



# Applicant Pack



**School Partnership & Engagement Intern**

WUD BE PART OF



[www.pinnaclelearningtrust.org.uk](http://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.

# Job Description & Person Specification

## **Main purpose of the post**

To work as a key part of the School Partnership & Admissions team, and support the Marketing department, to promote further and higher education options to young people in local schools who may wish to apply to study at Oldham Sixth Form College.

## **Summary of Main Duties and Responsibilities**

- To visit local schools and work with school pupils (13-16 year olds) who may wish to, or be suitable to, apply to study at Oldham Sixth Form College (OSFC) to promote the College and provide advice and guidance about post 16 options. This will include delivering group sessions, one to one advice, attendance at school parents evenings and careers events, often outside normal working hours.
- Attend OSFC events outside normal working hours, such as Open Events and interview evenings.
- Assist the School Partnership Officer with the organisation of College events (e.g. Yr. 10 Experience Days, New Students' Day) and participate in these events as appropriate.
- Support the marketing team with the promotion of the college to prospective students through resources, social media and communications
- Respond efficiently and professionally to enquiries from prospective students, parents and schools.
- Input student data accurately and maintain up to date and accurate records, in line with the Trust's Data Protection Policy.
- Attend school partnership team meetings and student services team meetings.
- Contribute towards the effective student services/general administration function of the College.

## **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 designated alternate.

	Essential	Desirable	Method of Assessment
<b>Experience</b>			
Experience of working in an office environment.		✓	
Experience of working with young people.		✓	Application/Interview
Knowledge of current careers/progression information (including both 16-19 and Higher Education).		✓	Application/Interview
<b>Skills and Knowledge</b>			
Good IT skills, including the use of online systems, with experience in the use of Microsoft Office and/or G-Suite.	✓		Application/Interview
Excellent customer service skills.	✓		Application/interview
Excellent administrative and organisational skills.	✓		Application/Interview
Well-developed written and oral skills and ability to communicate effectively with individuals and groups of students.	✓		Application/Interview
<b>Education and Qualifications</b>			
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
Clean and current driving licence and the use of a vehicle.	✓		Application
<b>Attitude and Personal Qualities</b>			
Accuracy and attention to detail.	✓		Application/Interview/References
Ability to work independently and as part of a team.	✓		Application/Interview/References
Ability to deliver advice and guidance sessions to groups of young people			
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
Enthusiastic and dynamic, with a proactive approach and willingness to contribute to departmental improvements.	✓		Application/Interview/References
Excellent interpersonal skills and ability to establish and maintain good working relationships with others within College and externally.	✓		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



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

[pinnaclelearningtrust.org.uk](https://pinnaclelearningtrust.org.uk)  
[hr@pinnaclelearningtrust.org.uk](mailto:hr@pinnaclelearningtrust.org.uk)

**0161 287 8001**

