**JOB SPECIFICATION**

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| **MYERSCOUGH AND PROUD**  |
| At Myerscough College and University Centre we have a nationally and internationally recognised Further Education, Higher Education, Adult Education and Apprenticeship provision. The Further Education provision is well established, the Higher Education provision has a well-recognised partnership with UCLan and the apprenticeship provision is operational nationally. We offer a rewarding and enjoyable working environment, where colleagues are inspired to make a positive difference to the educational experience and employability of our students. We are one of the top five largest land-based and sports colleges in the UK. |

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| **JOB TITLE** | **AREA OF WORK** |
| 14-16 Schools Co-ordinator  | Curriculum  |
| **SALARY** | **BENEFITS** |
| £19,337 - £26,807 per annum, relating to qualifications and experience | Local Government Pension Scheme26 days holiday rising to 31 days following 5 years’ service plus Bank Holidays to include up to 5 days to be taken between Christmas and New Year at direction of the Principal |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** |
| 14-16/Neet/ Traineeship and Adult Skills Manager  | N/A |
| **KEY TASKS AND RESPONSIBILITIES** |
| The 14-16 Schools Co-ordinator will represent the College in the local planning for 14-16 course delivery and will co-ordinate the 14-16 courses delivered at Myerscough and its centres.  |
| **DUTIES** |
| Report to the Assistant Director of FE and thereby to the Principal.  Support the areas in planning and developing the 14-16 curriculum ensuring the curriculum design and plans meet the 14-16 home education ESFA Funding guidance.   Work with the data team to ensure the accuracy of the 14-16 reports including learner and financial data. To provide regular data and financial reports to management. Ensure the 14-16 paperwork continues to meet the needs of the programme and reflects updated cross college material taking into account multiple policies and processes and well as external regulatory factors.  |
| Ensure proper communication with Schools, Education Business Partnerships and others involved in planning 14-16 provision. Regular liaison with the Schools and the provision of a point of contact for Schools staff is an important function of the post.  Work with the College’s Continuing Professional Development team to plan and deliver relevant staff development for teachers involved in the 14-16 curriculum.  Manage the return to Schools of information on pupil attendance, behaviour and termly academic reports. Manage the relationships with partner schools and local authorities to ensure that the programme continues to meet their needs.  Ensure that the delivery/ financial agreements/contracts with Schools and other relevant bodies are developed and updated.  That programme fees are presented to and agreed with the Assistant Principal of Finance. That invoices are raised at appropriate times. To ensure the College remains compliant with all relevant guidelines and legislation that relates to pre-16 learners in a post 16 setting.  Promote the College at careers events, Schools parents evenings, open mornings and other relevant functions. Attend parents’ evenings, other internal and external meetings and other well-being events.  To work with the Core team to manage the pastoral needs of the pre-16 learners including liaising with external organisations including Early Help, Social Care, mental health professionals and the police. To support and monitor the use of pro-monitor, where necessary updating the system on behalf of other staff to ensure correct evidence collection. Consult with the safeguarding team within the College to achieve best outcomes and best practice for pre-16 students including Area Support Meetings. Identify At Risk student and create Action Plans with student safeguarding officers and progress coaches. Create wellbeing or academic action plans where needed.   Provide pastoral support to learners where the threshold for Core involvement is not met.To take the lead in internal and external multi-disciplinary meetings where necessary and liaise with appropriate professionals. To complete all externally requested paperwork including response to assessment and information requests.  To lead on disciplinary matters including the issue of formal warning, communication with parents/ schools and the preparation of evidence for final written warnings and exclusions. To support tutors/ areas in disciplinary hearings, liaise with students/families regarding disciplinary concerns and ensure high levels of behaviour across the programme.   Lead on parent communication in terms of concerns, follow ups and disciplinary incidents.  To develop all marketing and IAG material for pre-16 courses in consultation with the marketing department. To be the first point of contact for potential students and related organisations.  To manage the admissions process, approving all applications and offers and where appropriate running interviews for 14-16 courses. To review all supplementary evidence, collect supporting paperwork and where necessary present individual cases to the College advisory panel with suggested outcomes. To run or support trial days, interviews and assessment days across all delivery sites including leading on the organisation and running of all Gen Ed interviews and taster days in Preston.  To work with the Inclusive Learning team to ensure support is appropriately costed and agreed prior to offer. To lead on identifying Learners Requiring EAA and Collate Evidence.  To lead PHSE element of the programme including specialist interventions and internal and external events.  To continually develop the College’s pre-16 offer to ensure it remains relevant, successful and beneficial to both the college and the local community. This includes development of new, innovative and/or bespoke programmes to support 14-16 delivery across FE, NEET and work-based learning.  To manage the College’s relationship with the local home education community and the Home Educated/ CME teams within all catchment local authority areas. Represent the College at local educational meetings.    Undertake in training and actively identify areas of training need amongst staff and for themselves and undertake to develop and pursue training in these areas.   Work with sensitivity, compassion and transparency keeping the best interests at the centre of the work at all times.  Actively and positively engage in supervision. Lead on work allocation for 14-16 administrator, 14-16 Progress Coach and 14-16 Business Support Officer and monitor their work and outcomes to ensure tasks are completed satisfactorily.   Lead on attendance monitoring ensuring systems are correctly set up and there is appropriate cover on each day and at each site.   Work with students and families to review available options at College, especially in a situation where an existing 14-16 placement is not working e.g. facilitating a course transfer or a move to NEET. Plan and run year 11 progression events to support high and appropriate progression into post 16 education.   |

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| **DUTIES** |
| You will be a role model and promote the College values:   * **Learning -**Our delivery will be high quality and innovative with students at the heart of decision making.
* **People -**We will enable staff and students to fulfil their potential whilst promoting resilience, leadership, accountability and teamwork.
* **Sustainability -**We will provide a happy, healthy, safe, supportive and sustainable environment in which to live, work and study.
* **FREDIE** - We will advance **FREDIE**:  Fairness, respect, equality, diversity, inclusion, engagement in all we do.
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| Promote College sustainability policies and strategies by personal commitment and leading by example and complying with all quality and environmental standards and expectations. This includes active involvement in carbon reduction, embedding of carbon reduction practices (lights off, heating down etc.) and being vigilant in relation to the College’s approach to Reduce, Reuse and Recycle ethos.Actively participate in the Annual Review and Development process in line with individual needs and College strategic plan priorities. Agree objectives with the Line Manager and ensure they are achieved.Be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults at all times in line with the College’s own Safeguarding Policy and practices.Be thoroughly aware of College Health and Safety policies and procedures, attend mandatory health and safety training appropriate to the role and ensure the full implementation of College policies, procedures across all areas of responsibility. Ensure that employees within line management are also compliant with the policies, procedures and training requirements including reporting and recording all accidents and near misses.  |

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| **DUTIES** |
| Ensure full adherence to and implementation of the Data Protection Act 1998, the General Data Protection Regulations 25 May 2018 and the College Data Protection Policy and Procedure and ensure that employees within their responsibility.Any other duties that may reasonably be required by Line Management and the Chief Executive & Principal. |

**Location of work**

You may be required to work at or from any building, location or premises of Myerscough College, and any other establishment where Myerscough College conducts its business.

**Variation to this Job Description**

This is a description of the job as it is at present, and is current at the date of issue.  The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.  This process is conducted jointly with your Line Manager.  You are expected to participate fully in the review and, following discussion, to update your job description as is considered necessary or desirable.  It is our aim to reach agreement on reasonable changes.  However, if such agreement is not forthcoming, Management reserves the right to insist on changes after consultation with you.

**EMPLOYEE SPECIFICATION**

 (PI) Post Interview

(A) Assessed via Application form ( I ) Assessed via Interview

(P) Assessed via Presentation in interview (T) Assessed via Test

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| **ESSENTIAL CRITERIA:** | **DESIRABLE CRITERIA:** |
| ***Personal Attributes*** |
| Presentable and professional appearance (I)Ability to work as part of a team (A/I)Ability to work to quality standards (A/I)Good command of the English language (A/I)Appropriate level of physical and mental fitness (PI) |  |
| ***Attainments*** |
| Honours Degree or equivalent qualification (/I) GCSE English and Maths at Grade C/4 or above (or an equivalent standard)  | Teacher Training qualification |
| ***General Intelligence*** |
| Sound educational background (A/I)  |  |
| ***Special Aptitudes*** |
| Communication/presentation skills (A/I) IT Literacy (Microsoft Office) (A/I) Facilitation experience/skills (A/I)  |  |
| ***Interests*** |
| Understanding of and empathy with innovation in education, especially vocational & 14-19 developments (A/I) | Empathy with education (A/I)Understanding of and empathy with land based sector  General interest in and knowledge of developments in education policy (A/I)  |
| ***Disposition*** |
| Excellent interpersonal skills (I)Approachable (I)Person centred approach (I) |  |
| ***General*** |
| An understanding of “safeguarding” and its importance within the College \* (A/I)An understanding of health and safety requirements of a working environment (A/I)An understanding of Fairness, Respect, Equality, Diversity, Inclusion and Engagement (FREDIE) issues within an educational context (A/I) |  |
| ***Circumstances*** |
| Willing to apply for Disclosure & Barring Service clearance at Enhanced level (important – further information below). (A/I)Ability and willingness to work flexibly (I)Possess a current driving licence or willing to travel as required by other means (A/I) |  |

\*Interviews will explore issues relating to safeguarding and promoting the welfare of children, including motivation to work with and ability to form and maintain appropriate relationships and personal boundaries with children and young people together with emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

**TERMS AND CONDITIONS**

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| **JOB TITLE** | **AREA OF WORK** |
| 14-16 Schools Co-ordinator  | Curriculum  |
| **SALARY** | HOURS OF WORK |
| £19 337- £26 807 per annum, relating to qualifications and experience | 37 hours per week |
| ANNUAL LEAVE ENTITLEMENT | PENSION |
| 26 days holiday, rising to 31 days following 5 years’ service plus Bank Holidays to include up to 5 days to be taken between Christmas and New Year at direction of the Principal | Local Government Pension Scheme Employee Contribution Rate (as at 1 April 2022)(based on actual NOT FTE) Contribution rate %  Up to £15,000 5.5%£15,001 to £23,600 5.8%£23,601 to £38,300 6.5%£38,301 to £48,500 6.8%£48,501 to £67,900 8.5%£67,901 to £96,200 9.9%£96,201 to £113,400 10.5%£113,401 to £170,100 11.4%£170,101 or more 12.5%17.4% EmployerYou will automatically become a member of the LGPS |
| PROBATIONARY PERIOD | DRESS CODE |
| A probationary period of nine months applies to new entrants to the College | All post holders are expected to be of a professional and presentable appearance |
| REFERENCES / MEDICAL CLEARANCE / DISCLOSURE |
| The appointment is subject to the receipt of satisfactory references, medical clearance and Disclosure & Barring Service check/ISA (if applicable). Occupational Sick pay is not paid during the first four months of service and thereafter is subject to the College’s Sick Pay SchemeShould your application be successful you will be sent further details via email from eSafeguarding. They are the Registered Umbrella Body we have chosen to complete the Disclosure and Barring Service (DBS) process on your behalf.Please note that all new employees of the College will be required to pay for their DBS check via eSafeguarding at the time of application (at present £38.00 for an enhanced level check). |

**DBS UPDATE SERVICE**

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| The Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online. |
| BENEFITS TO YOU | **HOW TO REGISTER** |
| * Saves you time and money
* One DBS certificate may be all you will ever need
* Take your DBS certificate from role to role within the same workforce
* You are in control of your DBS certificate
* Get ahead of the rest and apply for jobs DBS pre checked
 | You can [register online](https://secure.crbonline.gov.uk/crsc/subscriber) as soon as you have your application reference number. You can ask for the number when you apply for your DBS check.Or you can wait and [register](https://secure.crbonline.gov.uk/crsc/subscriber) with your certificate number when you receive your DBS certificate. **If so, you must do so within 30 days of the certificate being issued.**To check the progress of your DBS certificate use the [DBS tracking service.](https://secure.crbonline.gov.uk/enquiry/enquirySearch.do)**Registration lasts for 1 year and costs £13 per year (payable by debit or credit card only).**You’ll get an ID number with your registration that you need to log on to the service. Make sure you write it down.  |
| WHAT YOU GET |
| When you join, you’ll get an online account that lets you:* Take your certificate from one job to the next
* Give employers permission to check your certificate online, and see who has checked it
* Add or remove a certificate
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