



Applicant Pack



**Employer
Engagement Officer**

OUR
OFFICE
IS AT



www.pinnaclelearningtrust.org.uk



Welcome from the HR Central Services Team

We are delighted you have expressed interest in a vacancy with The Pinnacle Learning Trust. Please take the time to read the 'Join the Pinnacle Learning Trust' booklet available from our website, in order to understand the benefits of working for our trust and how you might support us in achieving our vision and values.

Should you have any questions regarding the position or the application form, please contact the Human Resources Department for assistance on 0161 287 8001.

Please ensure you submit your application by the closing date stated in the advert.

We cannot accept information held on CVs and therefore your application and accompanying statement must show all information about yourself and how you meet our requirements. The job description and person specification will assist you with this. Please provide a day-time contact number on your application form.

You should remember to include information on all your previous employment roles and qualifications gained from secondary school onwards, covering any gaps in employment which are longer than 2 months, detailing what you were doing during that time.

For teaching roles, please provide your results from the last three academic years, where available, together with your application form.

In the meantime, may we take this opportunity to thank you for your interest in working with us and we look forward to receiving your completed application.

Best regards,
HR Team

*If you require this or any of the documents in an alternate format please contact a member of the Human Resources Department.



About Oldham Sixth Form College

Transforming the lives of young people through academic excellence and outstanding support

Situated in the heart of the town, Oldham 6th Form College is the bespoke provider of A Levels, T Levels and vocational courses for 16-18 year olds for the area. Opening in 1992, the college is proud of its heritage of transforming the lives of young people and celebrating their progress towards exciting and fulfilling futures. With over 2300 students across two year groups we offer 60 level 3 courses, from Ancient History to Travel and Tourism, and a similar number of enrichment activities for students to engage with. Uniquely, students study a 4 AS subject programme to capitalise on broadening horizons and creating opportunities. Each year over 85% of Year 13 students progress to university degrees and degree apprenticeships having excelled in their subjects.

We offer our students exceptional pastoral care, extensive enrichment activities and support from a team of Progress Tutors. In 2020, we were delighted to be recognised by Educate North's Community Engagement Award for our Essential Life Skills programme.

Described by Ofsted as 'outstanding' for leadership, students behavior and attitudes, and student personal development, the college's 'calm focused environment' and 'positive, mature attitude to learning' struck a chord with inspectors. They said our students 'enjoy sharing their knowledge and working with their peers' and recognised how confident students are, by being taught critical thinking skills, to ask questions and make evidence-based judgements.

We have been at the forefront of using technology within teaching and learning, supporting our own staff and other schools/colleges through an effective suite of CPD opportunities and training. In 2022, the college was awarded Google Reference College status, the first sixth form college in the North of England to be recognised with the prestigious status, and one of only three sixth form colleges in the UK. 'Google Reference status' is awarded for the outstanding use of technology to drive positive learning outcomes and recognises the College's use of G Suite for Education in innovative ways. In addition, all students are issued with a Chromebook at the start of the year which contributes significantly to preparing students for their next steps in education or employment.

We are very proud of the fact that OSFC is the only sixth form college nationally to be awarded Research School status. We are also the Delivery Lead for NPQs on behalf of East Manchester Teaching School Hub, a Science Learning Partnership Hub and a winner of a Curriculum Innovation Award for our work in delivering digital education.

We have a team of dedicated and supportive colleagues who share our high expectations and underpin our mission and values. We genuinely care about each other and the real difference we can make to students' futures. We were delighted to receive the Edurio Staff Choice Award in 2024, based on responses to our staff survey where 97% of our colleagues recommended the college as a good place to work.

An African proverb tells us it takes a village to raise a child by sharing the responsibility across a community. Similarly, our college philosophy recognises the part we all play, and the contributions we make, in realising the successes of our students within our community.

The Futures Team

The Employer Engagement Officer will join the friendly and professional Futures and Employability team based within the main building of the college. OSFC prides itself in its provision of high quality CEIAG to all its learners. It employs 2 highly experienced Futures Advisers, has a carefully planned careers programme, delivered through its tutorial system, and well-established and effective Futures events. The role of the Employer Engagement Officer will be to secure and oversee work experience for students. The work of this team is managed by the Careers Leader who is a member of OSFC's Senior Leadership Team (SLT) and the Careers and Employability Manager who is also one of our Futures Advisers.

The Employer Engagement Officer will also work closely with our diverse student population, we have approximately 2300 students, with an increasing number on our growing T level provision who undertake a work placement as part of their course. All students are encouraged to undertake work related activities during their time at college. The team works closely with our Progress Tutor team, curriculum staff and our student support staff to ensure students have access to careers information, advice and guidance, including meaningful encounters with employers in line with the Gatsby Benchmarks.



Job Description & Person Specification

Main Purpose of the post:

To be responsible for work placements and work-related activities for students at OSFC.

To organise and manage high quality, substantive work-related placements for students, particularly those on BTEC/CAMTEC qualifications at Levels 2 and 3, and for Level 3 Technical Level (T Level) qualifications.

To work with OSFC staff, students and employers to ensure that the students succeed on their placements.

Officer Responsibilities:

- Co-ordinate the work of the Employer Engagement team, directing the Employer Engagement Assistant as necessary.
- Embed a culture of high performance and service excellence.
- Provide positive and supportive team leadership (as appropriate) and effective communication.
- Regularly review and update policies, procedures and processes to meet College need.
- Share good practice and take a lead on relevant initiatives.
- Work independently with minimal supervision.

Specific responsibilities:

- To be responsible for the organisation, monitoring and recording of work experience placements (real and virtual) for OSFC students.
- To liaise with employers and external agencies (such as Positive Steps) to identify appropriate and substantive work experience opportunities for students on BTEC/CAMTEC and T Level qualifications at Levels 2 and 3.
- To ensure that the T Level Industry Placements meet the criteria set out by the ESFA.
- To liaise with course leaders and students to ensure that work placements address agreed competencies and programme assessment objectives.
- To develop strong and sustainable relationships with employers and external agencies, and have excellent lines of communication with them.
- To ensure that all placements are compliant with our Health and Safety and Safeguarding policies.
- To 'quality assure' all placements, including risk assessments, DBS checks, and employer and student surveys during/after the placements.
- To keep accurate and up to date records of employer contacts, placement opportunities, and student placements and liaise with the Student Services Team to ensure work placements are accurately recorded on the ILR.
- To develop good working relationships with students and ensure they are fully prepared for placements.
- To record student attendance on placements and be a first point of contact for queries from students and employers.
- To provide information on work placements to the Assistant Principal: Transition and Skills, as required.
- To work closely and collaboratively with other members of the Futures Team to support the implementation of the college's Strategic Careers Plan.

- To promote, organise, monitor and record careers and employability opportunities for OSFC students, including a volunteering week.
- To work with course teachers and progress tutors to ensure that students have a coherent record of all of their work-related experiences.
- To support other administrative functions in the college as required.

Requirements of All College Staff:

- To promote and uphold the College Mission Statement, values and strategic aims and objectives.
- To comply with the College's policies and procedures, including those relating to health and safety, safeguarding, welfare and security.
- To work positively and inclusively with colleagues, students, parents and other partners regardless of their gender, ethnicity, sexuality, age or disability.
- To attend briefings and staff meetings as required.
- To participate in the College's Performance Management Review scheme and undertake professional development and training as required.
- To be a positive role model and take responsibility for promoting good standards of behaviour and conduct in students.
- To undertake other duties that are in accordance with the purpose and grade of the post as agreed with the Principal or Deputy Principal or designated alternate.

Relationship to other posts within the College

Supervision given to: Employer Engagement Assistant

Supervision received: Futures Manager; Assistant Principal (Transition & Skills)

	Essential	Desirable	Method of Assessment
Experience			
Experience of working in Education		✓	Application/Interview
Experience of working in an administration/office environment	✓		Application/Interview
Experience of using databases or customer relationship management (CRM) systems	✓		Application/Interview
Sales Experience		✓	Application/Interview
Skills and Knowledge			
Excellent administrative and organisational skills	✓		Application/Interview
Articulate and well-developed written and oral skills	✓		Application/Interview
Excellent keyboard/typing/inputting skills	✓		Application/Interview
Excellent Computer skills, including knowledge of Microsoft and/or Google products	✓		Application/Interview
Education and Qualifications			
Good Standard of Education	✓		Application
Minimum Level 2 qualification in numeracy and literacy (i.e. GCSE Maths and English at grade c or above) or able to demonstrate level of ability	✓		Application
Qualified First Aider with First Aid at Work Certificate or willing to work towards this qualification		✓	Application/Interview
Attitude and Personal Qualities			
Accuracy and attention to detail	✓		Application/Interview/References
Ability to work independently and as part of a team	✓		Application/Interview/References
Confidence in your abilities to deal with problems as they arise in a professional manner.	✓		Application/Interview/References
Ability to multi-task, work under pressure and meet deadlines	✓		Application/Interview/References
A proactive approach and willingness to contribute to departmental improvements	✓		Application/Interview/References
Good Interpersonal skills and ability to establish and maintain good working relationships with others.	✓		Application/Interview/References
Ability to use initiative, confidence and assertiveness when calling prospective employers and to drive communication with internal customers such as course leaders.	✓		Application/Interview/References
Positive attitude and resilience	✓		Application/Interview/References
Patience and ability to remain calm	✓		Application/Interview/References
Suitability to work with children	✓		Enhanced DBS clearance/References
Commitment to equality of opportunity and anti-discriminatory practice.	✓		Application/Interview
Sensitivity to community issues	✓		Application/Interview
An enthusiastic and flexible approach to working routines and practices	✓		Application/Interview/References
Empathy with the 16-19 year age group and the provision of a quality service for young people	✓		Application/Interview

How To Apply

To apply, please click [here](#).

Additional Reasons to Join Us:

- Automatic enrolment into a Pension Scheme
- Various health and wellbeing benefits (including on site gym membership at Oldham Sixth Form College and The Hathershaw College)
- Employee Assistance Programme, offering health and wellbeing services
- Laptop/Chromebook allocated to teachers and support staff (if required)
- Cycle to work schemes available
- Free on-site parking
- Excellent opportunities for CPD and career development

Please see our Join The Pinnacle Learning Trust booklet for more reasons to work for the Pinnacle Learning Trust.

Commitment to Safeguarding

The Pinnacle Learning Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment. Applicants must be willing to undergo pre-employment checks. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check. The Pinnacle Learning Trust is an Equal Opportunities Employer and welcomes applications from underrepresented groups and ethnic minorities.

“Educational organisations can often have a culture that is somewhat bureaucratic and punitive, but our trust isn’t like that. We have a human side, which we show in abundance, and we really support each other. Things like behaviour management, for example, are a team effort - no-one is just left on their own.”

Rebekah Sutcliffe, Trustee and former senior police officer and director in local government

PROUD
TO BE
PART OF





THE
Pinnacle
LEARNING TRUST

**To find out
more or to
apply:**

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