



APPLICATION PACK

SCHOOL LIAISON AND EVENTS OFFICER



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INTRODUCTION FROM THE PRINCIPAL AND CEO

Dear Colleague,

Thank you for your interest in the position of School Liaison and Events Officer at Joseph Chamberlain Sixth Form College (JCC). We are delighted that you are thinking about joining us.

As you get to know the College a bit more throughout this application process, I am confident that you will see what a special place JCC is: our students are a joy to work with; our staff are wonderful to be around, and our facilities/resources are first class. I am extremely proud to lead such an exceptional place, where we are all united in our aspirations to do our best by each and every student.

Our students come from diverse range of backgrounds, and we embrace the opportunities that come with being located in one of the more deprived areas of the country because this is what makes JCC such a vibrant and exciting place to work. To see our students achieve the phenomenal success that they do, and to watch their development into confident, aspirational young adults, gives us all enormous pleasure. We are really proud of the positive difference we are able to make to their lives.

We are known locally and nationwide as a place of true excellence, where the progress students make places us regularly in the top 10% of the country. We are the highest performing Sixth Form College in the Midlands and, in our most recent Ofsted inspection of 2024, we were awarded their highest grade of 'outstanding' in all categories for the second time in a row. This is, I believe, because our staff are some of the best in the country and are all positive, like-minded individuals, who share a passion for working with young people to transform their lives for the better.

In return for that dedication, I promise you a happy and supportive place to work, where you will be fully recognised for what you do and be provided with all the support, facilities and resources that you need to do the best job that you can. We will nurture your career carefully with fantastic professional development opportunities and look after your wellbeing with a combination of care and additional benefits.

Finally, I would like to say that I really appreciate your investment of time in exploring the College and this position. If you have any questions at all, please do contact us and we will be more than happy to help.

Whatever the outcome, I wish you the very best in the future.



Tony Day – Principal and CEO

ABOUT JOSEPH CHAMBERLAIN COLLEGE

Background and Context

Joseph Chamberlain College is a hugely popular and highly successful Sixth Form College that was established in 1983 and now offers a wide range of academic courses at all levels to around 2600 school leavers, alongside approximately 800 part-time adult learners on a separate site.

Our curriculum offer is highly inclusive, offering the potential for enormous success to all students, regardless of their starting points and backgrounds. Approximately 80% of our work is with school leavers at Level 3, who study AS/A Levels or Level 3 BTEC Extended Diplomas. In addition, our separate Adult Learning Directorate offers part-time classes in ESOL, maths and vocational studies to the local communities. Our wider curriculum is also rich and varied allowing students to benefit from a great deal of choice in sports, work experience, subject-based co-curricular activity, trips/visits, and various other student-led clubs/societies.

In 2024, students at Joseph Chamberlain College achieved, once again, outstanding exam results, placing us in the top 10% of all schools and colleges nationally for the eleventh consecutive year. In our most recent Ofsted inspection, we were graded as 'outstanding' in all categories for the second time; we are the only College in the West Midlands to achieve this in two consecutive inspections.

We have been featured in the Parliamentary Review twice for best practice in further education, and we have been awarded the Teachers' Development Trust (TDT) Silver award for our comprehensive package of innovative and high-impact professional development. We run award winning work experience programmes and hold the prestigious Matrix Award for careers advice and guidance. As part of a local Teaching Alliance, we support all Early Career Teachers, from both secondary and post-16 backgrounds, to complete their ECT years and achieve either QTS or QTLS.

The College is situated within easy reach of Birmingham city centre in a state-of-the-art building with superbly equipped classrooms and outstanding facilities.



WHAT JCC IS ABOUT

Our Purpose

To provide an exceptional educational experience and opportunities that result in significantly improved futures for all of our students.

Our Vision

Joseph Chamberlain College will be the first choice for school leavers in Birmingham because it will be recognised for excellence in academic achievement, exceptionally high standards of teaching and its capacity to raise the aspirations and ambitions of all of its staff and students so that they can enjoy rewarding and successful futures.

Our Core Values

Central to all that we do, are our core values. As a team of staff, students and governors, we believe in:

- **Excellence and Ambition**

At Joseph Chamberlain Sixth Form College, we are dedicated to providing an outstanding learning experience to all students. As a result, we have high ambitions and expectations of everyone and always strive for excellence. We demonstrate a 'can do' attitude and embrace the need for continuous improvement and positive change.

- **Cooperation and Communication**

Here, we believe in working together as a team, for the benefit of the College. Learning from our own and each other's mistakes and successes, we encourage everyone to take responsibility for their actions. We are open and honest with each other and have built effective professional relations with each other through mutual trust and transparent communication.

- **Equality and Recognition**

Throughout the College, diversity and inclusivity underpin everything we do, and we will always treat everyone with respect and fairness. We value and recognise the contribution to that every individual makes to the lives of students and are loyal to and proud of our college and our students.

Benefits of Working at JCC

- An **extra week of annual leave** can be earned each year via our generous 'time off in lieu' (TOIL) policy.
- The College is in an exceptionally secure financial position with high cash reserves, providing **security for all employees**.
- A detailed **staff wellbeing strategy**, including a social committee, staff wellbeing days, free breakfasts and wellbeing groups
- **Strong established departments**, well-equipped with resources and learning materials to share
- **Cycle to Work Scheme** with secure facilities for those who cycle
- Free access to a state-of-the-art **gym and sports facilities**
- A **high specification laptop** for every member of staff
- Membership of **rewards schemes** e.g. Blue Light Card
- **Supporting your health**: Access to a private medical insurance plan via BHSF, reimbursed flu vaccinations and eye tests, and access to the College Nurse/Paramedic on site full-time
- **Employee Assistance Programme**, offering legal, health, counselling and wellbeing advice
- **Access to a college car** for business use (for suitably qualified drivers)
- **A free bus** to the city-centre each evening
- **Free car park** in a new facility with charging for electric vehicles
- **Hardworking and well-behaved** Sixth Form College Students who are ambitious for their future success
- A **supportive and caring** leadership team.

JOB DESCRIPTION

Job Description: School Liaison and Events Officer

This is a new opportunity for an enthusiastic and experienced individual to join Joseph Chamberlain College, to coordinate and deliver school liaison and support wider college marketing activities and events. Reporting directly to the Head of Marketing and Student Recruitment, this is an exciting opportunity for an individual with excellent coordination and administrative skills to work closely with the Marketing and Admissions teams to ensure an effective and positive experience for prospective students and applicants.

The post-holder will be responsible for coordinating and implementing an effective programme of school liaison to support the recruitment strategy, developing strong relationships with local secondary schools and providing professional communications and facilitating advice on progression to Sixth Form. The successful candidate will also work closely with the Admissions Officer to support the delivery of an effective and customer-focussed admissions process that supports applicants and parents from application through to enrolment.

Accountability

The post holder will be accountable to the **Head of Marketing and Student Recruitment**.

Line Management

There are no line management responsibilities associated with this role at this moment.

Duties and responsibilities:

- Coordinate and deliver school liaison activities and communications to supports applicants throughout the recruitment process
- Present professionally as an ambassador and advocate for the college
- Planning and coordinating school and college events to support prospective students and applicants
- Supporting progression/ careers events for potential new applicants
- Liaise with school representatives to arrange and present student interview days in schools and in college
- Conduct new student interviews
- Support the organisation and delivery of Open Events, Taster Days, Enrolment Events, and other college recruitment activities in college
- Supporting enrolment planning, communications and process
- Facilitate/ provide effective and timely Information, Advice and Guidance (IAG) to potential learners
- Monitoring and reporting on feedback from prospective students, parents and carers, and school representatives
- Supporting general marketing events and activities
- Undertake mandatory training and continuous professional development as required to support and develop the role
- To comply with all relevant college policies, procedures and quality assurance systems
- To undertake other duties commensurate with the grade of the post, as required
- To work evenings and weekends to support college and school events, as required
- To drive for work, as necessary to attend schools

PERSON SPECIFICATION

Methods of Assessment: Application Form (A), Interview (I), References (R), Certificates (C), Tasks (T)	Essential	Desirable	Method of Assessment *				
Education, Qualifications and Training			A	I	R	C	T
Be educated to degree level	✓		✓			✓	
Have qualification, training or willingness to study on an Information, Advice and Guidance (IAG) in a school or college		✓	✓		✓	✓	
Be educated in Safeguarding, Equality and Diversity and General Data protection Legislation (GDPR)		✓	✓		✓	✓	
Experiences and Knowledge							
Have experience of working professionally in a school, college or other educational environment	✓		✓	✓	✓		
Have a good understanding of secondary school curriculum and post-compulsory educational opportunities	✓		✓	✓	✓		
Have experience of working in a busy and challenging role		✓	✓	✓			
Have experience of providing professional verbal and written communications	✓		✓	✓	✓		✓
Have working knowledge of using the IT systems, including skills in use of Microsoft Office applications and database systems, in particular competent use of Word, Excel, PowerPoint.	✓		✓	✓			✓
Have experience of working in a role that requires professional communication, organisation, and team-working	✓		✓	✓			✓
Ability to be innovative and creative in the production of marketing materials or content to support events	✓		✓	✓			✓
Skills and Qualities							
Ability to travel between sites and attend external events, with reasonable adjustments where required	✓		✓	✓			
Hold a driving licence, without convictions, to drive for work		✓	✓				
Being able to work independently, including lone working	✓		✓	✓			
Have excellent communication skills, both verbal and written including the ability to motivate others.	✓		✓	✓			✓
Ability to analyse data and write professional reports		✓		✓			
Ability to plan and prioritise the workload in order to meet objectives	✓			✓			✓
Be willing to work flexibly outside of working hours including weekend and evenings when required	✓		✓	✓			
Have a meticulous approach to planning and organising	✓		✓	✓			✓
Be up to date knowledge of Safeguarding and Keeping Children Safe in Education	✓		✓	✓			✓
A commitment to equal opportunities and respect for diversity	✓		✓	✓			

Be an enthusiastic ambassador for the college	✓		✓	✓			
Be committed to safeguarding young people and vulnerable adults	✓		✓	✓			✓
Positive attitude and an ability to inspire young people	✓			✓			✓

FURTHER PARTICULARS

Post Title: School Liaison and Marketing Officer

Contract Type

Full-time, permanent (Full-time, term-time will be considered)

Salary

The salary for this post will be up point 17 on the support staff Sixth Form College's salary scale, which is £34,253 FTE

Start Date

As soon as possible

Working Week

Hours of work will be 36.5 per week over 5 days, all year round. The working hours will be agreed by the line manager. You will very occasionally be required to work outside normal hours, and this will be agreed by negotiation. Please be aware that our term dates fall in line with Birmingham City Council term dates, aside from the summer term.

Holiday Entitlement

Leave entitlement is 22 days per year rising to 25 days after 5 years' service. Support staff are expected to take most of their leave during the normal College holidays and not during term time. In this post up to 7 days of leave may be taken in term time. The leave year runs from 1st September to 31st August. Additionally, support staff receive 8 public holidays, 2 extra-statutory days and 3 local days to be taken during the College closure at Christmas.

Superannuation

The successful candidate will be eligible to join the Local Government Pension Scheme, and you will automatically become a member unless you opt not to join.



HOW TO APPLY

- To apply, please visit our vacancy page online <https://www.jcc.ac.uk/about-jcc/jobs/>. You will be taken to our recruitment portal, My New Term, where you will need to follow and complete the application details.
- If you are applying for a teaching or curriculum-based role, and you are shortlisted, we will request that you complete an examination results form, which we will send with the interview information pack (applicants who are still completing their PGCE course will need not complete this).
- If you have any queries regarding this role or require support with your application, please contact the HR team:

Email: HR@jcc.ac.uk

Telephone: 0121 446 2255

Deadline

The deadline for the post(s) is **Friday 6th March 2026 (to arrive no later than 12 noon)**.

Shortlisting

Unfortunately, we will be unable to notify candidates who are not on the shortlist. Therefore, if you have not heard from us within 4 weeks of the closing date, then please assume your application has been unsuccessful on this occasion.

Previous candidates need to apply.

Equal Opportunities Policy

Joseph Chamberlain College is committed to equality of opportunity in recruitment and selection. Every care has been taken in the drawing up of this job description and person specification to ensure that the requirements of the post are not discriminatory on any grounds and particularly in relation to any protected characteristics, as defined by the Equality Act 2010. Similar care will be taken during the short-listing and interviewing stages.

If candidates are dissatisfied about any part of the process, they should write in the first instance to the Principal of the College setting out the nature of their complaint.

Guide to the General Data Protection Regulation (GDPR - 2018)

Under the General Data Protection Regulation (2018), the College needs to have your consent to collect and process information about you for the proper administration of the selection process and the employment relationship should you be appointed. Please accordingly make sure you sign the declarations at the end of the application form. After an appointment has been made, all the papers of unsuccessful candidates are kept for a period of six months and are then destroyed. For further information about how the College processes personal data please visit our website.

Candidates with a Disability

The College is a Disability Symbol User. If candidates with a disability need any special arrangements for interview, they should enclose a letter giving details of these, marked for the attention of the HR Manager.

Rehabilitation of Offenders Act 1974

This role has been assessed as working in regulated activity and is subject to an Enhanced DBS plus Children's Barred List Check. **It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.**

In accordance with the Rehabilitation of Offenders Act (ROA) 1974 and the Exceptions Order 1975 (amended 2013 and 2020), employees with access to children and young people under the age of 18 are not allowed to withhold information regarding criminal convictions no matter when they occurred. This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

Disclosure and Barring Service Check

The college is committed to safeguarding and promoting the welfare of its students. We will carry out checks on all those who are offered employment with us.

As positions at the College are exempt under the Rehabilitation of Offenders Act 1974, and as such appointment to a post will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS). DBS Filtering guidance can be found on the GOV.UK website:

<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

The successful candidate will be required to provide relevant evidence to enable a DBS check to be undertaken prior to commencement of employment. The College follows the Code of Practice laid down by the DBS (available from the DBS website). Further details will be given upon appointment.

In the future, you may also be asked to subscribe to the DBS Update Service and to maintain that subscription of an annual basis. There will be a small annual cost to the individual. The College will undertake 'status checks' on DBS Disclosures to assess that the information on the original certificate remains current; membership of the Update Service is therefore mandatory to enable status checks to be completed.

Any offer of employment will be conditional upon DBS clearance and a satisfactory outcome to other safeguarding checks as deemed to be appropriate by the College.

The Selection Process

As part of our due diligence on all short-listed candidates, an online search will be carried out prior to interview. Short-listing of candidates for interview will be undertaken by the line manager and a member of the senior management team. The selection process is likely to involve a short lesson observation, an interview and a written task. At the end of the interview you will be given the opportunity to add anything further in support of your application or ask any questions. The panel will make its decision based on the evidence presented throughout the process and will contact all candidates with an outcome as soon as possible afterwards,