



North East
Better Health
at Work Award
Gold Award



HE Transitions Coordinator

External Vacancy

Post Ref: 5940. Full Time. Full Year, Fixed Term to end December 2018, £24,191.52 - £25,642.89 per annum.

We are looking for an enthusiastic and committed individual to lead and manage a new team of HE Transition Officers. This post provides the opportunity for you to help build a new team that will need direction and guidance in establishing themselves and their role within the college providing transition support. You will also have a reduced caseload of students to work with as HE Transitions Officer.

Part of the attraction of this post is the range of students you will be working with. You will coordinate masterclasses and a range of activities with the curriculum areas to engage with the students wider support network and families. Our students are full of potential and respond well to the respectful support and encouragement that we give them. The new post of HE Transitions Officer aims to take this further: this is the team you will be leading.

The successful candidate will have a proven track record in managing and leading a team.

As well as the relevant experience, we are looking for individuals with the desire to push for continuous improvement, solving problems and inspiring those around them.

You will need to be flexible in your approach and willing to maintain an up-to-date understanding of developments within the educational sector and/or industries pertinent to the College's curriculum, students and locality.

You will need to be qualified to degree level or equivalent and have a teaching qualification e.g. PGCE or Certificate in Education.

This is a full-time post across all College campuses.

For this post applicants should be able to demonstrate in their personal statement practical examples of how they fulfil the person specification.

Due to the nature of this post you will be required to undertake an Enhanced Disclosure Check. We are big advocates of diversity so applications are welcome from anyone who's suitably qualified.



To find out more about this great opportunity visit www.sunderlandcollege.ac.uk/vacancies alternatively email vacancies@sunderlandcollege.ac.uk or call 0191 511 6046 to request an application pack.

All applications must be received by 12 noon on Tuesday 15 August 2017

It is anticipated that interviews will take place on 24 and 25 August 2017

We are working towards equal opportunities and welcome applications from all sections of the community. We are committed to PREVENT and safeguarding the welfare of children and vulnerable adults.



Job Description

(This is a description of the job as it is as present constituted. It may be necessary, from time to time, to update job descriptions to ensure that they relate to the job as then being performed. Therefore, management reserve the right to make changes to your job description, commensurate with your grade/level in the organisation, after consultation with you).

POST TITLE:	HE Transitions Coordinator
DEPARTMENT:	Directorate of Higher Education
GRADE:	023 – 025
CONTRACT:	Full time, Fixed Term
LOCATION:	Any College Campus
RESPONSIBLE TO:	Director of Higher Education, Participation and Skills

JOB PURPOSE:

To coordinate and deliver central transitional activities to promote the benefits and opportunities of higher education across the Sunderland College Group.

This post has key targets that are required for the success of this post. These targets will be set and agreed annually, normally prior to the start of the academic year. Targets will be process monitored and updated on a termly basis.

The following is a list of areas for which targets will be set, whilst this list covers key areas it is not exclusive and is likely to change in line with external and internal strategies.

- Application conversion rates
- UCAS application levels
- Progression rates

PRINCIPAL RESPONSIBILITIES:

1. The development and coordination of structured activity to raise awareness and aspirations of students who achieve at GCSE but face barriers to higher education entry to include:
 - Parent events
 - Masterclasses
 - Higher education provider open days
 - Higher Education provider residential
 - Supporting Student mentor schemes

2. Provide insight and advice into the higher education application process in one to ones, subject classes and tutorial groups as required
3. Provide effective information, advice and guidance to level 3 learners on the UCAS process. Train and update teaching staff on the process where and when necessary.
4. Develop strong links with higher education providers and partner organisations to maximise student progression to HE courses.
5. Deliver information sessions to students, staff and parents on HE student finance and the UCAS application process.
6. Coordinate and manage the HE Transitions team at the Sunderland College Group.

MAIN DUTIES:

1. Generic

- 1.1 To make a significant and demonstrable contribution year-on-year to the advancement of college interests.
- 1.2 To discharge at all times allocated tasks and responsibilities in a positive, helpful and convivial manner, and to present and provide welcoming, supportive and professional services to all users at all times.

2. Specific

- 2.1. Coordinate and manage the HE Transitions team at the Sunderland College Group
- 2.2. Provide effective information, advice and guidance to level 3 learners on the UCAS process. Train and update teaching staff on the process where and when necessary.
- 2.3. Deliver information sessions to students, staff and parents on HE student finance and the UCAS application process.
- 2.4. Liaise effectively with Universities ensuring that HE opportunities are effectively promoted.
- 2.5. In conjunction with the curriculum faculties develop and deliver an annual plan of activities which meets the needs of all our partner organisations.
- 2.6. Represent the college at promotional events / activities and to support collegiate events including open evenings, taster days, interviews and familiarisation days and giving presentations to relevant parties to ease progression for students.
- 2.7. Publish and market student success to others and staff, including use of the email, text, online calendar, website, case study and social media.



- 2.8. Develop and maintain up-to-date and accurate records to capture student participation in events.
- 2.9. Monitor the progress of the targeted students.
- 2.10. Evaluate the events and programmes in comparison to student progress
- 2.11. To contribute towards the College's Quality Assurance and Improvement procedures in respect of academic learning support services, particularly – but not exclusively – in the compilation, maintenance and analyses of students' reports by:
- 2.12. Ensuring the effective implementation and utilisation of all systems of work (computerised and manual), providing information and statistics to support the updating College reports and publications
- 2.13. To undertake any other duties commensurate with this role as determined by the Director of Higher Education, Participation and Skills
- 2.14. To take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults.
- 2.15. To uphold British Values, the college values and responsibilities with regard to equality and diversity.
- 2.16. To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation.
- 2.17. To work at any of the college sites on a temporary or indefinite basis.

<p>issues/complaints</p> <p>Excellent interpersonal and influencing skills</p> <p>Evidence of working collaboratively with others to improve practice</p> <p>Willingness to develop self and others</p> <p>Good organisational and administration skills</p> <p>IT skills and the ability to produce electronic records, reports and analysis</p> <p>Ability to build relationships of mutual trust and respect</p> <p>Ability to work with integrity at all times</p> <p>Ability to work effectively under pressure</p> <p>Ability to develop good coaching skills.</p> <p>Commitment to equality and diversity initiatives</p> <p>Excellent planning and time management skills together with good administrative abilities</p> <p>Ability to meet deadlines and work under pressure</p> <p>Ability to demonstrate outstanding leadership and management of performance.</p>	<p>✓</p>	
<p>Attitude</p> <p>Energy and drive to meet targets and deadlines.</p> <p>Ability to demonstrate outstanding leadership and management of performance</p> <p>Professional manner and ability to engage effectively with staff at all levels.</p> <p>Sets high standards for self and others and assumes responsibility and accountability for completion of tasks on behalf of the team.</p> <p>Flexible attitude to work, working hours and change</p> <p>Willingness to develop in the job and to undertake new challenges</p> <p>To have due regard and take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults.</p> <p>To uphold British Values, the college values and responsibilities with regard to equality and diversity.</p> <p>To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation.</p> <p>Commitment to College policies i.e. Student First, Equal Opportunities, Inclusion, Quality Assurance and the College Charter</p>	<p>✓</p>	