**JOB DESCRIPTION**

**Post:** School Liaison Officer

**Responsible to**: Head of Admissions, Liaison and Marketing

**Responsible for**: Promoting the college and maintaining positive links with high

schools, key stakeholders and relevant agencies. Assisting with student transition to the sixth form.

**Co-ordinates with**: Admissions, School Liaison and Marketing Team, Student Services, Additional Support, Pastoral Leads and Mentors, and external links.

**Summary of Responsibilities**:

* To promote, encourage and facilitate the progression of students from partner high schools to the sixth form
* To help develop an effective programme of engagement and Careers, Education, Information, Advice and Guidance (CEIAG) activities for Years 7 – 11
* To work with target groups as identified by Head/Deputy of Admissions, including:
	+ Gifted and talented
	+ “Closing the gap” / widening participation
	+ Students who are at risk of not making a successful transition
* To carry out a case-load of admissions interviews
* To assist with the delivery of the Blackpool Opportunity Area Post-16 Transition project
* To report to the Deputy Head of Admissions on the progress and quality of all school liaison activities
* To support the full range of activities of the Admissions, School Liaison and Marketing team

**Principal Duties:**

* Develop and maintain links with partner high schools as designated by the Head/Deputy Head of Admissions
* Deliver presentations, workshops and other sessions to school students, school staff and parents/carers.
* Represent the college at high school events e.g. parents’/careers evenings and other college events as directed by the Head/Deputy Head of Admissions
* Carry out student interviews, course changes and provide advice and guidance
* Support the preparation and delivery of events and activities (including open evenings, tasters, summer schools, performances, awards and celebration evenings)
* Recruit and support student ambassadors for their roles at sixth form events and their school liaison work
* Assist with displays and publicity as required
* Support admissions work throughout the year and provide information and support to prospective and current students
* To carry out activities related to the Blackpool Opportunity Area Post-16 Transition project
* Use social media effectively to promote school liaison activities
* Maintain records of activities and carry out analysis and evaluation tasks, including the creation and maintenance of spreadsheets, as directed
* Support the marketing team with some administration duties and the distribution of promotional materials to high schools and other local organisations
* Some travel to schools across the area will be required, to claim mileage expenses you will be required to have business insurance

**Terms and Conditions**

|  |  |
| --- | --- |
| **Salary**  | Points 19-26 of the Sixth Form Colleges Pay Scale currently £17,400 - £21,133 per annum. |
| **Working hours**  | Will require attendance at college 36.25 hours per week. You are expected to attend a limited number of meetings which will take place outside the core day. Some flexibility in the hours worked will be expected, this could include some work in evenings and at weekends. |
| **Pension Scheme** | You will be auto-enrolled into the Local Government Pension Scheme |
| **Safeguarding**  | The Blackpool Sixth Form College is fully committed to safeguarding and promoting the welfare of all students, staff and visitors. All posts, including volunteers, are subject to enhanced DBS (Disclosure and Barring Service) clearance. |
| **Payments**  | Your salary will be paid on the last working day of each month by BACS transfer. |
| **Health** | Appointments to the college are subject to satisfactory health clearance. You will be required to complete a health questionnaire and may be asked to attend a medical. |
| **References**  | Two references will be required on application; one must be your most recent employee. Should we not receive these references when requested from the referee you may be asked to follow these up or provide an alternative referee.  |
| **Probationary Period**  | The post is subject to the successful completion of a 12 month probation period. You will have First Year in Post reviews to assess your progress and set targets. |

*This Job Description is current at the date shown and may be amended from time to time after consultation.*

**December 2018**