

## Job advert

### UTC South Durham Workplace Learning Manager Preparing students for outstanding STEM careers

**NOR:** up to 600 | **Age range:** 14-19 | **Start:** September 2016

**Salary:** NJC Local Government pay scale pt37 c£32k



### Can you create an inspiring experience for our students?

University Technical College South Durham opens in September 2016 and will be the first UTC in the North East. With a focus on advanced manufacturing and engineering it will be located on Aycliffe Business Park, County Durham. We'll provide an outstanding education for 14-19 year olds, encompassing real, relevant workplace experience in partnership with world-class companies.

The chance to create an innovative education establishment is very rare and this is an exciting opportunity to join us from the start. As a key member of a small leadership team you will ensure that the students have fantastic experiences working with employers both within the UTC and in companies.

You will have a proven track record of high quality employer engagement or training provision. You'll build positive relationships with business leaders, students, staff and parents. You can demonstrate successful leadership of links between education and business.

Our sponsors, Hitachi Rail Europe, Gestamp Tallent and the University of Sunderland, are committed to creating an outstanding school that will provide a talented young workforce for companies in the North of England. If you have the expertise and commitment to make a life-changing impact on our students then we'd like to hear from you.

*We are an equal opportunities employer and we are committed to safeguarding and promoting the welfare of children.*

**Closing date:** Noon on Tuesday 29 March 2016 | **Interviews:** 20 April 2016

To arrange an informal discussion, please email:  
Tom Dower, Principal  
[tom.dower@utcsouthdurham.org](mailto:tom.dower@utcsouthdurham.org)

Further information and application form  
downloadable from:  
[www.utcsouthdurham.org/vacancies](http://www.utcsouthdurham.org/vacancies)

***No agencies please.***



**University  
Technical  
Colleges®**

## Job description

### UTC South Durham Workplace Learning Manager

<b>Job title:</b>	UTC South Durham Workplace Learning Manager
<b>Employer:</b>	South Durham UTC Trust
<b>Responsible to:</b>	Principal
<b>Salary:</b>	NJC Local Government pay scale pt37 c£32k

The Workplace Learning Manager will be a member of the UTC's Leadership Team responsible for links with businesses and student workplace skills development.

#### 1. Securing the vision

- Work with the Principal and leadership team to create an educational experience for our students which prepares them for the world of work.
- Drive a workplace learning curriculum which prepares young people for their range of future possibilities.
- Promote the UTC to a range of audiences including businesses, families and schools.
- With the Principal, develop strategic direction for developing workplace skills as the UTC grows.

#### 2. Developing links with businesses

- Develop relationships with partner businesses to create opportunities for students to experience work and access careers.
- Act as main contact with partner businesses, ensuring clear communication routes.
- Ensure that partner businesses fully understand their role and our expectations.
- Ensure that safeguarding arrangements are in place with partner businesses (eg risk assessments, child protection procedures).
- Implement effective systems for monitoring and evaluating the quality of student experience with employers and give feedback as appropriate to improve provision.
- Implement effective systems for tracking businesses' recruitment needs and identifying and recommending appropriate students.
- Develop strong links with a range of organisations which are focused on promoting STEM and links between businesses and education.

#### 3. Delivery of workplace learning curriculum

- Act as Educational Visits Coordinator (EVC) for the UTC, ensuring that we comply with national and Local Authority requirements.
- Deliver sessions to students to prepare them for workplace experiences and ensure that they understand the Workplace Skills.
- Design and implement methods of monitoring, evaluating and reporting student progress against the Workplace Skills.
- Co-ordinate transport and logistics for students and staff to access workplace learning activities.
- Be able to drive the UTC minibus (and have appropriate training eg MIDAS).
- Develop an inclusive and supportive approach so that all young people feel supported in their learning and able to voice concerns.
- Work with the SENCO to ensure appropriate support for vulnerable students and those with additional needs so that they can access the benefits of workplace learning.

- Work in partnership with parents/carers ensuring that they have full information about workplace learning activities for their children and that communication is clear.

#### **4. Leading and managing the organisation**

- As a member of the Leadership Team, promote the UTC's Values across staff and students and with business partners.
- Act with integrity and ensure a high standard of care and safeguarding for all our students.
- Treat students as young adults, show them respect and earn theirs.
- Promote the Workplace Skills through discussion with students and by demonstrating them in a professional approach.
- Work with the leadership team to critically evaluate the UTC's performance and influence change.
- Contribute to the CPD of other staff using own expertise and seek opportunities to develop personal knowledge and skills.
- Be efficient with resources and mindful of waste to ensure value for money.
- Collaborate with other UTCs or education providers to ensure that we learn from best practice.

#### **5. Additional duties**

- Comply with health and safety rules and legislation, ensuring the safety of students and staff at all times.
- Act in compliance with data protection legislation in respecting the privacy of personal information.
- Comply with the principles of the Freedom of Information Act 2000 in relation to the management of UTC records and information.
- Undertake additional duties as may be reasonably directed by the Principal where they meet the priorities of the UTC.

## Person specification

### UTC South Durham Workplace Learning Manager

Training and qualifications	Essential	Desirable	Evidence
Degree or equivalent		√	Sight
Additional relevant qualifications to role		√	Application/sight
Undertaken extensive relevant CPD	√		Application
Able to drive a minibus (eg MIDAS training)		√	Application

Experience	Essential	Desirable	Evidence
Extensive experience of employer engagement or training provision	√		Application/reference
Experience in working with employers to support training or visits for young people		√	Application/reference/interview
Experience of health and safety in a workplace and risk assessment	√		Application/reference
Leadership of links between business and education	√		Application/reference/interview
Experience of working outside education		√	Application/interview

Professional knowledge and understanding	Essential	Desirable	Evidence
Understanding of the skills needs of employers in the STEM sectors	√		Reference/interview
Understanding of the EVC role in education		√	Application/reference/interview
Knowledge of risk assessment and health and safety legislation	√		Application/reference/interview
Existing links with businesses and organisations involved with STEM promotion		√	Reference/interview
Able to design and implement successful improvement plans	√		Reference/interview
Able to analyse performance, set targets and report accurately	√		Reference/interview

<b>Personal qualities and skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
Credibility with STEM employers to represent the UTC	√		Reference/interview
Excellent interpersonal skills and builds positive relationships with industry partners, students, staff and parents	√		Reference/interview
Able to empathise with young people and help them to access workplace learning opportunities	√		Reference/interview
Able to organise, prioritise and delegate	√		Reference/interview
Communicate well orally and in writing with all stakeholders	√		Application/reference/interview
Possess the energy and drive to turn vision into reality	√		Reference/interview
Able to develop UTC staff to support students in workplace education	√		Reference/interview
Able to work as part of a wider leadership team with a flexible approach to the role	√		Reference/interview
Able to respond calmly to challenging situations and demonstrate stamina and resilience	√		Reference/interview
Absolute commitment to the UTC ethos and attitude towards students as young adults	√		Application/reference/interview

<b>Special requirements</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
No adverse criminal record	√		DBS check

UTC South Durham is committed to safeguarding and promoting the welfare of children and young people. We expect all employees and volunteers to share this commitment.