**JOB DESCRIPTION**

**Post:** Aspiration Officer (NCOP - National Collaborative Outreach Programme)

**Grade:** C3 SCP 19 - 22

**Responsible to:** Assistant Principal - Student Experience

**Job Purpose:**

Working with Go Higher West Yorkshire, The Farnley Academy (TFA) is seeking a confident, enthusiastic and responsible individual to champion and ensure the success of our Higher Education Funding Council for England (HEFCE) National Collaborative Outreach Programme (NCOP) project in West Yorkshire.

**Key Responsibilities:**

1. Identifying and working with a selected cohort of KS4 from across your host institution with the aim of supporting their application and transition into higher education, ensuring that all who have the potential to succeed in higher education have the opportunity to do so.
2. Responsible for the development and delivery of individualised Learning Agreements for your target group, ensuring the effective involvement of parents/carers, staff and other key stakeholders in the project, and arranging events and activities. You will work within the management team and be responsible for the day-to-day operation of the programme including reporting on progress against targets and objectives, and accountability for project funding.
3. Being based within your host school / academy / college, you will bring your knowledge and experience of school and higher education to act as a positive role model, informing and generating engagement amongst the participants and their key influencers (parents / carers / guardians and teachers). Whilst you will be based within your host school /academy / college, the role is extremely varied and requires applicants to work on a flexible basis, which will include some evening, weekend and school-holiday work.
4. With the support of your Senior Leadership Team lead and appropriate colleagues, identify target learners within the Years 9 to 11 cohorts, and maintain and update a database for management information, evaluation and review.
5. Ensure an agreed cohort of eligible learners is recruited onto the programme, and develop and progress individual Learner Agreements for all pupil participants. Provide accurate interim statistical reports on learner participation in activity, in relation to project KPIs, to contribute to monitoring and evaluation.
6. Maintain close contact, support, counsel and advise the identified pupils and generally ensure their satisfactory engagement and progression within the programme.
7. Be the principal contact and champion for the project within the institution, liaise, attend meetings and represent TFA as necessary within the wider NCOP project team. This includes attendance at and contribution to regular NCOP network meetings to share good practice and lessons learned.
8. Arrange learner participation events for your School / Academy participants in conjunction with Go Higher West Yorkshire NCOP staff.
9. Arrange events and other activities to support engagement and progression of participants.
10. Maintain excellent contact with Go Higher West Yorkshire NCOP project staff assigned to TFA, provide reports and updates as required.
11. Be accountable for project funding and other resources allocated to your institution, including contribution to quarterly financial returns to HEFCE through accurate up-to-date accounts and records of the receipt and expenditure of funding.
12. Develop, monitor and ensure satisfactory progression of the institutional Learning Agreement against agreed targets.
13. Effectively communicate with all stakeholders including parents / carers participants, Go Higher West Yorkshire NCOP staff and other delivery partners to ensure the success of the project and support the participants into Higher Education
14. Ensure appropriate Health and Safety and safeguarding procedures are followed at all times.
15. Utilise all school systems to ensure students are supported adequately.
16. Shadow key colleagues and students to reflect and improve current practices
17. Provide UCAS support for all Year 11 whilst working with selected NCOP postcode matched students provide one to one support to complete UCAS progress. Use a tiered process to prioritise those who will most benefit from support.
18. Work with the pastoral team to provide a maximum of two hours a week of support to NCOP postcode matched students. These sessions will centre on future planning, using the START software.
19. Co-lead staff briefings to raise awareness of the role of NCOP. Attend assemblies / form tutor times where possible to raise awareness of university with students.
20. Work with INTOuniversity to organise the INTOuniversity sessions and events. Students have already been selected for this programme. Ensure parents are aware.
21. Work with Careers advisor to assist with, plan and attend the Academy’s Careers Fair and similar opportunities throughout the year
22. Attend CIAG network events / University access events to build professional contact base.
23. Attend fortnightly line management meetings with the assistant principal
24. Keep a record of all activity, including students seen.

(The list above is by no means comprehensive and is designed to give you an idea of the wide-ranging tasks you may be asked to undertake)

**General Duties:**

* Provide reports to the Senior Leadership Team & Governors as required.
* Provide support to the Behaviour and Inclusion team as required.
* Provide support to the Administration Team as required.
* Attend key after school events and fully participate in training days.
* Attend staff training and briefings as required by the Principal.
* Attend middle and senior leadership meetings as required by the Principal.
* Complete AM, Break, Lunch and PM duties as required by the Principal.

**Accountability Key Performance Indicators:**

* TFA achieves its targets agreed with the NCOP Wards Lead Officer contributing to the overall NCOP objectives, which are:
* 95% of project participants moving into KS4 make an informed choice for GCSE options
* 95% of pupils moving into KS5 make informed post-16 choices
* 95% of pupils leaving KS5 make informed post-18 choices
* Achieve a 2% uplift across our partner schools/academies/colleges in numbers who progress to an HE destination

**Other Duties**

* Form positive professional relationships, and work in partnership with colleagues throughout the Trust.
* To willingly engage with training as required by the academy.
* Treat all aspects of the role with the strictest confidentiality.
* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person

**Any Special Conditions of Service:**

* The post is subject a six -month probationary period
* Occasionally there may be a requirement to work off-site and undertake work outside normal office hours, on occasions, in order to meet the variable nature of workloads and deadlines and to support academy events.
* Contribute to the overall ethos/work/aims of the academy
* The academy operates a No Smoking Policy.

**Personal Responsibilities:**

* Hold positive values and attitudes and adopt high standards of professional behaviour.
* Carry out the duties and responsibilities of the post, in accordance with the Trust’s Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
* Take responsibility for safeguarding and promoting the welfare of children and young people

*The GORSE Academies Trust is committed to safeguarding and promoting the wellbeing of all children and we expect our staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure and Barring Service (DBS) check. We promote diversity and aim to establish a workforce which reflects the population of Leeds.*