

JOB DESCRIPTION

JOB TITLE:	Learner Pathways Leader – <u>Professional Opportunities and Super Curricular Lead</u> (Careers and Extra curriculum Manager) (Careers advice, Industrial Placement and Enrichment Upskill / clubs & Societies)
REPORTS TO:	Assistant Principal (Pastoral and Progression)
SALARY:	SSP20 £34,391 FTE. Actual £32,572pa
WORK PATTERN:	Maternity Cover, Fixed Term January 2025 – January 2026 37 hours per week, Term Time +4 weeks

PURPOSE

- To manage a team of staff and undertake full performance management responsibilities and other duties for a variety of CIAG and Employment provisions.
- To ensure activities are delivered in a timely manner, within budgetary controls and that internal/external quality standards are achieved and maintained.
- To undertake the role of Lead '**Professional Opportunities and Super Curricular**' Practitioner within the team, by being a role model with innovative vision, utilising specialist knowledge of practitioner roles to support team members, implement strategies and deliver legislative responsibilities to ensure support for students is timely, appropriate and in line with current models of service delivery.
- To actively seek support and build relationships with high end companies, that will work collaboratively with JLC, continually reflecting on Priorities of the Local Authorities (LA), Lincolnshire Local Enterprise Partnership (LEP) and the Local Skills Improvement Plan (LSIP).
- To manage and maintain the professional connections Curriculum Areas will rely on within their Upskill programme.
- To represent and champion Careers, Industrial Placements and Enrichments across the college and with external stakeholders, to enable an environment of forward thinking, innovative, collaborative working to deliver the Careers and Opportunities vision and wider college development plan.
- To enable an environment of forward thinking, innovative, collaborative working

to deliver the clear and concise message of what JLC has to offer its learners.

- To manage the team in ensuring that wide range of enrichment opportunities are offered and undertaken by the JLC community.
- To work seamlessly with the Learner Pathway Team Leader/s to increase JLC's professional visibility.

KEY RESPONSIBILITIES

- To manage a team of staff and undertake full performance management responsibilities and other duties for a variety of CEIAG and Employment provisions.
- Strategical planning lead for; Careers, Industrial Placements and Curriculum linked Enrichment (Upskills).
- Strategical planning lead for; wider enrichment experiences including clubs & Societies and non-department based trips and visits.
- Oversee analysis, evaluation, review and quality improvement planning for the area.
- Leading quality assurance activity for the area.
- Oversee quality of service in terms of external benchmarks such as Ofsted & Gatsby.
- Main link with other college and curriculum leaders, plus SLT link. (Assistant Principal for Pastoral and Progression)
- Oversee appraisal and development of team members.
- Oversee a target-setting and quality improvement framework for the area, including benchmarking service and performance against key KPIs.
- Benchmark all provision against sector outstanding practice to support development, quality improvement and innovation.
- Oversee and manage the area budget.
- Creating and maintaining a database of all employer contacts.
- Working with employers to design appropriate industry placement / work based programmes.
- Working with employers and curriculum teams to deliver an Innovative Upskilling Programme.

- Maintaining accurate data, amending data in a timely manner, ensuring it is accessible, analysed and deployed easily, quickly and reliably to audit, validity, funding and credibility requirements.
- Assigning roles and functions within the full team to fully cover key aspects of accountability e.g Non-UCAS support, Work Experience, Employer-linked Learning, Employability schemes, Careers IAG, Progression aims and Non H.E Destinations tracking alongside meaningful 'Upskill' employer and progression interactions and collegewide enrichment.
- Ensure others, such as Progress Tutors, have regular training around employability, IAG to ensure current developments and legislations are adhered to.
- Benchmark Enrichment provision against sector outstanding practice to support development, quality improvement and innovation.
- Overseeing and responding to learner voice across Enrichment.
- Breadth of timetabled enrichment tracking of enrichment participation, including trips and visits.
- Manages the effective operation of advice for students (prospective, current and alumni) on all aspects related to preparing for destinations and progression, ensuring its accessibility for all users.
- Manages the effective operation of advice for prospective students working with the wider LP team and manager to inform applicants accurately of accessible destinations and progression options.
- Manages and quality assures the planning and delivery of apprenticeship and work preparation/briefing sessions to individuals/groups or work with the curriculum teams to deliver these sessions, ensuring that action planning is incorporated.

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

- 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.
- Undertake any other duties, as may be required, commensurate with the post, in order to maintain or improve standards.
- 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

Qualifications and Awards	Desirable /Essential	Assessment Method
Honours Degree or equivalent (or substantial relevant work experience)	D	Q
Good standard of Level 2 education – 5 A-C GCSE's including Maths and English	E	Q
CEIAG Qualifications Level 6 or above	E	AF I
Professional Knowledge and Experience	Desirable /Essential	Assessment Method
Experience in a leading and managing a successful team	E	AF I
Ability to monitor and track students' through their learner pathway	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 Q
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 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	E	AF I
Up-to-date knowledge and awareness of safeguarding in the workplace	E	AF I

Interpersonal Skills & Intellectual Ability	Desirable /Essential	Assessment Method
Ability to work calmly and effectively, both in a team and independently, to prioritise a variety of tasks	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
Particular Requirements	Desirable /Essential	Assessment Method
Knowledge of the current curriculum on offer in 6th Form colleges and progression options for young people	D	AF I
Understanding of the range of social and cultural backgrounds of students in local schools and areas	D	AF I
Commitment to ensuring learner experiences are supporting progression aims	E	AF I
Commitment to equality and diversity initiatives and anti-discriminatory practice	E	AF I
Suitability to work with children and young adults	E	DBS
Full driving licence, own vehicle and full business insurance	E	AF Q
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

