Job Description
Alumni Support Officer

Working hours	Term-time only The working day is 8am-5pm (with a one hour break)
Salary	Based on an FTE of £26,000, the salary would be £5,977 for the specified period below
Pension scheme	Local Government Pension Scheme
Start date	ASAP
Contract term	Temporary - 2nd October to the end of the autumn term (15th December)
Line management	n/a
Line manager	Director of External Relations

Key Responsibilities

- To establish and maintain a database of alumni contact details and destinations
- To establish and coordinate a regular programme of alumni engagements and activities, including networking events'
- Build relationships with current students and support the efforts of those alumni making the transition into university or alternative destinations
- Provide bespoke assistance to those alumni in need of the greatest support in making the transition to higher education
- Attend Alumni Board Meetings and take minutes

Specific Tasks

Preparation for university with current LAET students

- Work with the pastoral team to identify a core group of 'high-risk' alumni and build relationships with these students
- Working with the pastoral and year group teams, help to prepare students for their transition to university or alternative destinations
- Work with the Higher Education Coordinator to organise campus trips and similar activities to ensure students are well prepared for the transition to university

High risk group

- Stay in regular communication with each identified alumnus to increase accountability and success
- Help alumni identify academic and pastoral support services available through campus or local resources and make sure that they take advantage of the resources

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- Enhance academic skills such as time management, rigorous study habits and academic goal setting
- Increase alumnus independence in managing their university experience
- Having secured alumni consent, liaise with families in an effort to leverage parental support to steer alumni back on track
- Develop a supportive, professional relationship with each alumnus, especially those in the high risk group
- Ensure consistent & regular monitoring of each alumnus in the high-risk group, overcoming any obstacles to doing this reliably

All alumni relations

- Plan regular communication materials to all alumni with relevant messages, together with the Digital Marketing & Multimedia Officer
- Identify the changing needs of alumni and potential risk factors to success. Move alumni into the high risk group to allow for more intensive support if required.
- Record relevant notes from each communication in alumni database
- Collate content for the Alumni Newsletter, together with the Digital Marketing & Multimedia Officer
- Maintain an up-to-date record of each student's progress in the alumni database
- Ensure accurate contact information is maintained in the database
- Identify and promote summer enrichment and volunteer opportunities for Alumni
- Plan events throughout the academic year to engage and support our Alumni

University & Employer Links

- Build relationships on key university campus' who will advocate for and support alumni, particularly those identified as high risk
- Identify key individuals on campus to meet with during on-campus visits
- Connect alumni to on-campus officials who will help ensure success
- Speak with and meet campus officials to advocate for student support, financial aid assistance or other topics as necessary

- Liaise with the Careers Lead to build relationships with key employers who will provide bespoke employment opportunities for LAET Alumni
- Liaise with the Director of External Relations to build relationships with key organisations and individuals who support the aims of the sixth form, advancing LAET's presence in the social mobility space

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Line Management:

- The Alumni Support Lead will be line managed by the Director of External Relations

Next Steps and Making an Application

For further details on the position, please see the appendix below for a detailed person specification and the general responsibilities as a member of staff at LAE Tottenham.

To apply for the role, please complete the application form on TES. Please note only a short cover letter is required.

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Alumni Support Officer

Appendix 1 - Person Specification

Essential professional criteria	How these will be confirmed
Qualifications: - A good honours degree or equivalent - Excellent grades at A-Level or equivalent	Sight of original exam certificates / academic qualifications will be requested
Knowledge/Experience: - Strong understanding of school culture - Experience of positive and impactful work with young people -	Confirmation of former relevant employment will be requested. To be tested at interview
Skills and Qualities: - The ability to build and sustain productive professional relationships - An unwavering belief in the primary importance of safeguarding young people - A passion for helping young people to achieve their potential - An excellent team member - Adaptability and flexibility - A sense of humour and positive outlook - Strong communication skills - An efficient and effective administrator, able to effectively meet deadlines - An ability to plan time effectively to meet clearly defined goals	There will be opportunities at interview to discuss experiences and examples that demonstrate these. Referees will also be asked about these skills and qualities.

Desirable professional criteria	How these will be confirmed
Knowledge/Experience: - An excellent understanding of Higher Education, including the barriers faced by students from disadvantaged backgrounds	Confirmation of former relevant employment will be requested.

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Appendix 2 – Responsibilities as a Member of LAE Tottenham Staff

General Responsibilities as a member of LAE Tottenham staff:

- To promote a culture of aspiration for all of our students
- To be supportive and understanding of the differing needs of young people
- To play a full part in the CPD programme, including prior to the start of the academic year
- To take part in evening and weekend events as appropriate
- To model intellectual rigour and a can-do attitude
- To support an atmosphere of openness and honesty
- To care for all other members of the school community
- To show a genuine passion for social mobility

Other Information

- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete particular duties.

- The job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the holder of the post.

- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

- This job description may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher

- The post holder may deal with sensitive material and should maintain confidentiality in all school related matters

- This role will involve flexibility in terms of working hours and days to be discussed at interview

Recruitment and Selection Policy Statement

LAE Tottenham's Governing Body is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment.

LAE Tottenham's Governing Body is committed to equality and proactively seeks to recruit a diverse staff body.