



Post Title: Education Partnership Manager

Responsible to: Assistant Principal

Status: Permanent, full time 37 hours per week

Purpose of the job: To engage with senior leaders within schools, 6th forms, colleges, local authorities and other education agencies across the region to increase school engagement with Reaseheath College and University Centre. To promote careers within the land-based and associated sectors through curriculum focused engagement strategies to increase student recruitment.

REASEHEATH COLLEGE MISSION

“Industry focused, career ready”

REASEHEATH COLLEGE VALUES

Every member of staff at the College has a responsibility for and commitment to the implementation of the College Vision so that the learner experience is a valuable and memorable one.

As an important part of our team you are also required to ensure that your behaviour towards both staff and learners demonstrates P R I D E in everything you do through actively supporting our Values:

P eople **R** esponsibility **I** ntegrity **D** iversity **E** xcellence

Key Tasks and Responsibilities of your Job Role

- Responsible for the effective and successful implementation and delivery of the School Engagement Strategy and associated targets.
- Collaborate strategically with local and regional primary and secondary school leadership teams, education partners and agencies and local authority teams to change the perception of the land-based sector, promoting high quality, rewarding careers.
- Act as the conduit to bring about increased collaboration between pre 16 (and sixth form) education sector and industry.
- Work closely with the Head of Industry Partnerships and Business Growth (industry collaboration and Apprenticeship recruitment) to develop improved employer/education links.
- Work closely with University Centre Reaseheath regarding Access and Participation Plan (HE recruitment) to improve the recruitment to UCR and widen participation at HE.

Internal

- Work closely with the Marketing Team (Schools and Applications and Enquiries team) to ensure effective processes and relationships are established to increase applications.
- Work closely with the College lead for Careers (internal).
- Work closely with The Pledge and Cheshire East Careers Hub on school engagement activities.
- Attend and contribute to School/Careers Strategic Group meetings.
- Produce monthly reports and analyse on school engagement activities, progress, impact.
- Capture and share data on strategy outcomes/evaluations, impact on widening participation, retention, and achievement data.
- Support on aspects of bid writing relevant to the job role.
- Develop the knowledge and understanding of the College wide staff engaged in school activities and opportunities.
- Ensure up to date understanding and practice with regards to the Provider Access Legislation, Gatsby Benchmarks, School Careers Policy and implement effective dissemination methods to ensure relevant staff are aware of the changes and the implications.
- Develop effective, collaborative working relationships across the organisation.
- Co-ordinate, ensure integrity and report on all school activity undertaken across College including school assemblies, zoo visits, food centre visits, experience days and any school activity.
- Work within defined budget parameters for projects.
- Operate within the values of the college and acts as an effective role model and ambassador for the department.
- Participate fully as part of the team in order to ensure an effective and high-performance team.
- Ensure all activity is undertaken in an efficient, cost effective and timely manner.
- Ensure highest levels of safeguarding and H&S standards are maintained at all times.
- Participate fully in personal professional development following appraisal of individual needs and uses knowledge and skills to improve performance of self and team.
- Take personal responsibility for supporting, promoting and following all College policies in relation to health and safety, safeguarding, equality and diversity and data protection within the scope of the post.

PLEASE NOTE

Reaseheath is an education establishment within an ever changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work.

Your job description will be reviewed during your annual Performance Development and Review interview, and will be varied in the light of the changing business needs of the College.

The job description is not intended to be exhaustive and is only indicative of the nature and level of the responsibilities associated with the post at the date it was drawn up. Your duties may vary from time to time without changing the general character of the post or the level of responsibility. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the terms and conditions of employment associated with the post.

Reaseheath is committed to ensuring safeguarding procedures are adhered to and expects all employees and volunteers to embody this commitment.

Please note this role constitutes 'regulated activity' as defined by the Protection of Freedom Act 2012. The successful candidate will therefore be required to undertake an enhanced DBS check with barred list information prior to starting employment. You must also have the right to work in the UK and will be required to provide evidence to support this. In addition, online checks will be carried out during the recruitment process. This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974.



Person Specification

Post Title: Education Partnership Manager

Knowledge, Skills & Experience (E – Essential, D – Desirable)	
<ul style="list-style-type: none"> Recent substantial and demonstrable experience of working within the post 16 sector 	E
<ul style="list-style-type: none"> Recent experience of working and collaborating at a senior level within the school's sector, preferably across Cheshire & Warrington 	E
<ul style="list-style-type: none"> Experience of being impactful in driving forward, implementing and embedding strategies within an educational setting. 	E
<ul style="list-style-type: none"> Experience of using data to identify areas for improvement 	E
<ul style="list-style-type: none"> Experience of collating, interpreting and conveying complex information to a variety of audiences 	E
<ul style="list-style-type: none"> Experience of managing competing demands and effectively prioritise 	E
<ul style="list-style-type: none"> Ability to build successful working relationships 	E
<ul style="list-style-type: none"> Level 2 Maths & English or equivalent 	E
<ul style="list-style-type: none"> Substantial experience of Microsoft Office 365 applications 	E
<ul style="list-style-type: none"> Full clean driving license 	E
<ul style="list-style-type: none"> Recognised Management qualification 	D
<ul style="list-style-type: none"> Ability to communicate effectively and influence individuals at all levels within an organisation 	E
<ul style="list-style-type: none"> Self-motivated with ability to motivate and enthuse others 	E
<ul style="list-style-type: none"> Previous line management experience 	D
<ul style="list-style-type: none"> Experience of using the following systems: PICS, Pro Solution. 	D
<ul style="list-style-type: none"> Experience of leading/managing events and projects 	D
<ul style="list-style-type: none"> Strong knowledge of the Gatsby Benchmarks and Provider Access Legislation 	D
<ul style="list-style-type: none"> Strong presentation skills 	D

Internal

<ul style="list-style-type: none">• Strong organisational skills	D
<ul style="list-style-type: none">• Able and willing to work collaboratively across the organisation and with partner organisations to develop and ensure robust and rigorous business processes	D
<ul style="list-style-type: none">• Evidence of Continuous Professional Development	D
<ul style="list-style-type: none">• An understanding and experience within the land-based sector	D

Updated: 04/04/2025