



**TRAFFORD &  
STOCKPORT  
COLLEGE GROUP**

# **Job Description and Person Specification**

## **Careers and School Liaison Manager**

## Job Description and Person Specification – Careers and Schools Liaison Manager

<b>JOB TITLE:</b>	Careers and Schools Liaison Manager
<b>DEPARTMENT:</b>	Quality, Student Experience and Support
<b>RESPONSIBLE TO:</b>	Head of Student Personal and Professional Development
<b>RESPONSIBLE FOR:</b>	Careers and Schools Liaison
<b>GRADE:</b>	Scale 10

### OUR PURPOSE AND VISION

#### *'Unlocking Potential, Fostering Success'*

To be a leading provider of education and skills that supports community cohesion and drives local and regional productivity.

### Our Values

<b>Ambitious</b>	We set high expectations and standards for students, colleagues and our communities, striving for excellence in all that we do.
<b>Resilient</b>	We believe that every challenge is an opportunity to learn, develop and become stronger.
<b>Collaborative</b>	We work together, support one another, share ideas, and encourage success.
<b>Inclusive</b>	We value individual difference and creating an environment where everyone has the same opportunities
<b>Respectful</b>	We allow ourselves and others to grow by treating each other with thoughtfulness and an open mind.

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### **JOB PURPOSE**

- To manage the delivery and implementation of the TSCG Careers Strategy.
- To manage the careers service across the Group, ensuring that the Careers Programme is delivered, and Gatsby Benchmarks adhered to.
- To oversee and devise the delivery of innovative employability activities across the Group.
- Manage the development of relationships with employers and other stakeholders.
- Manage school's liaison activities that promote and raise awareness of TSCG post 16 education.
- Manage and lead on an effective calendar of events connecting with feeder schools from across the Group.
- Manage and develop effective relationships with key school contacts and delivery partners.
- Manage and oversee effective data processes to capture key elements of local demographics and respond to societal changes.

### **MAIN DUTIES AND RESPONSIBILITIES**

- Support the Head of Personal and Professional Development to ensure the College meet its statutory responsibilities for Careers Education, Information, Advice and Guidance.
- Lead the teams to establish and develop strong relationships with local stakeholders e.g. employers, schools, communities and have a clear commitment to ensure relationships remain impactful.
- Line manages the Careers Advisers and Schools Liaison Officers including recruitment and selection, training and appraisals – and all other relevant Human Resources policies and procedures.
- Lead and manage the careers service to ensure the college is providing high quality careers support for its current and prospective learners.
- Develop reports that monitor performance against key performance indicators and produce reports for leadership on the progress of careers and school's liaison.

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- Coordinate and develop systems and processes meeting the requirements of the Gatsby Benchmarks and recommendations of Careers and Enterprise Company.
- Work closely with key staff across the college to identify appropriate opportunities for CEIAG activities and capturing destinations and progressions on pro monitor.
- Review, monitor and evaluate on a regular basis the effectiveness of the Schools Liaison delivery.
- Lead on the development of appropriate materials and website information to support careers advice and guidance and the transition from school to college, for school leavers and parents.
- Play a key role in college working groups to ensure effective transition from schools to college.
- Devise and manage delivery of activities that enable students to develop the necessary skills, personal, social and professional, to support confident progression on to career pathways.
- Work effectively with the wider Personal and Professional Development Team to ensure a collaborative approach which raises quality and effectiveness of the service of the college Group.
- Responsible for the management and delivery of all CEIAG activities, ensuring they match the Careers Programme reflect Gatsby Benchmarks and are in line with statutory requirements.
- Develop and lead on the Careers Strategy, meeting the emerging government and local employment skills priorities and implementing activities to support skills acquisition.
- Responsible for the delivery of an effective Schools Liaison offer to high schools, bespoke to the requirements of schools.

### **Group Responsibilities:**

- Adhere to all Group policies and procedures.
- Behave in accordance with the Groups' Values

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- Work flexibly in the interests of the service (this may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities).
- Travel is required for this role.
- Actively participate in performance reviews at regular intervals in accordance with Group procedures.
- Undertake training courses organised by the Group where these will assist in the carrying out of the above duties, develop skills which may be required to fulfil those duties in the future or are required to fulfil legal requirements.
- To undertake risk assessments and comply with the Groups risk management audit requirements.
- Behave in a manner that ensures the security of property and resources.
- Demonstrate consistently high standards of personal and professional conduct as defined in Staff Code of Conduct Policy.

### **Safeguarding Children and Vulnerable Adults:**

- The Group is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.
- We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the Group. This is in line with statutory guidance Keeping Children Safe in Education, we expect all staff and volunteers to promote the welfare of children and vulnerable adults within the Group and to share this commitment.
- If this position is classed as Regulated Activity, it is subject to an Adult & Child barring check.

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### **Equality and Diversity:**

Demonstrate commitment to the Equal Opportunities Policy, to work positively and inclusively with colleagues so that the Group provides a workplace and delivers services that do not discriminate against people on the grounds of their age, gender, sexual orientation, marital status, race, religion, nationality, ethnic origin or disability

### **Health and Safety:**

To promote health, safety and welfare throughout the Trafford & Stockport College Group

### **Review**

The details contained in this job description, particularly the principal accountabilities, reflect the content of the job at the date the job description was prepared. It should be remembered, however, that over time, the nature of individual jobs will inevitably change; existing duties may be lost, and other duties may be gained without changing the general character of the duties or the level of responsibility entailed. Consequently, the Corporation will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

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### PERSON SPECIFICATION – Job Title

ATTRIBUTES	ESSENTIAL	DESIRABLE	ASSESSED BY
<b>VALUES AND BEHAVIOURS</b>	<p><b>Be ambitious.</b> We set high expectations and standards for students, colleagues, and our communities, striving for excellence in all that we do.</p> <p><b>Be resilient.</b> We believe that every challenge is an opportunity to learn, develop and become stronger.</p> <p><b>Be collaborative.</b> Work together, support one another, share ideas, and encourage success.</p> <p><b>Be inclusive.</b> We value individual differences and creating an environment where everyone has the same opportunities</p> <p><b>Be respectful.</b> We allow ourselves and others to grow by treating each other with thoughtfulness and an open mind.</p>		<p>Application Form</p> <p>Interview</p>
<b>EDUCATION AND QUALIFICATIONS</b>	<p>Maths and English GCSE or equivalent – Grade 4 or above.</p> <p>Postgraduate Diploma in Careers Guidance or Level 6 equivalent qualification</p>		<p>Evidence of qualification</p>
<b>EXPERIENCE, KNOWLEDGE &amp; SKILLS</b>	<p>Successful experience of working with people of all ages, skills and abilities.</p> <p>Experience of developing effective relationship/partnership working</p> <p>Experience of managing a team.</p> <p>Experience of processing information and utilising systems to monitor and track data.</p>		<p>Interview</p>

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	<p>Knowledge/experience of the FE sector and its study programmes.</p> <p>Knowledge of health and safety aspects in relation to industry placements.</p> <p>Experience of working in an education environment</p> <p>Experience of working with external stakeholders and building effective relationships.</p> <p>Experience of working to time sensitive deadlines and respond to targets</p> <p>IT skills and the ability to use college systems and processes.</p> <p>Excellent organisational skills</p> <p>Have excellent interpersonal and communication skills</p> <p>Understanding of career and course options to progress to benefit young people.</p>		
<p><b>PERSONAL CIRCUMSTANCES</b></p>	<p>A team player.</p> <p>Display initiative, be positive and enthusiastic.</p> <p>Demonstrate a commitment to equality and diversity, customer and quality assurance.</p> <p>Demonstrate a commitment to process and continuous review and improvement.</p> <p>Suitability to work with children, young people and vulnerable adults.</p> <p>Flexible approach to work times to support the delivery of college events where necessary and agreed.</p>		<p>Interview</p>
<p><b>EQUALITY, DIVERSITY AND INCLUSION</b></p>	<p>Candidates must demonstrate understanding of and acceptance and commitment to the principles of human rights</p>		<p>Interview</p>

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	and equality and how they underpin practice.		
<b>SAFEGUARDING</b>	Commitment to safeguarding and promoting the welfare of children and vulnerable adult.		Interview