



Applicant Information Pack

Partnerships Officer (Maternity Cover)

(Full Time, Whole Year, Temporary)

Salary: £23,585 - £25,276

Closing Date: 9am, Friday 5th July 2024

Interview Date: Tuesday 9th July (Shortlisted candidates will be contacted on Friday 5th July)



Direct Line: (01782) 854210
E-mail: HR@stokesfc.ac.uk

20 June 2024

Dear Applicant

Partnerships Officer (Maternity Cover)

Thank you for your interest in the above post. I hope this application pack and other documentation contains all of the information you need.

If, after reading the information, you are still interested in the post please complete an application form and return to HR@stokesfc.ac.uk. All candidates will be assessed against the information provided in the enclosed job description and the essential and desirable criteria outlined in the person specification, therefore, please consider the details in the job description and person specification carefully so that you know what the job involves and how you can match this in terms of your skills, abilities and knowledge. The information you provide in your application form and supporting information is the only information that we will have in deciding whether or not you will be shortlisted for an interview. **Please do not attach a curriculum vitae or additional sheets as these will not be considered.**

As part of the College's efficiency measures we do not send letters to unsuccessful candidates, therefore if you do not hear from us within one month of the closing date you may assume that your application has been unsuccessful.

If you require any further information or wish to discuss the post in more detail, please do not hesitate to contact me in the HR Department on (01782) 854210. A College Prospectus is available upon request.

Thank you again for your interest in the post and I look forward to receiving your completed application by 9am Friday 5th July.

Yours faithfully,

A handwritten signature in cursive script, appearing to read 'L. Morrey'.

Lesley Morrey, College Principal

About The City of Stoke on Trent Sixth Form College

The City of Stoke-on-Trent Sixth Form College is an Ofsted graded GOOD college. As the first purpose built Sixth Form College in the country, for over 50 years we have been delivering post-16 education to students. We have helped over 30,000 young people reach their potential by progressing onto universities, great jobs, and varied apprenticeships. With a wealth of experience, we are experts in the field of providing high quality education for all. The College's mission is 'A caring community, delivering excellence and inspiring futures.'



With over 60 courses available, this education goes well beyond success in qualifications, encompassing a wide range of clubs, societies, trips, work experience and extra-curricular experiences to inspire and develop the wider skills of every student. In a team of over 185 staff we are devoted to preparing over 1800 students to achieve more, making a meaningful impact on the world.

We are committed to constantly improving the quality of teaching, learning and assessment and inspiring our students to achieve more. In April 2023, Ofsted Inspectors graded the College 'Good' with several excellent features and praised staff and students for creating a supportive learning community.

Stoke-on-Trent is a unique city affectionately known as The Potteries with lots to see visit and explore. The College is located at the heart of Stoke on Trent, adjacent to Stoke Railway Station providing excellent travel links, we are in easy commuter distance, within up to an hours travel time from Birmingham, Nottingham, Manchester to name a few.

In September 2017, the college became the founding member of [The Potteries Educational Trust](#). Since then we have continued to grow working with many educational institutions from Stoke-on-Trent, Staffordshire and beyond, improving outcomes for all children and young people in the region.

As a member of staff, you will be encouraged to develop your skills and experience by working in collaboration with members of our growing Trust and our extensive professional development programme.

Whatever the ambition and passion of our students, the City of Stoke-on-Trent Sixth Form College has outstanding facilities to support their learning and progression. These include:

- *A NEW Digital Centre (opened in 2021) which includes the higher education hub and state-of-the-art computing labs.*
- *A technical and vocational hub to accommodate T Level provision in Science, Health, Education and Business/Finance that opened in 2022/2023.*
- *Shared usage of a specialist science Centre with university standard laboratories.*
- *High quality dance studio and performing spaces.*
- *Digital creative suites and art workshops.*
- *Sport and Leisure Facilities at Fenton Manor Sports Complex and Staffordshire University*
- *Refectory and coffee shop*



About The Potteries Educational Trust

The Potteries Educational Trust

Our focus is to provide the very best education for every child and young person within the Trust, offering a high quality, broad, academic education for the children and young people of Stoke-on-Trent, North Staffordshire and beyond.

Working with like-minded partners the Potteries Educational Trust centers on the development of the very best practice in teaching, learning and assessment. We will provide teaching and learning in a nurturing, supportive environment with a broad range of opportunities and extra-curricular activities available for all within the Trust.

The Potteries Educational Trust was formed in 2017. We provide education for children and young people from 4 years to 18 years and beyond. Our establishments include the City of Stoke-on-Trent Sixth Form College, Biddulph High School, Moorside High School and Werrington Primary School.

Our Vision

As a Learning Community, we share common values and principles which are embraced at every academy within the Trust. These values form the foundations of everything that we do and achieve as a Multi-Academy Trust with one outcome in mind, to create a caring community that delivers excellence and inspires futures.

We have dedicated and committed Members, Trustees and Local Governors with a wide range of educational and business experience. Each school and college has its own Local Governing Body so that decisions are made at a local level specific to the individual needs of each school. Each establishment has its own individual character and uniqueness. It is important for our Trust to celebrate our diversity whilst working to our common values and principles.

We offer a vast range of opportunities through the curriculum and extra-curriculum activities to develop our young people for life experiences and promote high aspirations. The Trust has extensive links with regional and national businesses and universities. We provide wide ranging continuous professional development opportunities for all staff.

We are proud of being a Trust that successfully promotes the highest of aspirations in all our students as evidenced by the multiple opportunities available to meet leading professionals and academics, explore their vocation, experience educational visits across the globe and apply successfully for the most competitive of destinations.

Our Values

- We strive for excellence in both academic achievement and life experiences to provide a rich education and opportunities beyond just a set of qualifications.
- We seek to inspire our children and young people, raising their aspirations to be the best they can be and to make a positive contribution to our local and national community.
- We believe in the added value of working partnerships across all phases of education and the benefits and opportunities it brings to our students and staff.
- We will maintain an open access policy ensuring that admission is not based on academic success, within the context of the available curriculum in each establishment.
- The Trust will promote a broad, holistic education for all our children and young people who seek to broaden their understanding of the world.
- All partners in the Trust have an equal place and will work together with honesty, transparency and fairness. We will learn from each other to add value to our practices and to the children and young people and communities we serve.

Our Principles

By working together and learning from each other to add value to our practices and to the children and young people and communities we serve, we will champion the following core principles:

- The safety and wellbeing of the children and young people we serve in every action taken by the Trust and its constituent members.
- A caring, community-centered ethos throughout the Trust, cherishing every individual child and young person.
- Excellence in academic terms but also in providing a broad education beyond qualifications – to be 'Outstanding' in all we do.
- We will ensure the effective use of resources for the benefit of all children and young people in the Trust.
- We are committed to every child and young person in the Trust; we celebrate diversity and will work to narrow any gaps in aspiration, achievement or attainment within our community.

Our Employee Benefits

- The College offers a Pension Scheme for all our employees to access in order to help plan for their retirements.
- We are committed to offering flexible employment opportunities enabling staff to strike a sensible balance between home and work life. Wherever possible, we are open to discussing a range of flexible working options including reduced/compressed hours; remote working; flexible start and finish times.
- We offer a robust and supportive induction, peer support and a comprehensive programme of professional development, we pride ourselves on the achievements of our colleagues as professional members of our community. We offer dedicated training days for all staff and support employees in attending external courses and gaining professional qualifications where permissible.
- Employees are entitled to register for our cycle to work and computing schemes, where you are able to purchase bikes and the latest IT equipment and mobile phones with convenient monthly payments automatically deducted from your salary. Make NI savings and spread the cost over a period of 12 months.
- We have an employee assistance programme which is available to all staff and immediate family members. As part of this, employees have access to our health and wellbeing portal, provided by Health Assured, which includes free face to face counselling and telephone support for a whole variety of issues, worries and concerns.
- The College offers Occupational Maternity, Paternity and Adoption Schemes where you may be entitled to enhanced occupational leave and pay.
- The College offers generous annual leave entitlement to all whole year Support Staff with a minimum of 22 days to a maximum of 33 days plus 3-5 local days at Christmas and 8 bank holidays. All entitlements are pro-rata for part time positions.
- Free eye tests and discount vouchers available to use at Specsavers.
- The college has an on-site Canteen area as well as a Costa Coffee Shop. There are various seating areas where you can sit and enjoy your breaks and visitor/team meetings etc. This includes the refectory, Costa café area and a decking area outside. In the summer this is a great facility to enjoy the sunny weather and also have a BBQ.



health assured

A CARING COMMUNITY, DELIVERING
EXCELLENCE AND INSPIRING FUTURES

The City of Stoke on Trent Sixth Form College is a thriving, lively and successful Sixth Form College, at the heart of the University Quarter in Stoke on Trent. The College is part of the Potteries Educational Trust working collaboratively with educational institutions from across Stoke on Trent and Staffordshire. The College is currently graded Good by Ofsted.

We have fantastic opportunities for innovative, ambitious and committed individuals to join our college at a time of exciting curriculum initiatives and developments. The successful applicants will join the college at a time of growth and opportunity. To deliver our expanding provision, the college has invested in:

- A state of the art digital facility that opened in November 2020
- A specialist facility to accommodate T Level provision in Science, Health, Education and Business/Finance that opened in 2022/2023
- Specialist equipment that enables teachers to provide high quality learning and skill development experiences for our young people.

We are actively seeking people with passion, expertise and who are excited about supporting students on their career journey.

Partnerships Officer (Maternity Cover)

Benefits include pension scheme, free on-site parking, flexible working opportunities, phone and computing schemes.

The college is seeking to appoint a dedicated and dynamic Partnerships officer to join our team to cover maternity leave. This role is pivotal in maintaining and enhancing our relationships with local high schools and supporting our marketing and events efforts during this period. We are looking for an individual who is calm under pressure, a team player and flexible and adaptable.

Your key responsibilities will include:

- Curriculum Liaison and School Relationship: Maintain and nurture relationships with local high schools, and administer key curriculum liaison activities such as visits and tasters.
- Coordination of Liaison Activities: Plan and execute a calendar of SFC liaison catalogue activities for 2024/25, ensuring school attendance and engagement.
- Support for College Marketing and Events: Assist with marketing strategies and organise key College events.
- Internal Coordination: Work closely with the School Liaison Officer and External Partnerships and Events Manager to ensure smooth execution of liaison activities.

If we receive a high volume of applications we reserve the right to close any vacancies from further applications. Please ensure you apply without delay if you wish to be considered for this role.

For further details and an application form please visit the College's website: www.stokesfc.ac.uk, or email HR@stokesfc.ac.uk. Alternatively, telephone HR on 01782 854210.

The Trust is committed to Equal Opportunities and welcomes applications from all sections of the community.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In line with Keeping Children Safe in Education, an online search will be conducted as part of our due diligence checks on all short-listed candidates. An enhanced DBS Disclosure will be required prior to taking up an appointment with the Trust.

Job Description

Partnerships Officer (Maternity Cover)

Full Time, Whole Year, Maternity Cover

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|--------------------|---|
| SALARY: | Scale 4: £23,585 - £25,276 |
| LOCATION: | City of Stoke on Trent Sixth Form College |
| REPORTS TO: | External Partnerships & Events Manager |

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as defined below.

POST OBJECTIVE

- The Partnerships Officer (Maternity Cover) will play a vital role in managing and coordinating liaison activities, building relationships with local schools, and supporting the College Liaison, Marketing, and Events team. This role is essential for maintaining the College's recruitment and external partnership efforts during the maternity leave of the External Partnerships and Events Coordinator.
- Co-ordination of liaison activities, diaries and events. To provide effective support to the College Liaison, Marketing and Events team to ensure the College maximises marketing and events opportunities. To respond effectively to the needs of students, parents, community and partner organisations.
- To nurture College contacts with multiple schools and recruitment to college liaison activities. Building upon a successful range of current activities the post holder will be part of a team to raise awareness amongst prospective students, their parents and schools of the post 16 opportunities available.

GENERAL DUTIES AND RESPONSIBILITIES

- To participate in college processes as required.
- To comply with the Colleges policies and codes of practice in relation to Health and Safety, Equality and Diversity and Quality Assurance.
- To work flexibly in the interests of the College as required.
- To participate in the College Performance Management Scheme and undertake staff development activities as appropriate.
- To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults you are responsible for, or come into contact with, and outside of this, to exercise vigilance at all times.

POST SPECIFIC DUTIES AND RESPONSIBILITIES

Coordination of Liaison Activities:

- Oversee the planning, coordination, and execution of the SFC liaison catalogue for 2024/25.
- Ensure school attendance at liaison events is confirmed and schools are fully informed about each event.
- Monitor attendance and impact of liaison activities, providing reports and updates to the management team.
- Work closely with the School Liaison Officer to co-ordinate school liaison diary of activities, to represent the College at internal and external events including school parents' evenings.
- To attend evening and weekend events in and outside of college, local industry events and schools to represent and promote progression to and within the College where appropriate.
- Reporting monitoring and tracking: To produce regular updates and reports to the College management team on liaison activities in relation to applications from schools.

Liaison and Relationship Management:

- Maintain and nurture relationships with local high schools, ensuring continuous engagement and support.
- Lead and manage liaison activities, including visits, tasters and open events.
- Act as a key point of contact for schools, promoting the College and its post-16 opportunities.
- Work closely with the Schools Liaison Officer to support diary management and attendance at school events when required.

Support for College Marketing and Events:

- Assist with the implementation of marketing strategies, including the development of promotional materials.
- Support the organisation and execution of key College events such as Open Evenings, Year 9, 10 and 11 college taster experiences and our annual prize presentation awards evening.

Internal Coordination:

- College staff and External Partnerships and Events Manager to ensure smooth execution of liaison activities.

External Marketing:

- To assist with the implementation of the marketing strategy with specific objectives and targets as agreed, assisting in and maintaining a range of promotional materials including the College prospectus, website and other creative/social media.

Information, Advice and Guidance:

- To support in the promotion of progression from school through to employment or higher education (age 14-25) consistent with the College pathways, enabling an increased awareness of progression opportunities amongst staff and students at subject level.

Events:

- Have a role in the planning, development and delivery of marketing campaigns and events (both internal and external) which promote the work of the College; for example, Open Evenings, Information Events, Presentation Evenings, Celebration Events.
- To undertake other reasonable duties commensurate with seniority and grade.

PERSON SPECIFICATION

| CRITERIA | ESSENTIAL | DESIRABLE | ASSESSED BY <i>(Application, Task, Interview)</i> |
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Qualifications

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| Educated to degree level or equivalent | | ✓ | Application |
| Enhanced DBS | ✓ | | Application |

Professional development, skills, experience and knowledge

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|--|---|---|-------------------------|
| Understanding of further education/learning environment | ✓ | | Application / Interview |
| Competence in online and social media marketing strategies | | ✓ | Application |
| Ability to work under pressure and to tight deadlines | ✓ | | Application/ Task |
| High degree of competence in the use of a range of IT systems and desktop packages | ✓ | | Application/ Task |
| Commitment to the safeguarding and promotion of the welfare of young people | ✓ | | Interview |
| Experience of event management that involves multiple contacts and stakeholders | | ✓ | Application/ Interview |
| Excellent written and verbal communication skills | ✓ | | Application/ Interview |
| Good interpersonal and development skills | ✓ | | Application/ Interview |
| Ability to work effectively as part of a team | ✓ | | Application/ Interview |

Personal skills and attitudes

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|--|---|--|---|
| An enjoyment of working with young people and an empathy for their needs and concerns | ✓ | | Application/ Interview/ Observation |
| Ability to work both on your own initiative and as part of a delivery team | ✓ | | Application / Interview |
| Commitment to on-going professional learning and development. | ✓ | | Application/ Interview |
| Excellent interpersonal and communication skills | ✓ | | Application/Interview /Observation |
| Resilience, determination and a sense of humour | ✓ | | Application/ Interview |
| Commitment to professionalism, objectivity, sharing, teamwork and collaboration | ✓ | | Application/ Interview |
| Must accept and actively support the College's values including equality and diversity | ✓ | | Interview/ Observation |
| Enthusiasm and passion for learning and ability to inspire others | ✓ | | Interview/ Observation |

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In line with Keeping Children Safe in Education, an online search will be conducted as part of our due diligence checks on all short-listed candidates. An enhanced DBS Disclosure will be required prior to taking up an appointment with the Trust.