

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Learner Pathways Officer – Recruitment and School Liaison
<b>REPORTS TO:</b>	Learner Pathways Lead
<b>SALARY:</b>	<b>SSP11 £26,097 FTE. Actual £13,671pa</b>
<b>WORK PATTERN:</b>	Part Time 22 hours - Term time + 1 week

### **PURPOSE OF THE ROLE**

Promote the college at key events such as open days, open evening's, careers fairs and taster days, including evening and occasional weekend events.

Act as the primary link between JLC and our school leading on assemblies, application sessions and taster sessions.

Provide progression and application support to prospective students under the guidance and direction of the Learner Pathways Lead.

Deliver information to learners pre-enrolment ensuring that students are selecting the right programme of study for their post JLC destination.

### **KEY RESPONSIBILITIES**

- Work towards an agreed target of applications for the school each year and be prepared to undertake a review of performance against the target.
- Build relationships with curriculum hubs and other key college personnel/stakeholders to work collaboratively to promote subjects to potential applicants.
- Work alongside marketing to develop tailored marketing materials to support recruitment such as presentations, flyers, posters, videos, and other marketing resources as required.
- Build positive sustained relationships between JLC and applicants, schools, and stakeholders.
- Support enrolment processes in terms of IAG for study programmes, careers, and progression.
- Supporting the wider team with the organisation and delivery of focused events, trips and other activities which support progression for students such as enrichments, and actively promote these events to potential students.

- Undertake promotional and liaison work in schools in terms of application processes, supporting 1:1 and application support sessions.
- Undertake interviewing and guidance for new applicants during interview evenings in college, appointments in schools and interviews over the phone.
- Promote the image and identity of JLC, USPs and strengths in all liaison activity and be able to communicate this to a wide range of audiences.
- Research, gather and share information and data from schools which can inform future planning across college. This is applicable at student, parent, and school level.
- Oversee arrangements for events organised in College/School as appropriate (e.g. Year 10 taster days).
- Oversee arrangements at the school(s) for presentations, application support and representing the College at school career events, as required.
- Support for learners who are vulnerable or who require a high level of support, such as students with learning difficulties and/or disabilities to ensure they have access to applications and support sessions and provide advice to leaders in meeting the needs of vulnerable students.
- Actively champion and promote extended opportunities and destinations such as the Aspire programme for high-status applicants, sports and music enrichments and other activities.
- Maintain accurate records including up to date contact details of our stakeholders, lists of events attended and planned events and manage a calendar of events to ensure all events are covered by the team.

**IN ADDITION TO THE ABOVE MENTIONED ATTRIBUTES THE POSTHOLDER WILL BE EXPECTED TO:**

- Work in any capacity, as directed by L3 Lead, to support all areas of the service, as need requires.
- To build relationships with students and advocate their views, opinions and needs.
- Achieve agreed targets and performance indicators across all areas of responsibility.
- Assist with general student support activities and additional events such as open evening's, results days, taster days and enrolments, as required.
- Access training and development opportunities, both internally and externally, to maximise job-specific skills and experience across the whole service.
- Work with partner colleges and other cross-college departments to deliver joint functions and service and strengthen cross-college regional provision.
- Work within a target-setting and quality improvement framework for the area, including benchmarking service and performance against key KPIs
- Work with, meet with and support colleagues across different functions of the college in terms of the service for learners.
- Work in line with college policies – e.g. Health and Safety or Equality and Diversity.
- Support the safeguarding of learners at all times.
- Work within an allocated budget and comply with financial regulations.
- Explore and improve the use of social media and mobile technology as a communication tool for HE, Apprenticeship, enterprise, work experience, employability and enrichment research.
- Attend, as necessary, meetings of all College Staff.

***The job description is an outline of the key tasks and responsibilities and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the College, as well as the personal development needs of the post holder.***

We strive for equality throughout the college and positively encourage applications from all sections of the community. The College has a strong commitment to safeguarding and promoting the welfare of young people and vulnerable adults and all appointments are subject to an enhanced DBS clearance.

**LEON RILEY**  
**Principal**

***Employee Signature .....***                      ***Date.....***

***Line Manager.....***                      ***Date.....***

## Person Specification

AF = Application Form

Q = Qualification

I = Interview Process

<b>Qualifications</b>	<b>Desirable /Essential</b>	<b>Assessment Method</b>
Good standard of Level 2 education – 5 A-C 4- 9GCSE's including Maths and English	E	AF Q
CEIAG Qualifications Level 4 or above	D	AF Q
<b>Skills &amp; Abilities</b>	<b>Desirable /Essential</b>	<b>Assessment Method</b>
Ability to work calmly and effectively, both in a team and independently, to prioritise a varied workload	E	AF I
Ability to establish and maintain professional working relationships with staff, students and external stakeholders	E	AF I
Evidence of excellent 'people skills' and listening skills	E	AF I
Ability to take initiative, work creatively and innovatively, and make effective decisions	D	AF I
<b>Experience &amp; Knowledge</b>	<b>Desirable /Essential</b>	<b>Assessment Method</b>
Experience in a marketing or people orientated field	E	AF I
Ability to monitor and track students' through their application journey	E	AF I
Outstanding administrative and analytical skills (ability to interpret data/write reports)	E	AF I
Excellent written and verbal communication skills across a range of college stakeholders, parents, learners, colleagues etc.	E	AF I

Experience of delivering sessions/workshops to students or groups.	E	AF I
Ability to recognise and respond to a range of learner needs.	E	AF I
Excellent management and organisational skills including development of systems and documents.	E	AF I
Up-to-date knowledge and awareness of Health and Safety Regulations pertaining to area of expertise and working in an educational environment.	D	AF I
Up-to-date knowledge and awareness of safeguarding in the workplace.	E	AF I
<b>Particular Requirements</b>	<b>Desirable /Essential</b>	<b>Assessment Method</b>
Knowledge of the current curriculum on offer in 6th Form colleges.	D	AF I
Understanding of the range of social and cultural backgrounds of students in local schools and areas.	D	AF I
Commitment to equality and diversity initiatives and anti-discriminatory practice.	E	AF I
Suitability to work with children and young adults.	E	Q
Full driving licence, own vehicle and full business insurance	E	AF
Flexible approach to working to accommodate essential target dates in the life of the college.	E	AF I
Commitment to continuous professional development.	E	AF I