

JOB DESCRIPTION

POST TITLE:	Business Engagement & Student Destinations Manager
POST RESPONSIBLE TO:	Assistant Principal
START DATE:	September 2019
CONTRACT:	Part time (Term time only + 2 weeks during mid to late August) 9.30am – 2.30pm (hours negotiable for the right candidate)
SALARY:	£24,313 (pro-rated to £14,920)

JOB PURPOSE

This is a vital role in the Academy. Professional, highly organised and motivated by student success, you will be responsible for the development of our relationship with our business partners as well as ensuring that our students maximise opportunities to move into Level 4+ Apprenticeships and Degree courses. To deliver, as directed by the leadership team of the Academy, the careers and higher level destinations strategy of the Academy.

Principal Responsibilities

- To signpost students to relevant apprenticeship opportunities and support them through initial application to acceptance.
- To target specific students in terms of access to Level 4+ apprenticeships, providing support as necessary.
- To meet annually to set academic agreed student destination targets.
- Develop partnerships and networks with local employers to support the Academy in ensuring students have greater direct exposure to the world of work and the full range of career pathways.
- To work with the pastoral team to ensure students are prepared for and meet the UCAS deadlines, with high quality personal statements and appropriate university choices.
- To work with Higher Education Institutions including our partner the University of Warwick, to promote opportunities for students and raise aspirations for lifelong learning
- To facilitate the provision of workshop sessions which may include CV writing, applications, preparing for interviews, or applying for volunteering or work experience opportunities, choosing a career or a path into Higher Education
- To ensure students are well signposted to different guidance activities and promote the use of the National Careers Service.
- To design, select and provide activities, resources and services to meet students' career needs.
- To provide careers guidance to students so that they consider a wide breadth of career possibilities.
- To disseminate information to colleagues, students and parents on up to date developments in Higher Education, employment and apprenticeships.

- To research and provide up to date information on local and national career opportunities and keep students and colleagues informed of new developments and trends.
- To lead on compiling and the analysis of progression data when students move on from WMG Academy Solihull.
- To support lessons and assemblies on careers.
- To support the work completed by pastoral teams to encourage applications to our VI Form.

Work Experience Co-ordination

- To manage the delivery of all work experience placements in Key Stage 4 and Key Stage 5.
- To develop local external business links to facilitate work experience placements, as well as ensuring that these placements are appropriately checked in line with health and safety guidelines.

Other Responsibilities

- To communicate effectively with learners and with staff.
- To liaise, where appropriate, with external agencies and persons or bodies outside the Academy.
- To follow agreed policies for communications in the Academy.
- To contribute to the process of ordering and allocation of resources.
- To take part in the Academy's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas.
- To engage actively in the performance management review process.
- To work as member of a team of professionals, committed to the furthering of knowledge of all stakeholders within the Academy.

Any other duties commensurate with the level of this post and as directed by the Executive or Associate Principal.

PERSON SPECIFICATION FOR BUSINESS ENGAGEMENT & STUDENT DESTINATIONS MANAGER

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively:

REQUIREMENTS The post holder must be able to demonstrate:	ESSENTIAL (E)
QUALIFICATIONS	
GCSE (or equivalent) grade C or above in English and Mathematics	E
Educated to A Level/Level 3	D
Evidence of continuing professional development	D
Qualification in careers guidance	D
EXPERIENCE	
Experience as working as part of a busy team	E
Experience of multi tasking in a busy environment	E
Experience of working in a school	D
Previous education administration experience	D
Experience of working with employers	D
KNOWLEDGE AND SKILLS	
Excellent verbal communication skills	E
Excellent interpersonal skills	E
Excellent organisational skills	E
Computer literate and familiar with applications such as MS Office	E
Ability to work unsupervised and take initiative	E
Good written communication skills	E
PERSONAL ATTRIBUTES	
A commitment to ensure data is stored/disposed of appropriately	E
Ability to establish positive relationships with students, staff and visitors	E
Flexibility and adaptability	E
Confidentiality and discretion	E
A commitment to safeguarding to learners within the academy	E
Enthusiasm, optimism and energy	E
Ability to organise, plan and prioritise	E

All offers are subject to clearance of references and enhanced DBS checks

THE WMG ACADEMIES FOR YOUNG ENGINEERS

“We have some of the best companies and supply chains in our local area, and they all desperately need new talent and skills to help them grow. That is why the WMG Academy for Young Engineers is so important”

The late Professor Lord Bhattacharyya, Chairman, WMG

WMG Academy for Young Engineers Trust

The WMG Academy for Young Engineers Multi Academy Trust was formed in March 2015. Following the successful opening of the Coventry Academy in September 2014, the WMG Academy Trust opened its second Academy in September 2016 in North Solihull.

Formed between a partnership of the University of Warwick (led by the Warwick Manufacturing Group – WMG) and with the support of national, regional and local businesses such as Jaguar Land Rover, National Grid, Arup and Balfour Beatty, the Trust is committed to providing a better way of learning for the Engineers of the future.

The Trust is made up of members from industry including the EEF and the Local Authorities Chamber of Commerce and the University of Warwick who have led the development of the WMG Academies and oversee their running from a strategic perspective.

Both Academies focus on engineering and digital and information communication technologies, and can cater for approximately 500 students each aged between 14 – 19 years of age. Currently in its third year, the Solihull Academy has an impressive 330 students on roll and is on track to be full in two years time.

As well as a core curriculum at Key Stage 4, which includes GCSEs in the core subjects maths, science, English and Engineering Manufacture, students can select from options which include a modern foreign language, a humanities subject and 3 option subjects. In addition, all Key Stage 4 can students follow additional Level 2 Cambridge Nationals course in Engineering worth a further 2 GCSEs equivalent.

Students at Key Stage 5 can follow a flexible pathway bespoke to their needs. Students can choose to take just STEM A-Levels. Alternatively, can study a Level 3 BTEC Engineering qualification at Certificate Diploma or Extended Diploma level. Further BTEC qualifications are available in Art, ICT, Science and Business Studies and students can mix qualifications to suit an individual career pathway.

The ethos of both academies is ‘business-like, business-led’.

WMG Academy for Young Engineers Coventry

Opened in September 2014 by Ratan Tata, the Coventry Academy has over 400 students on roll in its second year. Located close to the Westwood area in Canley and the University of Warwick, the Coventry Academy was designed with a large Engineering Hall filled with over £600,000 worth of specialist equipment. Three dedicated CAD areas allow industry standard software to be used by students in their Engineering projects.

The Coventry Academy is proud of its very first OFSTED report where it was rated Good in all areas.

Students at the Coventry Academy come from a wide catchment area which includes Solihull in the north through to Kenilworth, Warwick and Rugby in the south.

The Academy follows an 8.30am – 4.30pm (Tuesday – Thursday) with enrichment opportunities offered to students that include football, F1 in schools, Green Power and Engineering clubs. Students also have access to resources at Warwick University. On Mondays and Fridays students leave at 3.20pm.

WMG Academy for Young Engineers Solihull

Opened in September 2016 the Solihull Academy boasts over £2M of specialist equipment and ICT. Developed along a similar open plan design to Coventry, the Solihull Academy occupies a slightly bigger footprint. The Academy is thriving on successful recruitment and has four year groups, 10 through to 13.

Dedicated ICT facilities include 3 CAD suites and student PC access in all teaching rooms giving unrivalled access to industry standard software. These facilities allow innovative teaching pedagogy through digital technologies. A large Engineering Hall, complimented by 'Make and Do' areas above, allows a flexible group-work approach to learning.

The Academy occupies land adjacent to the Chelmsley Wood shopping Centre, North Solihull and draws from a wide catchment of East Birmingham, Solihull and North Warwickshire. The Solihull Academy follows the template of the 8.30am – 4.30pm working day used in the Coventry Academy (Tuesday – Thursday) and has the additional flexibility of incorporating some enrichment into the Academy day due to its close proximity to North Solihull Sports Centre and having its own multi-use games area and activity hall. The Solihull Academy received its first Ofsted inspection in February 2019 and was rated Good in all categories.

Our Vision

We will ensure that our students have raised aspirations that will provide the motivational drive to succeed. Strong employer and further and higher education links, as well as a professional ethos and culture, will ensure the students will be in demand from employers.

Our unique status of working very closely with some of the biggest employers in the region means that we have shaped the curriculum from day one to ensure we produce students with a professional ethos and culture that is in high demand in today's working world.

The focus of the Engineering curriculum is a series of projects – real business-focused, practical problems and challenges that reflect fully the world of work. Employers provide mentors to help our students get a full understanding of life in engineering. This 'better way of learning' means that education will be exciting for our students. We will give them an experience of real value; one that will lead to a diverse range of positive progression pathways for every single student.

Team working will be the norm and students will work together to develop the skills that employers value. We are committed to developing team working, problem solving, creativity, leadership,

communication, resilience and an ability to respond to change. As staff, it is our role to model those skills and behaviours to our learners in everything that we do.