



School Partnerships Co-Ordinator Job Description

Area	: Marketing and Schools Partnerships
Salary	: £28,282 – £30,881 (<i>pro rata per annum</i>)
Hours of Work (Full-time/Part-time)	: 37. Term Time Only.
Line Manager	: CEIAG Supervisor
Responsibility for	: Promoting and raising awareness of Cheshire College- South and West's post-16 education programmes to pupils in schools; <i>and</i> : Promoting the welfare of children and young people.

Main Purpose of Job:

Co-ordinate the planning and organisation of a high quality and comprehensive school liaison programme and ensure that the provision:

- Meets the needs of learners, employers and other stakeholders;
- Is of the highest possible quality in terms of learner outcomes and learner/employer satisfaction;
- Is effective, efficient and provide excellent value for money;
- Reflects the vision, mission, aims and values of the College;
- Is innovative, developmental and sector leading; *and*
- Promotes a culture of excellence and equality

The post-holder will be a member of the Schools Partnership team.

Key Duties and Responsibilities:

- (1) Promote and raise awareness of Cheshire College – South & West's post -16 education programmes (*Full time courses, A Levels, T Levels, Apprenticeships and Higher Education*) to pupils in schools to support with ensuring they receive accurate information, advice and guidance (*IAG*) on their next steps.
- (2) Co-ordinate the planning and organisation of a high quality and comprehensive school liaison programme which is innovative, developmental and sector leading.
- (3) Develop and maintain relationships with partner agencies and stakeholders, ensuring the reputation of the College is maintained at all times.
- (4) Develop and support key events and initiatives which realise recruitment targets, including evening and weekend events.

- (5) Continuously develop new and innovative school liaison activities to engage and meet the needs of schools, pupils, parents and other key stakeholders.
- (6) Work with the School Partnerships and CEIAG team to help ensure the College is judged as outstanding at the next Ofsted/QAA Inspections.
- (7) Develop close links with schools, through a co-ordinated programme of activities, including on-line opportunities.
- (8) Undertake distribution of information and literature into schools.
- (9) Assist in the organisation , delivery and promotion of internal and external events as required (*including displays*).
- (10) Develop and keep up to date knowledge of the curriculum offer within the College.
- (11) Keep up to date with key developments within education both locally and nationally e.g. the introduction of T Levels.
- (12) Support the development of liaison with other partners such as careers providers.
- (13) Maintain and develop good relationships with schools and other partners promoting the College and its provision to as broad an audience as possible.
- (14) Assist in the organisation of and attend, as required, open evenings, interview evenings and other promotional events of the College.
- (15) Monitor and evaluate customer contacts and provide feedback and evaluation reports.
- (16) Co-ordinate the hosting of school pupil work experience in College.
- (17) Support the development transition strategies and co-ordinate the organisation of Primary and Secondary College and other such taster events.
- (18) Follow all agreed Quality Assurance and Risk Management Systems operating in the College and contribute generally to the establishment and development of a quality provision/service.

Generic

- (19) Support and promote a culture of innovation, excellence and equality.
- (20) Comply with College policies, procedures and agreements and ensure that these policies are reflected in day-to-day activities.
- (21) Support and follow the College's strategies on equality, diversity and safeguarding.
- (22) Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.
- (23) Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work.
- (24) Undertake such other duties as may reasonably be required commensurate with this grade, at the initial agreed place of work or at other locations, using own vehicle, in the College catchment area and other various locations, including occasional work on wider Marketing and CEIAG projects or events.

This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.

School Partnerships Co-Ordinator Person Specification



**Cheshire College
South & West**

Assessment Method					
Application Form	*Test	Interview and Presentation	Psychometric Testing	Qualification Certificates	References

*Test = Skills Test/Knowledge Test/Micro Teach/Presentation

Education and Qualifications					
<u>Essential</u>					
• Level 3 qualification	✓			✓	
• GCSE Grade C (4/5) in Maths and English (<i>or equivalent</i>)	✓			✓	
• Evidence of on-going professional development	✓			✓	
<u>Desirable</u>					
• CIM Qualification	✓			✓	
Skills and Experience					
<u>Essential</u>					
• Strong interpersonal skills with experience of liaising confidently with a range of stakeholder, building effective relationships	✓		✓		
• Knowledge and understanding of the new T Level qualifications that are being implemented within the Further Education sector			✓		
• Excellent team worker	✓				
• Understand the importance of delivering excellent customer service and gathering and acting on feedback	✓		✓		
• Able to communicate effectively with a wide range of audiences e.g. staff, prospective learners and parents	✓		✓		
• Excellent organisational skills, ability to prioritise and work under pressure	✓		✓		
• Ability to use own initiative and work with minimum supervision	✓		✓		
• Flexible approach to work (<i>including evening and weekend work</i>)			✓		
• Flexible approach to travel to various locations, using own vehicle			✓		
• Experience of educational or commercial environments	✓		✓		
• Good understanding of the National Curriculum and the links between key stages and the wider curriculum development agenda to exploit new opportunities for partnership working			✓		

• Excellent ICT skills to support effective communications including social media		✓	✓			
• Ability to take individual accountability for performance against challenging and stretching targets	✓					
• Ability to produce high quality written copy and presentation materials	✓	✓				
<u>Desirable</u>						
• Previous experience of public speaking	✓		✓			
• An understanding of marketing and branding concepts and client behaviour/decision making	✓					
• Proven ability to develop relationships and influence others	✓		✓			✓
Personal Attributes						
<u>Essential</u>						
• Accuracy and attention to detail			✓			✓
• Emotional intelligence, self-awareness and confidence			✓			✓
• An ability to prioritise and work under pressure			✓			✓
• Ability to use own initiative and work with minimum supervision		✓	✓			✓
• Commitment to on-going professional development	✓		✓			✓
• Full, enhanced DBS			✓			

Update: October 2023