



JOB DESCRIPTION

Job Title: School Liaison Coordinator
Responsible to: Head of Marketing

Responsible for:

1. Job Purpose

To work with local high schools to ensure that young people and advisers are aware of Clarendon Sixth Form College provision and provide students with support to help them achieve their potential in education. The post would suit a recent graduate.

2. Key Responsibilities

1. Arrange and deliver presentations and workshops in local high schools to promote the Clarendon Sixth Form College and its provision.
2. Develop good working relationships with key staff in local high schools to maximise opportunities for Clarendon Sixth Form College.
3. Create and maintain a database of key staff in local high schools and the careers service.
4. Organise tasters days for school pupils at Clarendon Sixth Form College.
5. Organise information events for careers advisers and teachers.
6. Develop activities with schools, such as university challenge project, to promote vocational education and progression to Clarendon Sixth Form College
7. Promote the futures programme for gifted and talented pupils in school
8. Evaluate and report on school recruitment data.
9. Liaise with college staff to keep abreast of programmes and service developments.
10. Contribute to the development of promotional materials and presentations.
11. Gather information about the activities of other colleges and providers in local high schools and report them back into the College.
12. Proactively engage with students to ensure full participation in College life.
13. Recruit, support and develop Student Ambassadors to represent the College.
14. Coordinate staffing for school liaison and college events with assistance from service areas and curriculum teams.
15. Deliver industry days and mock interviews in the college and at local schools.
16. Ensure that College policies on Equal Opportunities and Health and Safety are fully implemented.
17. Have responsibility for promoting and safeguarding the welfare of children and young persons that you are responsible for, or come into contact with.

18. Work with Clarendon Sixth Form managers to develop an outreach programme of activities with schools for specific curriculum areas: media, performing arts, fashion, art and design.

3. Specific Duties

- Undertake staff development as appropriate to ensure professional development remains current
- Ensure that the College policies on Health and Safety are fully implemented
- Observe and implement the College's Equal Opportunity Policy
- Have responsibility for promoting and safeguarding the welfare of the young people that you are responsible for, or come into contact with.

4. General Duties

Any other duties commensurate with the grade of post

5. Budget Responsibility

The post holder is not a budget holder under the College's accounting systems and is required to observe and comply with the financial regulations of Tameside College at all times.

6. Continuing Professional Development

The post holder will proactively take part in the College's Appraisal process and be expected to attend training and continuous professional development events and be responsible for their own professional updating.

7. Health and Safety

The post holder will be required:

- To take reasonable care to safeguard their own safety and that of others with whom they work;
- To cooperate with designated officers named by the Governors and/or the Principal and any other designated College manager to enable the College to comply with its obligations under Health and Safety legislation.
- Not to interfere with or to misuse anything provided in the interests of health and safety or welfare.
- To report immediately any defects in plant, equipment or the working environment

8. Equality and Diversity

Tameside College is committed to the provision of equal opportunities. All employees have a duty to ensure unfair discrimination does not occur and to support the implementation of the College's Equality policy as appropriate.

9. Values

Tameside College values are an essential part of the College achieving its core purpose and it is an expectation that these are adopted in daily working. These include:

- Respect for learners and staff
- Professionalism
- Excellence in service delivery
- Commitment
- Transparency

10. Safeguarding Children and Vulnerable Adults

Tameside College recognizes that it has a statutory and moral duty towards safeguarding the welfare of children, young people and, if appropriate, vulnerable adults who participate in any College activities and expects all staff to share this commitment.

11. College Policies and Procedures

Comply with College Policies and Procedures and the Staff Code of Conduct which can be accessed via Learning Box.

Perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

NOTE:

The job description is current as at the date of the appointment. In discussion with your line manager your job description may be varied to reflect or anticipate changes in or to the post and you may be required to undertake other duties commensurate with the grade of your post.

Signed: (Principal) Date:

Signed: (Post holder) Date:

TAMESIDE COLLEGE

PERSON SPECIFICATION

POST: SCHOOL LIAISON COORDINATOR

	MINIMUM ESSENTIAL ATTRIBUTES	DESIRABLE ATTRIBUTES	METHOD OF ASSESSMENT
1. Skills	<p>Ability to:</p> <ul style="list-style-type: none"> • Work to targets and identify opportunities • Work independently and as a team member without close supervision • Communicate effectively and successfully engage with young people and other staff • Maintain records, compile statistics and write reports <p>Work as a member of a team</p> <ul style="list-style-type: none"> • Work to deadlines. • Proficiently use Microsoft Office • Provide excellent customer service • Create persuasive presentations 		Interview/Application Form
2. Knowledge	<ul style="list-style-type: none"> • Knowledge and understanding of current post-16 education 	<ul style="list-style-type: none"> • Sales, marketing, customer service 	Interview/ Application Form
3. Experience	<ul style="list-style-type: none"> • Delivering presentations to a range of audiences. • Delivering Experience of successfully working with and engaging young people from a wide range of background abilities 	<ul style="list-style-type: none"> • Experience of providing careers support to young people • Experience of sales and/or marketing • Planning events 	Interview/ Application Form
4. Qualifications,	<ul style="list-style-type: none"> • Appropriate Level 4 Qualification. 	<ul style="list-style-type: none"> • Willing to achieve Advice and Guidance 	Application form

Training etc (if any)	<ul style="list-style-type: none"> • Evidence of attainment at Level 2 (or equivalent) one of the following and willing to achieve the other two at Level 2 within 2 years: <ul style="list-style-type: none"> - English - Maths - IT 	<ul style="list-style-type: none"> • qualification • Degree 	
5. Work Related Circumstances	<ul style="list-style-type: none"> • Willing to demonstrate commitment to the demands of the post through regular and punctual attendance. • Willing to work flexibly to satisfy post requirement. • Willing to undertake first aid duties and training as necessary 		References/Interview
6. Equal Opportunities	<ul style="list-style-type: none"> • Willing to implement College Equal Opportunities Policies (Race, Gender, Special Needs) 		To be assessed at interview
7. Safeguarding	<ul style="list-style-type: none"> • Willing to take responsibility for promoting and safeguarding the welfare of children and young persons that you will be responsible for, or come into contact with 		To be assessed at interview

NOTE TO APPLICANTS: Please try to show in your application form whether or not you meet these requirements