



POST	EMPLOYER ENGAGEMENT LEAD
RESPONSIBLE TO	HEAD OF CAREERS
SALARY SCALE	This salary is paid on the Sixth Form College Association Support Staff Pay Spine: Scale Point range 18 to 20 currently £28,217 - £30,105 per annum
Hours of work:	Monday to Thursday 8:30 to 16:30 and Friday 8.30 to 16:00, 37 hours per week. This post could involve some evening work e.g. parents and information events. This role will be a fixed term contract of 1 year in the first instance.

The College is seeking to appoint a well-qualified, able, and enthusiastic individual to the full-time post of Employer Engagement Lead. Ideally you will be from a recruitment or business working environment, enthusiastic, confident, and self-motivated, able to instil confidence in students, staff, and external bodies alike whilst providing a full and efficient work placement service to students. You should have a track record of outstanding professional success and committed to providing the highest quality experience for all students.

Industry Placements and Work Experience at Notre Dame Catholic Sixth Form College

This post is a new post to focus entirely on working with external organisations, to both build capacity and secure top-quality industry placement opportunities for our T Level students.

Notre Dame Catholic Sixth Form College is committed to providing all our students with a high-quality programme of careers education, information, advice, and guidance (CEIAG). We firmly believe that all students have an entitlement to such provision and recognise the key role it must play in achieving the College's aims of fulfilling each student's potential, providing equality of opportunity, and maintaining high standards of achievement.

The College has a track record of outstanding success in its delivery of extended work experiences. From securing an initial bid for the Capacity Delivery Fund (CDF) over two years ago, we have forged many new links with large businesses to provide highly successful placements. This is an exciting time for the college as move into the second year of the T- Level Digital, to extend this further. The College is launching T level Health in September and has forged an excellent partnership with HealthCare Academy led by Leeds Teaching Hospital.

Main Purpose of Post:

- To foster strong professional relationships with employers in private, public and the third sectors to maximise opportunities for T Level students.
- To secure high quality and meaningful T Level Industry Placements for all T Level students.
- To contribute to the development and implementation of an employer engagement plan in order to build and maintain employer relationships.
- To build and maintain a database of T level employers and placements.
- To be the main point of initial contact for employers and students to secure T level Industry placements.
- To organise and coordinate the industry placement offer across T-Level, CDF, and some general work experience
- To be a highly effective conduit between employers, Heads of Department, students and parents/carers to support students to have the highest quality experience of industry placement.
- To support all employer engagement and industry-related activities across the College.

Key Tasks:

- To match each student's needs, career aspirations and interests to an appropriate industry placement.
- To establish and maintain excellent working relationships using highly effective communication with cross-college and curriculum departments.
- To initiate new links with local/national employers and develop excellent working relationships, attending networking events.
- Develop sustained relationships with employers to further establish the high profile and respected reputation of Notre Dame across the city.
- Contribute to the outstanding aspirations of the College through the quality and range of employer relationships and collaboration with external and internal partnerships.
- To support the Head of Careers to identify gaps in work placement delivery to increase placement uptake across a range of sector employers from SME to multi-nationals.
- To work with the Head of Careers to develop a regular delivery of employer led opportunities promoted to all students.
- Attend networking and other employer events to promote the college and our students, to establish new working partnerships and gain placement and work-based opportunities
- To provide regular industry placement information reports including collation and analysis of T Level student destination data, to Head of Careers and SLT.
- To keep abreast of new employers and developing business sectors both locally and nationally and to update Head of Careers and SLT as appropriate.
- Work with the Head of Careers to increase the number of employers who can meet the criteria for providing placements for T Levels.
- Liaise with the curriculum teams across college sharing information around placement activity, employer contacts and opportunities to promote the wider college offer.
- Carry out employer and student satisfaction surveys throughout the year, with feedback to Head of Careers and SLT.

- Produce case studies to promote the benefits of hosting work placements and other work experience activities, to be used in marketing materials.
- Support employers to deliver 'best practice' work experience for students, providing resources, training, and advice to employers to enable them to develop their work experience offer, including a bank of role or job descriptions for students on placement.
- To support T-Level Achievement Tutors to match each student's needs, career aspirations and interests to an appropriate work experience, to meet employers' expectations and to fully engage with their placement activity
- To communicate with parents/guardians/carers and employers in a professional and timely manner.
- To support the Head of Careers in creating effective ways to promote the work experience programme to all students, staff and parents/carers.
- To assist the Head of Careers to organise post-placement celebration events, displays and rewards.

Other:

- To have regard to the principles and values expressed in the College's Mission Statement.
- To demonstrate a commitment to promoting and safeguarding the welfare of children and young persons in line with College policy
- To have full regard for the College's Equality and Diversity and Health and Safety requirements
- To assist in cross-college support, (such as invigilation), where appropriate.
- To attend meetings in accordance with the College meetings' schedule.
- To adhere to the Health and Safety policy of the College.
- Ensure own personal and professional development by keeping up to date with all current and new developments in work related education
- To take part in staff appraisal and development as appropriate
- To take part in the College Open Events.
- To perform such other duties as assigned by the Principal which reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

The job description is an outline of the key tasks and responsibilities and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the College, as well as the personal development needs of the post holder.

POST OF EMPLOYER ENGAGEMENT OFFICER **PERSON SPECIFICATION**

Referees will be asked specifically to comment on the attributes below.

The ability to meet the person specification will be verified by the application, interview, task, certificates, and references as appropriate.

PERSONAL AND PROFESSIONAL REQUIREMENTS

Method of Assessment

A = Application I = Interview T = Task C = Certificate/s R = References

Essential	Method of Assessment
Educated to Level 3 or above	A, I, R
GCSE grade 4 or above/ or equivalent in English Language and Maths	A, I, R
Evidence of successful relevant work with young people	A, I, R

Genuine interest and ability to work with young people in a professional and supportive manner	A, R
Excellent interpersonal/communication skills	A, I, R
Ability to communicate effectively with staff, students, external agencies/employers, parents/carers etc.	A, I, R
The ability to develop effective relationships with employers, staff, and students through a professional approach to work	A, I, R
Ability to empathise and maintain positive relationships with young people	A, I, R
Flexible but firm approach to supporting students	A, I, R
Pro-active approach to finding and retaining placements	A, I, R
Excellent attendance and punctuality record	A, R
Ability to work on own initiative and organise own workload	A, I, R
Ability to analyse statistical data	A, I, R
Decision making skills	A, I, R
Ability to systematically record data and write relevant reports	A, I, R
Good written communication, organisational and record keeping skills	A, R
Experience of working with information technology applications especially Microsoft Excel.	A, I, R
Excellent time management skills and experience of managing multiple tasks	A, R
Able to work to tight deadlines	A, I, R
Ability to assess and identify needs to meet student requirements	A, I, R
Flexible approach and positive attitude to work	A, I, R
Ability to adapt to meet the challenges of rapid change	A, I, R
Commitment to participating in CPD	A, I, R
Support for the Catholic ethos of the College	A, I
Commitment to Safeguarding and promoting the welfare of young people. (All appointments are subject to satisfactory Disclosure and Barring Service check)	A, I

Desirable

Knowledge of Health and Safety at work	A, R
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COMPLETING YOUR APPLICATION FORM

To apply for a job, you must be eligible to work in the UK.

The application form plays a most important part in our selection process. **Please do not send us your standard CV (curriculum vitae).** It is vital that you fill in the form as fully and accurately as possible.

At the initial shortlisting stage, we will pay particular attention to how well your experience and skills fit **the criteria of the Person Specification and you should address each of these clearly in your application.**

The College is committed to Safeguarding and promotes the welfare of young people and expects all staff, students, and volunteers to share this commitment.

In promoting equality, we welcome applications from all sections of the community.

This post is subject to an enhanced Disclosure and Barring Service check under the Protection of Children and Young Persons procedures. If you are selected for interview you will be required to consent to the necessary enquiries being made.

Completed applications should be returned via the TES Portal.

Closing date: 9AM on Monday 24th May 2021

It is intended that interviews will take place on Week beginning 24th May

Applicants who have not been contacted within four weeks of the closing date should assume that, on this occasion, their application has been unsuccessful.

Thank you for your enquiry and interest in this post.

About Notre Dame Catholic Sixth Form College

Notre Dame Catholic Sixth Form College is one of the top sixth form colleges in the country with a historical track record of success. We are extremely proud of all our students' achievements, especially the individual progression that they each make in their time with us. The success is built upon teamwork between staff and students. Our staff are passionate about working with young people and always go the extra mile to provide guidance and support to help them succeed.

We are in a prime central location adjacent to Leeds University, within walking distance of the city centre with good transport connections to the rail/bus stations, uniquely situated down a tree lined avenue which provides a peaceful almost non-urban setting. Parking on site is provided.

Our core activity is to provide education for students aged 16-19, offering a range of A Level and BTEC courses, at both level 2 and 3. We are a highly successful college of approximately 2000 full time 16-18 year olds and oversubscribed each year. Student destinations are excellent, with circa 80% progressing to University, a significant number achieving Russell Group and Oxbridge places, and with an increasing number of students opting for apprenticeships. Students study in a

purposeful and diverse environment with a strong focus on respect in which every learner genuinely does matter.

An Outstanding College

We are Ofsted grade 1 Outstanding and have a sustained track record of outstanding results at A level and BTEC/CTEC as measured by ALPs, which puts Notre Dame Catholic Sixth Form College one of the top Sixth Form Colleges in the country. There is a culture of high expectations and rigorous quality improvement in all areas with students continuously achieving well above their target grades and making a positive contribution to the College and its wider community. Student attendance and behaviour are exemplary, illustrating that the Catholic mission and ethos of the College is lived out at all levels.

Our Community

Notre Dame offers Catholic students from Leeds and surrounding towns and districts an excellent opportunity to continue their education in an environment that lives by its mission to build a community based on faith and trust. The College has a high proportion of students from disadvantaged areas (the College is in the lowest quartile of providers nationally in terms of disadvantage). Students are supported in their personal, academic and spiritual needs. Although the majority of the students are from Catholic backgrounds, the College welcomes students of other faiths and celebrates the diversity of the student population.

Links with the Catholic and local high schools are very strong. The Principal meets regularly with Head Teachers to discuss and share a wide range of curriculum, pastoral and strategic issues. Relationship with the Diocese of Leeds are maintained through the foundation governors. The College has outstanding links with both the local and wider community. The curriculum departments also contribute widely to the links with local community groups, employers, charities and local primary schools.

Notre Dame has an extensive range of enhancement and enrichment activities, involving many team sports, drama and overseas visits. There is a first-class programme of student support and a very active Chaplaincy group.

As a Catholic Sixth Form College we strive to be a Centre of educational excellence for the community built on faith, respect and trust. We celebrate diversity amongst all our students and staff and seek to nurture the gifts of each individual through high quality teaching and learning and dedicated pastoral care.

Staff at Notre Dame Catholic College

Notre Dame Catholic College has achieved all of its success through the hard work, skills and commitment of all staff. We seek to work with an inclusive and transparent style of management, which is open, consultative and encourages all staff to participate in the leadership and management of the College. The development of staff skills is a priority for the College and teams are encouraged to innovate and continuously improve Notre Dame's curricular and pastoral offer to its students.

What our staff say about Notre Dame Catholic College

Teacher of Law

'I have worked here for 13 years because it is a college which cares about the students both academically and pastorally and which allows them to achieve their potential.'

Head of Department

'Working at Notre Dame was the best career decision I could have made. Since my first day I have always felt supported, challenged but above all empowered to teach my subject the way I want to teach it.'

Course Leader

'I am new to the College and I have found everyone to be so supportive and helpful. There is an air of kindness and I am trusted to do my best for our students. Everyone is in it together to work, succeed and grow.'

Teacher of Health and Social Care

'I have been here for nearly 9 years and cannot believe how fast time has flown. I absolutely love it here, the great students, the wonderful staff who are genuinely so caring and the feeling of being part of such a 'tight' family. We all do work hard, but I don't mind as I feel valued and appreciated. Even though I am Sikh, I have always felt a strong sense of connection within this Catholic college allowing me to develop strong friendships. I honestly believe that my time at Notre Dame has enabled me to be the best possible version of myself as a professional and as a person.'

WHAT OUR STUDENTS SAY ABOUT NOTRE DAME CATHOLIC SIXTH FORM COLLEGE.



Name: Aaron Sangha

School: Cooperative Academy Priestthorpe

Programme of study: A-Level English Literature, History and Law.

University: University of Newcastle Upon Tyne - BA Ancient History

What did you like most about Notre Dame?:
"It's an amazing college with so many opportunities and a thriving community to be a part of. All the staff are kind and caring and it is a fun place to be. I have loved the past two years and I am glad I came here."



Name: Laureen Missidimbazi

School: Leeds East Academy

Programme of study: A-Level French, Business and Art

University: University of Salford - BSc Interior Architecture with a foundation year.

What did you like most about Notre Dame?: "Notre Dame is a supportive environment full of amazing teachers and staff who care about their students. There are many opportunities for both academic and extracurricular advancement"



Name: Michael Heaney

School: Corpus Christi Catholic College

Programme of study: A-Level Law, English Literature and History

University: University Of Cambridge - BA English

What did you like most about Notre Dame?: "Notre Dame is a great college to meet new people and offers a wide range of subjects to study. The teachers are friendly and willing to help you."