

## JOB DESCRIPTION

<b>POST TITLE:</b>	Business engagement & student destinations manager
<b>POST RESPONSIBLE TO:</b>	Associate Principal
<b>START DATE:</b>	ASAP
<b>CONTRACT:</b>	Part time (Term time only + 2 weeks during mid to late August) 9.30am – 2.30pm (hours negotiable for the right candidate)
<b>SALARY:</b>	£24,313 (pro-rated to £14,920)

### JOB PURPOSE

This is a vital role in the academy. Professional, highly organised and motivated by student success, you will be responsible for the development of our relationship with our business partners as well as ensuring that our students maximise opportunities to move into Level 4+ Apprenticeships and Degree courses. To deliver, as directed by the leadership team of the academy, the careers and higher level destinations strategy of the academy.

### Principal Responsibilities

- To signpost students to relevant apprenticeship opportunities and support them through initial application to acceptance.
- To target specific students in terms of access to Level 4+ apprenticeships, providing support as necessary.
- To meet annually to set academic agreed student destination targets.
- Develop partnerships and networks with local employers to support the academy in ensuring students have greater direct exposure to the world of work and the full range of career pathways.
- To work with the pastoral team to ensure students are prepared for and meet the UCAS deadlines, with high quality personal statements and appropriate university choices.
- To work with Higher Education Institutions including our partner the University of Warwick, to promote opportunities for students and raise aspirations for lifelong learning
- To facilitate the provision of workshop sessions which may include CV writing, applications, preparing for interviews, or applying for volunteering or work experience opportunities, choosing a career or a path into Higher Education
- To ensure students are well signposted to different guidance activities and promote the use of the National Careers Service.
- To design, select and provide activities, resources and services to meet students' career needs.
- To provide careers guidance to students so that they consider a wide breadth of career possibilities.
- To disseminate information to colleagues, students and parents on up to date developments in Higher Education, employment and apprenticeships.
- To research and provide up to date information on local and national career opportunities and keep students and colleagues informed of new developments and trends.

- To lead on compiling and the analysis of progression data when students move on from WMG Academy.
- To support lessons and assemblies on careers.
- To support the work completed by pastoral teams to encourage applications to our VI Form.

#### **Work Experience Co-ordination**

- To manage the delivery of all work experience placements in Key Stage 4 and Key Stage 5.
- To develop local external business links to facilitate work experience placements, as well as ensuring that these placements are appropriately checked in line with health and safety guidelines.

#### **Other Responsibilities**

- To communicate effectively with learners and with staff.
- To liaise, where appropriate, with external agencies and persons or bodies outside the academy.
- To follow agreed policies for communications in the academy.
- To contribute to the process of ordering and allocation of resources.
- To take part in the academy's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas.
- To engage actively in the performance management review process.
- To work as member of a team of professionals, committed to the furthering of knowledge of all stakeholders within the academy.

Any other duties commensurate with the level of this post and as directed by the Executive or Associate Principal.

**PERSON SPECIFICATION FOR BUSINESS ENGAGEMENT & STUDENT DESTINATION MANAGER**

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively:

<b>REQUIREMENTS</b> The post holder must be able to demonstrate:	ESSENTIAL (E)
<b>QUALIFICATIONS</b>	
GCSE (or equivalent) grade C or above in English and Mathematics	E
Educated to A'Level/Level 3	D
Evidence of continuing professional development	D
Qualification in careers guidance	D
<b>EXPERIENCE</b>	
Experience as working as part of a busy team	E
Experience of multi tasking in a busy environment	E
Experience of working in a school	D
Previous education administration experience	D
Experience of working with employers	D
<b>KNOWLEDGE AND SKILLS</b>	
Excellent verbal communication skills	E
Excellent interpersonal skills	E
Excellent organisational skills	E
Computer literate and familiar with applications such as MS Office	E
Ability to work unsupervised and take initiative	E
Good written communication skills	E
<b>PERSONAL ATTRIBUTES</b>	
A commitment to ensure data is stored/disposed of appropriately	E
Ability to establish positive relationships with students, staff and visitors	E
Flexibility and adaptability	E
Confidentiality and discretion	E
A commitment to safeguarding to learners within the academy	E
Enthusiasm, optimism and energy	E
Ability to organise, plan and prioritise	E

All offers are subject to clearance of references and enhanced DBS checks