

## Job Summary Work Related Curriculum Advisor (Fixed-term to July 2019)



**Team** Work Related Curriculum

**Salary** Scale 4, starting £22,864 with progression to £24,884 per annum

**Job Summary** Newham Sixth Form College (NewVIC) is London's largest sixth form college. It is a vibrant centre for sixth form education with the great majority of students coming from our local schools in Newham. Our mission is to create a successful learning community and our values are:

- excellence and achievement; setting high standards and high expectation
- respect for everyone; valuing diversity and promoting equality
- education for everyone; attracting and including new learners
- education of the whole person; for personal and social development
- accountability, responding and contributing to our communities.
- honesty, openness, trust and sensitivity in everything we do

NewVIC is a unique sixth form college and working here will give you the opportunity to develop your expertise in a successful and innovative student-focused organisation.

The college has developed a NewVIC Professionals Programme to start in Autumn 2018 for students who would like to experience a substantial industry placement of 50 days alongside their main L3 Qualification. The new programme of study is to help build capacity for the New T –levels that are currently being developed and scheduled to roll-out from 2020.

We are looking for an accomplished professional who can build on successful current practice to work as a Work-related Curriculum Advisor (fixed-term to July 2019) within the work-related curriculum team and to ensure that all students who are part of the NewVIC professional programme have access to specific matched industry placements as well as the BTEC courses work experience, within the industries of Engineering, Construction and Computer Science. At NewVIC we strongly believe in team-working and see this as contributing to our success.

This job description is subject to review and is likely to change as the college develops.

**Closing date:** 12 noon, Monday 17 September 2018

**Vacancy ID:** OP/01

**Application form:** To apply for this vacancy please complete the application form available from [www.fejobs.com](http://www.fejobs.com) or [www.newvic.ac.uk](http://www.newvic.ac.uk). Applications can be submitted to [jobs@newvic.ac.uk](mailto:jobs@newvic.ac.uk) or posted to Human Resources, Newham Sixth Form College, Prince Regent Lane, London, E13 8SG. Please ensure you allow sufficient time for your application to reach us as we cannot accept applications past the closing date/time.

Candidates are shortlisted on the basis of their written application and the extent to which they meet the standard criteria. You are advised to ensure that you use your supporting statement to indicate the extent to which you meet each of the criteria in the person specification below. Shortlisted

candidates will be invited in for a selection day that may include a briefing, a written assessment, a practical test, and an interview.

## Job Description Work Related Curriculum Advisor

**Reports to:** Team Leader - Work Experience

**Responsible for:** N/A

**Main Purpose:** To support the work related team in sourcing potential employers for work placements and work experience for NewVic courses and to strengthen relationships with employers through regular communication and to help the organisation of employer events and visits. To liaise with employers, teachers and managers on the progress of learners. To provide administrative support to all stakeholders as part of the Work Related Curriculum processes and ensure all documents and reporting systems are updated and maintained.

We are seeking to appoint an individual who can build on successful current practice ensuring that all students have access to this very important element of college experience. We anticipate the post-holder will help develop a network of external contacts to support the college in this endeavour. We also wish to see new ideas for engaging students and building their knowledge of the world of work, giving them confidence both in their studies and in accessing future career opportunities.

This includes promoting and increasing the quality and volume of work-related activities undertaken by all students. The person appointed will be working in close collaboration with the programme team managers and the Associate Principal to ensure that work-related opportunities add value to the mainstream curriculum offer. As an inclusive organisation the college places a high value on the needs and interests of all its students and the successful applicant would be expected to ensure the employability interests of this cohort are met through working collaboratively with curriculum and support managers amongst others.

**Main Purposes of the post:**

1. To engage with employers within designated geographical regions. This will include but is not limited to, cold calling, personal visits, leafleting, attending business network events etc.
2. To organise work experience placements for NewVic college students who form part of the work placement capacity building programme and deliver presentations to students and external stakeholders
3. To further develop and manage effective links between curriculum and college services, external agencies and business organisations
4. To be able to work under pressure to deadlines and meet set targets
5. To carry out Health & Safety risk assessments for new employers and re-risk assess existing employers when required
6. Administer DBS checks, as required by the subject areas
7. To engage with students on a one-to-one basis to discuss opportunities and career aspirations
8. To promote employment-related curriculum strategies in collaboration with colleagues and teaching staff
9. To maintain links with education business partnerships and other similar

local networks

- 10.** To work with others to ensure effective recognition of the contributions to employability
- 11.** Maintain detailed records of work related activities through the college monitoring systems or other approved systems as well as maintenance of effective filing systems
- 12.** To develop strong internal relationships with staff involved in the work-related curriculum in order to ensure that they are able to maximise on all potential employer engagement opportunities to benefit NewVic students.

You will be required to carry out other duties as may be commensurate with the post which do not change the character or purpose of the post which are necessary to maintain high standards of business practice.

This job description is subject to review from time to time in line with the requirements of the post.

## Person Specification

### Work Related Curriculum Advisor

You are advised to use your supporting statement to indicate the extent to which you meet each of these criteria.

**A** – Application Form      **I** – Interview      **R** - Reference

Personal Skills Characteristics	Essential	Desirable	Method of assessment
<b>1. Experience</b>			
• Proven experience working directly with employers	✓		A/I
• Excellent sales and negotiation skills	✓		A/I
• Proven experience in delivering Information, Advice & Guidance		✓	A
• Self-motivated with results/target driven approach	✓		A/I
• Experience of business networking		✓	A/I
<b>2. Qualifications</b>			
• GCSE Grade C or equivalent in English and Maths	✓		A
• Evidence of professional development	✓		A
<b>3. Practical and Intellectual Skills</b>			
• Able to work under pressure and to strict deadlines	✓		A/I
• Computer literate with Microsoft packages including Outlook	✓		A
• Excellent written and oral communication skills	✓		A/I
• Able to use initiative, organise and prioritise	✓		I
• Able to identify improvements within existing systems	✓		I
• Able to effectively present to a variety of audiences (including Power Point presentation)	✓		A/I
<b>4. Disposition/Attitude</b>			
• Highly motivated, enthusiastic and determined to succeed	✓		I/R
• Able to establish good working relationships with colleagues and employers	✓		I/R
• Commitment to the provision of a quality service and the implementation of quality improvements	✓		A/I
<b>5. Circumstances</b>			
• Must be prepared to travel to external agencies and business organisations	✓		A/I
• Able to work flexibly throughout the week / weekends / evenings over the year by prior agreement	✓		I

## Other Information

Health and Safety - all employees must comply with the requirements of the Health and Safety at Work Act 1974 and affiliated regulations. Employees are also required to comply with the college's Health and Safety Policies and take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions. Where the college has a statutory duty with regard to health and safety employees are required to co-operate with the college and its managers and officers so far as is necessary to enable the college to meet that duty. This includes using equipment and substances in accordance with training and instruction and the reporting of serious dangers to your own or others' safety.

The College operates a smoke-free policy and the post-holder is prohibited from smoking in any of the College's buildings, enclosed spaces within the buildings, and College vehicles. Staff will not be released for a break that is specifically for smoking.

Equality – the postholder must be committed to the college's Equality and Diversity Policy and advancing equality through our Equality Objectives.

Performance – the postholder will be required to participate in performance reviews and undertake a plan of training where necessary.

NewVic supports the professional development of its staff. The strong team culture in the college provides a stimulating environment in which to develop your skills. Development needs are discussed during the appraisal process and there is a generous budget for staff development requests that support team and college objectives.

There is an induction programme for new staff.

Confirmation of appointment is subject to a satisfactory 10 month probation period.

The post holder will be required to adhere to College policies and procedures.

This post is eligible for membership of the Local Government Pension Scheme (LGPS).

In addition to the responsibilities listed above, all employees must be adaptable in their approach and undertake other duties that are commensurate with postholder's level, wherever they may be, to achieve the objectives of the College.

This post is based at Prince Regent Lane but the postholder may be required to visit other establishments move their base to any other location within the college at a future date.

The post holder will be required to have a clearance from the Disclosure and Barring Services. Criminal convictions will only be taken into account when they are relevant to the post.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment and participate in statutory training.

- **Useful websites:**

NewVic

[www.newvic.ac.uk](http://www.newvic.ac.uk)

The college's own website.

Newham Council

[www.newham.gov.uk](http://www.newham.gov.uk)

The website of Newham Council.

[www.london.gov.uk](http://www.london.gov.uk)

The website for the Government Office for London.

The 2015 Ofsted inspection report on NewVic

<http://www.newvic.ac.uk/news/publications/Ofstedinspection2015.pdf>