

Job Description

Group Member:		Leeds City College	
Job Title:		14 - 16 Vocational and Enrichment Coordinator	
Reports to:		Programme Manager	
Job Grade	LEG B	Department	14 - 16 Skills Programme

ROLE SUMMARY:

The Vocational and Enrichment Coordinator will serve as a friendly, professional, and efficient first point of contact for learners aged 14–16, their parents/carers, staff, and external professionals across campuses. The post holder will play a key role in assisting with the coordination of the vocational curriculum, ensuring smooth delivery and alignment with learner needs. They will also be responsible for designing and facilitating engaging enrichment opportunities that support students' personal development, wellbeing, and progression. They will be responsible for coordinating work experience for the 14 – 16 Skills Programme learners. Strong communication and collaboration between departments and the 14–16 team is central to the role, ensuring a cohesive and supportive experience for all learners.

SPECIFIC ROLE RESPONSIBILITIES:

1. To assist in the day to day co-ordination of the 14 – 16 Skills Programme.
2. Provide a friendly, professional and efficient first point of contact to schools, learners, their parents/carers as well staff and other professionals.
3. To work with school and department administration teams to assist with learner recruitment, attendance, achievement, retention and data tasks and operations.
4. To be responsible for the coordination of the vocational options, including liaising with vocational departments in relation to the 14 – 16 learners from the Skills Programme and those from the partnership schools.
5. To be responsible for the coordination of enrichment activities for the 14 – 16 Skills Programme learners including all bookings and risk assessments.
6. To act as a liaison between the vocational delivery staff and the Skills Programme and partner schools at the campus sites.
7. To assist with the 14 – 16 Skills Programme data, working closely with Leeds City College departments such as MIS, Finance, High Needs and School Admin teams.
8. To provide coordination and administration provision to the 14 – 16 Skills Programme such as taking minutes, photocopying, letter writing, scanning and filing.
9. Assist with the administration of FSM (Free School Meals) and travel support to learners as well as liaising with local authorities regarding areas such as Admissions, Free School Meals, Exclusions and Electively Home Educated learners.

10. To liaise with the Schools and Administration team in relation the FSM process including the invoicing of FSM and compilation of school invoices.
11. To play a key role in the attendance strategy at the 14 – 16 Skills Programme including liaising with other team members and SLT to monitor and record attendance as well as speaking with learners and their parents/carers.
12. To work with and assist the admin team on all data related matters (such as attendance, enrolments and exams) on differing systems including ProMonitor, ProSolution as well as Google and Microsoft systems.
13. Attend meetings where required such as disciplinary and pre-disciplinary, attendance contract meetings and general staff meetings.
14. To coordinate the work experience offer of the 14 – 16 Skills Programme.

CORE RESPONSIBILITIES:

1. Coordinate operational and administrative activities for the 14 – 16 Skills Programme and school partnerships.
2. Assist the SLT in providing a vibrant social media presence by developing and posting content to our social media feeds, including Instagram, twitter and Facebook feeds.
3. Manage the 14 – 16 Skills Programme and school learner vocational day experience including liaising closely with different vocational departments around Leeds City College to monitor 14 – 16 Skills Programme and school learners' attendance and performance.
4. Working in partnership with 14 – 16 Skills Programme SLT and schools in areas of safeguarding and wellbeing, to liaise with appropriate outside agencies and other professionals and undertake the role as a DSO.
5. Plan, participate in and support educational visits, work experience and outings to enhance the learner experience.
6. Conduct placement visits to monitor student progress, ensure safeguarding and health and safety standards are met, and maintain positive relationships with employers to support ongoing collaboration.
7. To promote student success and assist in the organisation of celebration events for 14 – 16 Skills Programme and school learners.
8. To assist managing our processes for learners categorised as CLA, and attend appropriate meetings such as reviews and PEP's whilst continually working with LA's.
9. To play a major role on all aspects of attendance whilst ensuring the 14 – 16 Skills Programme. Ensure SLT is informed of attendance issues on a weekly basis and coordinate interventions to support students and their families. Liaising with other teams to ensure coding of registers is correct and follows DfE guidelines.
10. Work on day-to-day finance related matters for the 14 – 16 Skills Programme including fundraising, cash advances, receipts and credit cards as well as petty cash.
11. Attend meetings where required such as disciplinary and pre-disciplinary, attendance contract meetings and general staff meetings as well as managing that day-to-day administrative tasks are complete.
12. Attend meetings with external stakeholders, organisations and authorities including multi agency meetings and AIP's.
13. Coordinate work experience placements for 14 – 16 Skills Programme learners, including liaising with local businesses and external organisations to identify suitable opportunities that align with students' vocational interests.

14. Contribute to the development of systems and processes to continually improve services.
15. Supervise the 14 – 16 Skills Programme duties where required, which may include breakfast club, breaks, lunches or after school sessions.
16. Complete registers on time and accurately.
17. Attend meetings and undertake exam invigilation duties when required.
18. To act as a role model to others, demonstrating high standards of professionalism in all aspects of the role.
19. Take part in the 14 - 16 Skills Programme Staff Development Programme including attending training days and twilights.
20. Any other suitable and appropriate duties as determined by the line manager.

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

Job Title:	14 - 16 Vocational and Enrichment Coordinator
Department	14 - 16 Skills Programme

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. English and Maths at Level 2 or above and a willingness to improve in one or both disciplines to level 3 or above, if required.	A / C
D	Q2. Appropriate degree/qualifications which may be applied to the role.	A / C

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Relevant experience, knowledge and skills to enable positive experiences and outcomes whilst working with pre-16 learners.	A / I
D	EK2. Experience of working in an educational setting.	A / I

E	EK3. Experience of positively managing student progress and development including in areas of behaviour, attendance and attitude.	A / I
E	EK4. Wide experience of internal external partnership work including local authorities and other professionals.	A / I
E	EK5. The knowledge and ability to deal with highly complex safeguarding issues	A / I
E	EK6. Experience of leading on various projects/aspects required as part of the role including for example, recruitment processes and ongoing communication strategy.	A / I
E	EK7. Proven commitment to continuous professional development.	A / I
D	EK8. Knowledge of government legislation on attendance and FSM for learners aged 14-16.	A / I
D	EK9. Experience performance managing staff with clear vision and direction of work.	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Outstanding communication and interpersonal skills	A / I
E	SC2. Highly organised individual able to manage a busy workload	A / I
E	SC3. Highly Effective administration skills with proven competency to improve systems and processes.	A / I
E	SC4. Excellent IT skills (using both Google and Microsoft systems) and the ability to work with data and spreadsheets.	A / I
E	SC5. Ability to work on own initiative and as part of a larger team collaborating with colleagues to produce outstanding results.	A / I
E	SC6. Flexible approach, with ability to adapt and embrace change and problem solve quickly and effectively.	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