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| **School Liaison and Business Development Lead, 37 hours per week, whole year, permanent contract** | **L:\Admin\Logo\TVCT Logo\Tees Valley Collaborative Trust logo.png** |

Tees Valley Collaborative Trust, based in the North East of England, is a well established organisation with social inclusion, educational excellence and widening participation at the heart of its values. [www.tvc.ac.uk](http://www.tvc.ac.uk)

We are seeking to appoint an enthusiastic and proactive School Liaison and Business Development Lead to develop and maintain strong relationships with partner schools, prospective students and their parents for both Prior Pursglove and Stockton Sixth Form College.

You will be responsible for daily line management of the team of School Liaison and Business Development Officers across both Prior Pursglove and Stockton Sixth Form College sites, ensuring the delivery of an innovative and proactive Schools Liaison and Business Development service.

You will have experience of either Level 3 or SEND liaison, enabling you to develop and maintain effective relationships with partner schools, prospective students and their parents in a specific geographical area.

You will hold a Level 4 Qualification in Careers Guidance or be willing to work towards one.

Flexibility with regards to working hours is essential as some evening work will be required.

Start Date: 6th January 2025

**Salary and Benefits Information**

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Salary: SFCA Support Staff Pay Spine, Points 17-20 (£31,342 - £34,559 per annum)

Employee Benefits include:

* Membership of the Local Government Pension Scheme for all our support staff
* 24 days annual leave entitlement for our support staff, which rises incrementally to 29 days after 5 years service (plus 8 days bank holiday)
* Opportunities for training and professional development
* Childcare Vouchers
* Cycle Scheme
* On-site canteen for both staff and students
* Free on-site parking
* Discounted nursery provision on the Prior Pursglove College site (available to all Trust employees)

**Application Details**

Closing Date: noon on 3rd December

Interview Date: w/c 16th December

An application pack can be downloaded from <https://tvc.ac.uk/work-for-us/> . Please contact the HR Department at HR@tvc.ac.uk for any further information.

All applications must be submitted on a Trust application form and CVs will not be accepted.

We are an inclusive employer and we actively encourage applications from people from diverse and underrepresented backgrounds. If you need any assistance with your application in terms of reasonable adjustments, please let us know.

Tees Valley Collaborative Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

As this post involves direct contact with, or unsupervised responsibility for, children or vulnerable adults the successful candidate will be required to undertake a Disclosure and Barring Service check before taking up the position. Additional checks will include; identity checks, qualification checks and employment checks, including the investigation of any gaps between jobs and two satisfactory references.

**TEES VALLEY COLLABORATIVE TRUST**

**PRIOR PURSGLOVE AND STOCKTON SIXTH FORM COLLEGE**

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