

WELCOME

Rochdale
sixth form
college

APPLICATION PACK:

Employability Co-ordinator



**OFFICIALLY
OUTSTANDING**

Dear Colleague,

Thank you for your interest in working at Rochdale Sixth Form College. I hope that you will find this pack useful in completing your application.

Rochdale Sixth Form College (RSFC) opened in 2010 to address the significant underachievement in A Level performance in the borough. Since then it has raised achievement in the area dramatically and is recognised nationally as a centre of excellence. The college is Ofsted outstanding, and regularly one of the highest performing colleges in the country according to the DfE's performance tables and national achievement rate tables.

The Altus Education Partnership was formed in April 2017. It is a multi-academy trust formed by the governing body of Rochdale Sixth Form College, and dedicated to the improvement of education in the borough of Rochdale. The Trust's mission arose from, and builds upon the successes and values of the sixth form college. In short, our mission is to create a family of academies from early years to 18 that enables students in the borough to progress to an aspirational career, a fulfilling life and to make a positive contribution to society.

To work at RSFC you must aspire to be an outstanding colleague. You must be willing to share and learn. You must be prepared to go the extra mile, be a leader not a follower. Above all else, you must like young people and aspire to make them outstanding citizens.

We wish to appoint someone who will help us to continue to make a positive difference to the lives of young people in the borough. In return we promise a supportive and enjoyable working environment, and the resources needed to carry out the role to the highest standards.

I very much look forward to hearing from you.

Yours faithfully,



Richard Ronksley
Principal/CEO

Rochdale Sixth Form College, College Road, Rochdale, OL12 6HY

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Making your application

We hope that when you read this pack you are inspired to apply for the post.

To apply, complete the support staff application form ensuring your supporting statement addresses the criteria detailed in the person specification, and send it either by email to Recruitment@rochdalesfc.ac.uk or post to:

Ellie Down
Rochdale Sixth Form College
College Road
Rochdale
OL12 6HY

Deadline

The deadline for the post is **28 February 2020** (to arrive no later than **12 noon**) with interviews expected to take place week commencing **2 March 2020**.

Shortlisting

We will unfortunately be unable to notify candidates who are not on the shortlist; therefore, if you have not heard from us your application has been unsuccessful on this occasion.

Salary

The post will be paid on the Sixth Form Colleges Association Support Staff Pay Spine, points 29 to 32 currently £23,496 to £25,725 (pay award pending).

More may be available for an exceptional candidate.

Start Date:

As soon as possible

Visit www.rochdalesfc.ac.uk or contact Ellie Down, Business Administration Apprentice for an application pack recruitment@rochdalesfc.ac.uk or telephone 01706 769800.

RSFC Vision, Mission, Values & Beliefs

Our Vision

We aim to be the Sixth Form College of choice for the young people of the Borough of Rochdale and aim to develop confident and articulate students, respectful and respected, capable of independent and critical thought and appropriately prepared for higher-level achievement.

Our Mission

At RSFC our central purpose is to help our students realise their academic potential. We believe every young person can succeed and we devote ourselves to improving student achievement, through high quality teaching and student support. Our young people are challenged to achieve through high expectations within a "you can do it culture". We aim at all times to build aspiration, to inspire and to motivate our students so they have the opportunity for greater choice in life.

Our Values and Beliefs

As a Sixth Form College and as individuals we value and champion:

Care for the Individual, Empathy and Compassion – our first priority is to connect with our students, be interested in their lives and backgrounds and listen actively to what they say; treating every student in every class as an individual and continuously boosting their self-esteem and confidence, whilst showing empathy and compassion towards their needs.

Achievement, Success and Excellence – an unceasing focus to improve standards of academic achievement to better the lives of our students; and a passionate desire for their success through a culture of high expectations and aspirations.

Learning, Creativity and Innovation – we are driven to pursue effective learning for all students and first class teaching and support by all colleagues – day in, day out.

Relationships, Collaboration and Teamwork – students and staff working together to foster a real sense of community and mutual respect. A partnership with parents/carers to ensure our 16-19-year olds are confident and mature individuals who are able to become responsible and valued members of our wider society. We maintain close and meaningful partnerships with schools, other colleges and universities to further enhance the learner journey. Relationships with our community in Rochdale will reflect our commitment to the social and economic wellbeing of the Borough and increase the range of opportunities for our students to become active citizens.

Inclusivity, Belonging and Respect – we embrace diversity and strongly commit to the equality of opportunity for students, staff, their friends and families and our wider community in order to create a sense of belonging.

Honesty, Openness and Fairness – the life of the College community is based on the values of honesty and fairness and we commit to conducting ourselves with openness, trust and respect for the individual.

Positivity, Enthusiasm and Fun – shown by and towards all students and staff at RSFC

The Ambition is that by the time students leave RSFC they will:

- Have achieved their personal academic potential giving them a greater choice in life
- Have the highest aspirations and developed the self-esteem, confidence and emotional resilience to exploit their potential
- Be contributing members of the community and have compassion for others
- Be able to celebrate their success and that of others
- Have developed the confidence to overcome barriers to success
- Be articulate, creative and prepared for future growth and learning
- Be happy!

Shared Objective for all Staff

"To maximise students' achievements"

- At RSFC we do this through engaging our students in their subjects and inspiring them to enjoy their studies in a totally positive atmosphere
- Our students are challenged to achieve through a culture of high expectations and a belief in their ability
- Above all, staff at RSFC like their students and demonstrate this through their daily conduct and interaction

Job Description

Job Title:	Employability Co-ordinator
Reports to:	Assistant Principal
Remuneration:	Appointment will be made on the nationally agreed Sixth Form College Support Staff pay spine based on qualification and experience. The salary for this post is £23,496 to £25,725, points 29 to 32 of SFCA Support Staff pay spine.
Contract:	Full Time – Permanent – 37 hrs per week
Start Date:	As soon as possible

Overall Purpose of the Post

- To liaise with employers, higher education providers and other agencies to build effective partnerships
- To equip all students with the necessary skills required to effectively progress into further education, training and employment opportunities through the maintenance of a comprehensive work placement and employability programme
- To match students' work experience needs in relation to future progression with relevant placements in local/regional organisations.

Key Duties

- Continue to build relationships with local/regional organisations and employers to establish a comprehensive work placement programme and employer contributions to curriculum development
- Maintain a comprehensive database of all organisations participating in the work placement programme and all students who have completed a placement through the CONNECT software
- Develop and maintain an alumni network of previous students to support with college wide events and CEIAG for current students
- Manage all administration, data collection and data entry in relation to the role
- Liaise with Subject Leaders and the Student Performance and Development Team to assess work experience needs to identify and secure relevant career placements
- Liaise with local/regional employers to develop partnerships in order to establish employability skills/careers taster workshops and events
- Ensure all health and safety regulations are met in relation to students and their work place and conduct all relevant health and safety/risk assessment procedures as required by the College and/or the employer

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- To be the main point of contact for all employers participating in the work placement programme and/or events
 - To monitor and assess the suitability of placements and the overall success of the work placement programme, adjusting where necessary in liaison with the Assistant Principal
 - Collate and provide all necessary documentation to employers, parents and students in relation to data protection, job descriptions, expectations, health and safety, and where relevant, appropriate medical information
 - To arrange, co-ordinate and undertake visits to work placements both before and during a placement. Collate all feedback from visits and deal effectively with any issues/concerns that arise
 - To promote available work placements to students and to provide Student Performance and Development Leaders with all necessary information in relation to the programme
 - Liaise with partner schools through attending events, such as Parents' Evenings, Careers Events etc. and supporting students in relation to their future progression
 - Organise and coordinate events relevant to students' progression and employability
 - Support the role of the Communications and Schools' Liaison Coordinator
 - To undertake any necessary training in relation to the role
 - Any other duties as reasonably determined, and required by the line manager

Support for the College

The Employability Co-ordinator will:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
- Be aware of and support difference to help ensure everyone has equal access to the services of the college and feels valued, respecting their social, cultural linguistic, religious and ethnic background;
- Contribute to the college ethos, aims and development/improvement plan;
- Attend and participate in meetings as required;
- Undertake personal development through training and other learning activities including performance management as required.

General

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. This is a new post. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

Employment conditions

RSFC belongs to the Sixth Form Colleges' Association (SFCA) and as such has adopted the SFC's agreed support staff conditions of service.

Other

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. An enhanced DBS check will be carried out on the successful candidate. RSFC is committed to equal opportunities for all.

The successful candidate will be required to complete a satisfactory medical screening assessment and provide two satisfactory references, identity check and right to work.

Your terms and conditions are specified within your contract of employment.

Person Specification

No.	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview
QUALIFICATIONS AND EXPERIENCE				
1.	Level 2 (GCSE A* - C) or equivalent in English and Maths	E	√	
2.	A full driving licence with use of a vehicle including insurance for business use	E	√	√
3.	Level 3 (A Level) or equivalent qualifications	E	√	
4.	Experience of working in an education environment	D	√	√
5.	Experience of establishing/monitoring a work experience/employability/careers programme	D	√	√
6.	A Health and Safety Qualification	D	√	√
7.	Marketing and promotion experience	D	√	√
SKILLS AND KNOWLEDGE				
8.	Excellent verbal and written communication skills	E	√	√
9.	Strong administrative and clerical skills	E	√	√
10.	Good ICT skills, including Microsoft Office applications and databases	E	√	√
11.	Excellent organisational skills	E	√	√
12.	A knowledge and understanding of careers and work experience issues	E	√	√
13.	Ability to establish positive relationships with students and empathise with their needs	E	√	√
14.	Ability to establish positive working relationships with employers	E	√	√
15.	Some knowledge of Safeguarding	E	√	√
16.	Some experience of completing Risk Assessments	D	√	√
17.	A knowledge and understanding of progression pathways for young people post-18	D	√	√
PERSONAL QUALITIES				
18.	Willingness to maintain confidentiality on all College matters	E	√	√
19.	Ability to work effectively and supportively as a member of the College team	E	√	√
20.	Willingness to work flexibly, attending evening meetings as and when necessary and assisting throughout other areas of	E	√	√

	the College as requested			
21.	Well-presented and professional manner	E	√	√
22.	Excellent communication skills with the ability to persuade	E	√	√
23.	Demonstrable commitment to equal opportunities	E	√	√
24.	Willingness and ability to adapt to a wide range of duties in response to changing circumstances	E	√	√
25.	Ability to work alone and manage own work load	E	√	√
26.	Willingness to undertake training in relation to the role	E	√	√
27.	Commitment to continuing personal and professional development	E	√	√