skills and Competencies</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	SC1. Good standard of computer literacy, including Microsoft Office applications and google applications	A / I
E	SC2. Some knowledge of barriers to learning and ways to overcome them, particularly with disaffected young people	A / I
E	SC3. Knowledge of the national core curriculum KS4 and KS5 qualifications, and an understanding of apprenticeship	A / I
E	SC4. Excellent interpersonal and communication skills,	A / I
E	SC5. Good organisational and administrative skills	A / I
E	SC6. Able to work positively & effectively as a member of a team and on own initiative	A / I
E	SC7. Able to use basic research tools to identify labour market information which can be used with learners.	A / I
E	SC8. Good standard of computer literacy, including Microsoft Office applications and google applications	A / I
E	SC9. Some knowledge of barriers to learning and ways to overcome them, particularly with disaffected young people	A / I

<b>Behavioural, Values and Ethos</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>

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