

# Job Description:

# Employer Partnership Lead

<b>JOB DESCRIPTION:</b>	<b>Employer Partnership and UTC Pathways Lead</b>
<b>RESPONSIBLE TO:</b>	CEO, Deputy Headteacher, Head of Sixth Form,
<b>JOB PURPOSE:</b>	<p>The Employer Partnership Lead plays a pivotal role within QUEST Academy Trust's, driving forward the Trust's mission to support Young People from Early Years through to Employment.</p> <p>This role is key to supercharging the Trust's commitment to delivering high-quality employer experiences and expanding apprenticeship opportunities.</p> <p>The postholder will lead the development and implementation of the University Technical College (UTC) aspect within the Trust, ensuring strong alignment with local and national skills strategies. By building robust partnerships with employers and stakeholders, the Employer Partnership Lead will enhance the employability prospects of pupils and students aged 0 to 19, in line with QUEST's vision of providing a caring, thoughtful, and quality education that meets community needs across the Northwest.</p> <p>The Employer Partnership Lead will play a lead role in implementing the UTC's employability strategy, supporting learners at all stages of their journey towards employment or the achievement of their career goals.</p> <p>As an employee within QUEST, staff may be required to work at any school within the Trust.</p>
<b>LIAISING WITH:</b>	Students, staff, external organisations, employers, industry professionals
<b>SALARY SCALE:</b>	QUEST Grade H NJC 29-24
<b>DBS DISCLOSURE LEVEL</b>	Enhanced

## Professional Responsibilities

### School Ethos

Work with colleagues in creating, inspiring and promoting excellence at all levels.

Uphold the culture and ethos of the Trust, ensuring school environments for teaching and learning that empower both staff and children to achieve their highest potential and be their best selves.

Attend and participate in events intrinsic to the daily life of the schools and Trust, celebrating success at every opportunity.

Actively support the Trust's policies relating to equality and diversity, inclusion and safeguarding, health and well-being, confidentiality and social networking.

# **Key Responsibilities**

## **Industry Partnership Development**

- Lead on building and maintaining strong, strategic partnerships with local, regional, and national employers to create meaningful engagement opportunities for pupils and students.
- Identify and develop new employer links that align with the Trust's curriculum and skills priorities, particularly supporting the UTC and apprenticeship pathways.
- Collaborate with employers to design and deliver high-quality work experience, employer visits, mentoring, and apprenticeship schemes.

## **Employment and Apprenticeship Opportunities**

- Drive the growth of apprenticeship opportunities within the Trust, ensuring pupils and students have access to a wide range of vocational pathways.
- Work closely with schools and external partners to match learners with appropriate employment and apprenticeship placements.
- Monitor and evaluate the impact of employer engagement activities on pupil outcomes and career readiness.

## **Implementation of Employability Strategy**

- Lead the implementation of the UTC's employability strategy, supporting learners at all stages of their journey towards employment or career progression.
- Ensure that employability skills development is embedded within the curriculum and extra-curricular activities across the Trust's schools and settings.
- Provide guidance and support to school leaders, teachers, and career advisors on effective employer engagement and employability initiatives.

## **Collaboration and Alignment with Regional and National Strategies**

- Ensure that the Trust's industry engagement activities contribute effectively to local skills needs and align with regional and national education and employment strategies.
- Represent QUEST Academy Trust in relevant external forums and partnerships related to skills development, employment, and apprenticeships.

## **Data Management and Reporting**

- Maintain accurate records of employer partnerships, student engagement, and outcomes related to employment and apprenticeship pathways.
- Produce regular reports for Trust leadership and external stakeholders demonstrating progress and impact.

## **Other responsibilities**

- Continuously establish and develop relationships with a wide range of local employers, meeting agreed targets, and pro-actively account manage employer relationships, to provide work experience and job opportunities for learners.
- Facilitate and promote employer engagement activities such as careers fairs, employer presentations, employer insight days etc.
- Build links with local organisations (e.g., community groups, charities, IAG providers, Council departments) to support the recruitment of learners to the UTC's vocational or employability courses.
- Keep up to date with relevant labour market information to identify the potential for new relationships and continue to develop services accordingly
- To provide support and guidance to learners undertaking employer experience opportunities
- To provide support and guidance to employers to enable them to successfully support learners on placement
- To contribute to aspects of the learners' programme, including recruitment and induction
- To be a point of contact, advice, information and support for employers, enabling and supporting

them to be able to offer placement opportunities.

- To contribute to the assessment of individual learners and match them to appropriate placements.
- To support learners in preparing for an employer placement. This will include ensuring that they have the appropriate skills and attitude to gain maximum benefit from the placement and ensuring that they have the clothing and equipment necessary for each placement.
- To organise and attend placement visits to monitor the progress of learners, agree and set SMART targets and deal effectively with any issues/concerns that arise.
- To conduct assessments of learners' skills in the workplace.
- To liaise with employers to ensure that the work practice undertaken by each learner contributes to their overall programme needs.
- To conduct initial interviews and inductions with learners.
- To contribute to the development of employability skills, both to individuals and groups of learners. This will include providing support with CV writing, job applications and interview techniques.
- To provide information, advice and guidance for learners, both to support them in selecting an appropriate placement and in their progression to further learning or employment. Arrange payment of certain expenses, eg bus fares, where appropriate.
- To carry out Health & Safety assessments of employer placement settings, and to be aware of the issues surrounding Health & Safety/Safeguarding within the work placement environment.
- To assist with employer placement correspondence and telephone enquiries.
- To help monitor the progress of employer placements throughout the organisation in liaison with colleagues.
- To attend training courses appropriate to the post in order to enhance personal and professional development, as well as to increase the quality of the service delivered by the organisation
- To ensure that all key information regarding learners is recorded on appropriate databases.
- To co-ordinate and oversee administrative staff allocated to support employer engagement.
- Where required, use a motor vehicle to visit employers and, if necessary, transport students.
- To promote and implement the School's Equality Policy in all aspects of employment and service delivery
- To be aware and adhere to requirements of the Corporate/School's Health and Safety Statement
- Any other duties as required by the Line Manager, commensurate with the grade of the post.

### **Health and Safety**

- Maintaining a secure, healthy and risk-free environment for students, staff and visitors.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the school and Trust on all issues to do with Health, Safety & Welfare.

### **General**

- To sign and uphold the Trust's Code of Conduct and ensure confidentiality is maintained at all times.
- Uphold the Trust's digital strategy
- Embrace and actively take part in continue professional development in line with the Trust expectations.
- To commit to the specified number of hours of professional development each year and have drive and passion to evolve and improve as a committed staff member.
- Take a shared responsibility for your own continuing professional development by participating in a range of appropriate professional development opportunities.
- To participate in the staff performance management process in accordance with the Trust's policy and be responsible for self-motivation towards agreed targets.
- To accompany teaching staff and pupils/students on visits, trips and out of school activities and take responsibility for a group under the supervision of the teacher as may be reasonably directed
- Contribute to the overall ethos/work/aims of the Trust and its schools including participation in school events outside of working hours.
- To contribute to the development of relevant policies and procedures.

- To be a positive role model at all times.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- To undertake Health and Safety Training, Paediatric First Aid and Safeguarding Training as per the Trust training cycle.

*The job description encompasses the above statements and is not necessarily a comprehensive definition. The post holder should be willing to undertake any other tasks that Senior Staff might reasonably require*

QUEST is committed to safeguarding and promoting the welfare of children and young people. Clearance from the Disclosure and Barring Service is required prior to appointment.

Name \_\_\_\_\_

Signed \_\_\_\_\_ Date: \_\_\_\_\_

# Person Specification:

# Employer Partnership Lead

ESSENTIAL / DESIRABLE	
Experience	<p><b>ESSENTIAL:</b></p> <ul style="list-style-type: none"> <li>• Experience of working with young people</li> <li>• Business networking and negotiation skills</li> </ul> <p><b>DESIRABLE:</b></p> <ul style="list-style-type: none"> <li>• Extensive experience of employer engagement and liaising with employers and/or corporates</li> <li>• Experience of developing employer relationships</li> </ul>
Education & Training	<p><b>ESSENTIAL:</b></p> <ul style="list-style-type: none"> <li>• Degree or appropriate level qualification</li> </ul> <p><b>DESIRABLE:</b></p> <ul style="list-style-type: none"> <li>• Recognised qualification relating to employer engagement and or customer service</li> <li>• Business Management Qualification or equivalent.</li> <li>• Educated to Level 4 or above</li> </ul>
Skills/Knowledge/Abilities	<p><b>ESSENTIAL:</b></p> <ul style="list-style-type: none"> <li>• Excellent 'people skills', for working with a range of employers partners &amp; customers in a very professional manner</li> <li>• Demonstration of ownership &amp; accountability of responsibilities</li> <li>• Ability to work as a part of a team, contributing and sharing best practises/ knowledge / resources and ideas.</li> <li>• Confidence, tact and a persuasive manner</li> <li>• Excellent organisational and time management skills</li> <li>• Strong listening and questioning skills</li> <li>• Ability to effectively manage customer &amp; staff relationships, promptly respond to queries, ensure promises are kept and manage expectations</li> <li>• Ability to use email, Internet applications, MS Windows operating system and tracking tools to support their role</li> <li>• Understanding of the importance of demonstrating respect and confidentiality regarding company and client information</li> <li>• Ability to analyse information and present it clearly and precisely in a variety of forms (written and verbal) to a range of customers, students and staff</li> </ul>
Additional Factors	<p><b>ESSENTIAL:</b></p> <ul style="list-style-type: none"> <li>• Committed to the principles of inclusiveness and equality and diversity</li> <li>• Commitment to safeguarding and promoting the welfare of young people and vulnerable adults.</li> <li>• Commitment to working in accordance with the Trust's policies and procedures.</li> <li>• Must be committed to and uphold the Trust's corporate values</li> <li>• Commitment to participate in staff development</li> <li>• Able to work flexible hours if required</li> </ul>

*This job description was correct at the time of writing but may be subject to change and development according to the prevailing needs of the Trust.*