

Schools' Liaison and Events Coordinator

APPLICATION PACK

Rochdale
sixth form
college




Ofsted
Outstanding
Provider

**OFFICIALLY
OUTSTANDING**

ALTUS
EDUCATION PARTNERSHIP

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 rated Ofsted outstanding and, is consistently ranked as one of the highest performing colleges in the country according to the DfE's performance tables and national achievement rate tables.

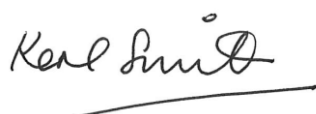
The Altus Education Partnership was formed in April 2017. It is a multi-academy trust formed by the governing body of Rochdale Sixth Form College and dedicated to the improvement of education in the borough of Rochdale. The Trust's mission arose from and builds upon the successes and values of the sixth 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



Karl Smith

Principal

Making your application

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

Application

1. Complete the Altus Education Partnership application form.
2. Provide a supporting statement of no more than two sides of A4 which should address the criteria in the person specification.
3. Send your completed application form by email to recruitment@altusep.com.

Deadline

The deadline for the post is **Tuesday 13 May 2025** (to arrive no later than 12.00 midday).

Interviews are expected to take place week commencing **w/c 19 May 2025**.

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 Support pay spine, Scale Points 13 to 17 £29,273 - £32,936 and actual salary for TTO+2 will be £26,588 - £29,915.**

Start Date

As soon as possible

For an Application Pack

1. Visit www.rochdalesfc.ac.uk or www.altusep.com
2. Email: recruitment@altusep.com

Altus EDUCATION Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974.

In accordance with the recommendations set out in KCSIE the Trust carries out online searches on shortlisted candidates.

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 always aim 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 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 can 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 well-being 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 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
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Job Description

Job Title:	Schools' Liaison and Events Coordinator
Reports to:	Assistant Principal
Contract:	37 hours Term Time Only + 10 days (The post holder may be required to work a proportion of the contracted hours in the evening through attendance at college and partner schools' events)
Remuneration:	Sixth Form Colleges Support pay spine, Scale Points 13 to 17 £29,273 - £32,936 and actual salary for TTO+2 will be £26,588 - £29,915.
Start Date:	As soon as possible

Overall Purpose of the Post

- To liaise with partner schools and lead on the planning, development and implementation of transition activities and events.
- To coordinate the delivery of internal and external stakeholder events.

Responsibilities

- To coordinate the delivery of the schools' liaison and events strategy.
 - To be the main point of contact for partner schools and young people's career guidance services in relation to liaison and transition activities.
 - To support the Assistant Principal with the coordination, administration and delivery of individual partner school action plans including transition plans for individual students.
 - Assist with the review of individual school action plans yearly.
 - Manage all administration, data collection and data entry in relation to the role.
 - Produce regular management information to enable SLT to determine the effectiveness of the schools' liaison and events strategy.
 - To plan, organise and deliver events such as Taster Sessions, Master Classes, Parents' Evenings, Higher Education Evenings, Options Evenings, Presentations, Awards Evenings and Application Support.
 - To offer information, advice and guidance to school students and parents through attending information sessions such as parents' evenings, application support sessions and presentation evenings etc.
 - To assist in the updating of all online and offline external communications including: the website, Facebook, Instagram and TikTok in line with the College's social media strategy.
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- Assist in the development and implementation of the college marketing activities including regular updates to social media channels and liaising with external agencies in relation to the college marketing strategy.
- Assist in the production of college literature including; the prospectus, success booklet, enrichment guide, new parent/carer guide.

General Requirements

The Schools' Liaison and Events Coordinator 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.

Other

- The Trust 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.
- The Trust 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.
- The terms and conditions are specified within the contract of employment.

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. 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.

Person Specification

No.	CATEGORIES	Assessed by:		
		Essential/ Desirable	App Form	Interview
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	√	√

EXPERIENCE				
3.	Experience of effective team working.	E	√	√
4.	Experience of working under own initiative and evidencing the ability to develop administrative systems and procedures.	E	√	√
5.	Experience of working in an administrative role in a demanding and busy office environment.	E	√	√
6.	Experience of communicating professionally with external stakeholders.	E	√	√
7.	Marketing and event planning experience.	D	√	√
ABILITIES, SKILLS AND KNOWLEDGE				
9.	Excellent communication and interpersonal skills with the ability to communicate professionally with internal and external stakeholders at all levels.	E	√	√
10.	Awareness of the 11-16 mainstream school system in Rochdale in relation to schools liaison, applications and transition.	E	√	√
11.	Ability to demonstrate excellent attention to detail including branding guidelines.	E	√	√
12.	Excellent IT skills.	E	√	√
13.	Knowledge of the administration relating to social media channels.	E	√	√
14.	Ability to use Microsoft Office applications in particular Excel spread sheets and mail merges.	E	√	√
15.	Excellent organisation skills and the ability to produce work to a consistently high standard under pressure.	E	√	√
PERSONAL CHARACTERISTICS				
23.	An unwavering commitment to the Altus Education Partnership's vision, mission and values	E	√	√
24.	Willing to be accountable and to take personal responsibility for own actions.	E	√	√
25.	Resilience and the ability to grow professionally and flexibly within a start-up and developing organisation	E	√	√

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