

Job description



Organisation:	Luminate Education Group
Primary Organisation Supported <i>(only use this field for LEG service member of staff)</i>	Luminate Education Group
Core Job Role:	
Job Title:	School Liaison Officer
Reports to:	School Liaison Project Executive
Grade	B
Date of compilation:	April 2024

ROLE SUMMARY:

The School Liaison team work with prospective students at primary and secondary schools to promote the college offer. Your role will include engaging and inspiring students across various age groups through activities and events. You will build strong relationships with key stakeholders at schools to support student recruitment.

SPECIFIC ROLE RESPONSIBILITIES:

1. To liaise with a cohort of schools to support prospective students and manage student recruitment bookings
2. Support at events, including those ran by the project and events teams. This includes attendance at all college open events
3. Deliver excellent customer service

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

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:	School Liaison Officer
Department	Student Recruitment and Customer Experience

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		
Essen tial (E) Desira ble (D)	Criteria	Method of assessment
E	Good general education at NVQ level 2 or equivalent including literacy & numeracy at Level 2	A / C
E	Youth work qualification/Careers qualification or willingness to work towards IAG level 3/4	A / C
Experience and Knowledge		
Essen tial (E) Desira ble (D)	Criteria	Method of assessment
E	Experience of working with students or young people, particularly age 13-17	A / I
D	Experience of delivering creative and engaging activities or events to support the engagement of young people	A / I

E	Experience of student-centred approaches to transition from school to FE	A / I
E	Experience of working with schools, parents and external support agencies	A / I
D	Knowledge of curriculum areas and LEP priorities	A / I

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

E	Good standard of computer literacy, including Microsoft Office applications and google applications	A / I
E	Some knowledge of barriers to learning and ways to overcome them, particularly with disaffected young people	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