

# Job Description and Person Specification

## Employer Engagement and Experience Officer





## Introduction from the Executive Principal

Welcome to Longley Park Sixth Form Academy,

Thank you for considering joining our Longley Park Sixth Form Academy team within Brigantia Learning Trust and applying for the role of Employer Engagement and Experience Officer. As a Sixth Form, we are all about providing an amazing place for 16–19 year-olds to study and this role provides an opportunity to work with people who share your passion and will provide you with the opportunity to develop new skills and contribute to an ambitious, caring and vibrant community.

I am excited to be able to offer this opportunity to join our team at Longley Park Sixth Form Academy. You will be joining a team of staff dedicated to improving the life chances of young people by providing the best environment in which they can flourish academically and personally.

Longley Park Sixth Form Academy is situated in the North East of Sheffield. We draw from a diverse community around us. Sheffield is an emerging powerhouse city of the north. Staff and students model and celebrate our diversity very well. Students from a wide range of cultures behave well, work diligently together and respect the views of others.

Our community of 1,050 students study a wide range of courses from ESOL to Level 3 Applied Generals and A Levels. Our students go on to some excellent destinations. In 2024, Ofsted rated the Sixth Form as 'good' stating Longley Park Sixth Form Academy "are aspirational for their students, many of whom come from disadvantaged backgrounds and have low prior attainment, to achieve well at the academy. Staff skilfully equip students with the academic and life skills needed to be successful."

Core to our values are inclusivity and robust support in a culture of care. We are passionate about making sure that students who would not otherwise have access to academic and vocational courses can study and be successful. At Longley Park Sixth Form, we strive to be a diverse and inclusive organisation where we can all be ourselves. We particularly encourage applications from people who identify as Black, Asian or from a Minority Ethnic background and/or from people experienced in working in communities of diversity.

Our expectations are high and we are committed to staff development and providing opportunities to further your career, both at the Sixth Form and within the Trust. If you want a role that will be challenging, fulfilling and developmental, this could be it.



Jamie Davies  
Executive Principal

For more information or a confidential conversation about the role, please contact Matthew Fieldsend on [MFieldsend@brigantiatrust.net](mailto:MFieldsend@brigantiatrust.net).

## Longley Park Sixth Form

### Vision and Strategic Objectives

#### Our Vision

Challenging all students to make more progress than they ever thought themselves capable.

#### Our Strategic Objectives

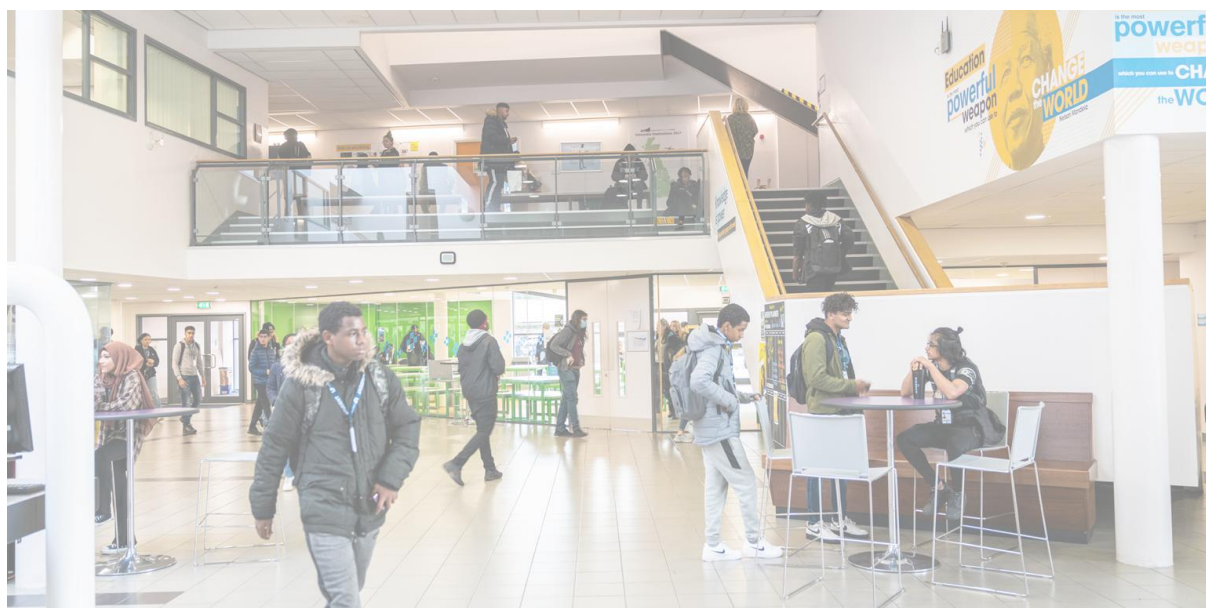
1. Ensure excellent outcomes by delivering an exceptional teaching experience – a community of learning and professional development
2. Provide robust support for students within a culture of care, so they feel safe, can achieve and are prepared for their next steps
3. Sustain student recruitment by providing an engaging and efficient provision that meets the aspirational needs of the local community and beyond

Through all of this, ensure staff and student wellbeing.

Longley Park Sixth Form is an exciting mix of ideas, beliefs, cultures and languages - a place where young people are able to develop confidence in themselves, aspire and achieve.

At Longley Park we recognise the importance of choice and believe that a student's study programme should be designed around their abilities and aspirations. We are committed to providing a well-balanced and challenging curriculum for all students, both inside and outside of the classroom. We have courses for students joining us from a variety of different starting points.

From excellent academic support to a wide range of work experience and enrichment opportunities, there are so many ways for young people to develop thier character and skills with Longley Park Sixth Form.



## Welcome to the Brigantia Learning Trust

An inclusive multiphase journey at the heart of our community

Across the Trust, we pride ourselves on our close-knit community, where we value every pupil and student as an individual, enabling us to drive their ambition, inspire their passions and teach innovatively and passionately, creating leaders within a rapidly changing world. We also know that the bedrock of any academy is the quality and stability of the staff team. We care about staff wellbeing and are committed to attracting, developing, retaining and promoting them within our Trust.

Our core vision is to change life chances and secure social mobility and justice for young people in our community through a culture of care. We are dedicated to Creating Excellence Together and these words have been carefully chosen to reflect our commitment to continuous improvement and working together in partnership.

We create opportunities and enrichment within and beyond the classroom, so that every pupil and student is provided with a platform from which to succeed. We achieve this through:

- A strong and shared moral purpose that underpins our work
- A vision that is coherent and a logical step for education in the area.
- Effectiveness rooted in an understanding of the complex local context.
- Leadership that is immensely strong, ambitious and committed.
- A clear operating model for partnership that focuses upon school improvement.
- A proven track record of success including the transformation of vulnerable schools.
- Immense staff capacity and expertise to drive improvement.



**Mike Westerdale**  
Chief Executive Officer

Within the Trust, our academies have continued to grow as centres of excellence; drawing upon a collective pool of expertise and resource. Our staff and Trustees work collaboratively to deliver the very best in traditional education with a forward-thinking approach, ensuring that every child and young adult in our care is prepared and well-equipped for the demands of a global and everchanging society.

As pioneers of 2-19 education within Sheffield, we believe our offer truly sets us apart. Through orchestrated efficiency, development and innovation, every child and young adult benefits from a truly unique and bespoke approach to education at Brigantia Learning Trust. From their passions and personalities to their learning styles and ambitions, everything is taken into account to ensure a smooth and seamless transition throughout all the phases of their academy life and beyond.

Our strong leadership teams are ambitious and dedicated to driving improvement and securing the very best outcomes in each of our academies, through a commitment to excellence and unwavering values.

As we continue to improve, grow and develop we are motivated to find the right talent for our academies and our young people. This is an exciting opportunity within our organisation and we invite you to be part of creating an engine of community cohesion, aspiration, achievement, success and social mobility for every young person we serve.

**Mike Westerdale**, CEO Brigantia Learning Trust.

Employment details	
<b>Job title</b>	Employer Engagement and Experience Officer
<b>Reports to</b>	Assistant Principal
<b>Hours of work</b>	37 hours, term time + 2 weeks additional
<b>Salary</b>	Grade 4 (£26,402 - £28,597) will be pro rata based on term time working

#### General duties

1. To ensure students have the opportunity to gain experiences of the workplace both internal and external to the sixth form.
2. To establish and maintain professional commercial relationships with employers across the region.
3. To liaise with professional networks to establish new employer links and work/work related experience opportunities for all students.
4. To liaise with the Futures manager around whole sixth form employer events.
5. To lead on the promotion of the Sixth form with employers across the region.
6. To co-ordinate T-level placements, liaising with curriculum leaders to ensure placements meet the needs of the courses offered.
7. Co-ordinate feedback from stakeholders relating to experience activities which have taken place
8. Lead on the tracking and monitoring of experiences of the workplace using the sixth form online platform (Unifrog).
9. Monitor and track student engagement with opportunities to experience the work place
10. To ensure all physical work placements meet the needs of students, especially those who are disadvantaged, leading on transition and support before placements commence.
11. To support the work placement co-ordinator with work placement opportunities for all students across the Sixth Form.
12. To ensure that placements are appropriately assessed and monitored; to liaise with work placement providers (current and potential) and

- other external agencies and stakeholders to secure and assure placement opportunities
13. To work with the Sixth Form Careers team and managers to develop the Sixth Form employer engagement and experience strategies.
  14. Work with the Operations Manager and other staff as appropriate to ensure the safety of students on work placement.
  15. To undertake regular visits to students on work placements and prepare necessary feedback to tutors and observer note completion.
  16. Observing and assessing students in placement settings and dealing with any student needs and concerns that may arise.
  17. Monitoring and liaising with placement supervisors and managers regarding individual progress.
  18. Arranging placement setting visiting times.
  19. Supporting the work placement co-ordinator with liaising and meeting with Sixth Form staff regarding preparing students for work placement activities.
  20. Maintain placement policies, guidance and documentation for placement providers.
  21. Meeting and liaising with Sixth Form leaders regarding student progress and preparing progress reports as required.
  22. Attending Sixth Form team meetings for courses with students on placement
  23. To use Sixth Form IT systems to deliver and support the above tasks.
  24. To undertake your duties within Health and Safety requirements and Sixth Form H&S Policy.
  25. To support and work within the Sixth Form's equality and diversity principles and policy.
  26. To undertake staff development as appropriate.
  27. Perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

#### **Administrative and organisational duties**

- Keep accurate and up-to-date records of sessions and student progress.

- Liaise with teaching staff, pastoral leads, and external support services to ensure a coordinated approach to student wellbeing.
- Support in the development and delivery of programmes targeting behaviour, emotional wellbeing, and social development.
- Assist in maintaining a safe and inclusive sixth form environment for all students
- Participate in team meetings, training, and professional development opportunities.
- Collating work placement / experience of the workplace reports.

### **Safeguarding and working with students**

- Adhere to all sixth form policies, including the [Child Protection and Safeguarding Policy](#) and [Behaviour Policy](#).
- Recognise and report any safeguarding concerns to the [DSL](#).
- Promote equality, diversity, and inclusion within the sixth form community.
- Maintain confidentiality and professionalism when dealing with sensitive student information.
- Support the sixth form's policies on anti-bullying, mental health, and wellbeing.
- Encourage students to express their concerns and seek support where needed.
- Promote positive relationships between students, staff, and the wider sixth form community.

### **Fostering and positive sixth form culture**

- Encourage a Sixth Form environment that promotes respect, inclusivity, and positive interactions.
- Support students in understanding and embracing Sixth Form values, helping to create a sense of belonging.

- Contribute to initiatives that enhance student wellbeing
- Help to create a safe and supportive atmosphere where students feel valued and heard.
- Work collaboratively with Sixth Form staff to reinforce a culture of high expectations, motivation, and success.



Qualifications and training	
Essential	Desirable
<ul style="list-style-type: none"> <li>• <b>GCSE</b> (or <b>GCSE</b>-equivalent) in <b>English</b> and <b>maths</b> at grade <b>C/4</b> or above.</li> <li>• <b>Educated to Level 3</b></li> <li>• Safeguarding and child protection training (or willingness to complete training upon induction).</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of post 16</li> <li>• Knowledge of T -Levels</li> <li>• Knowledge of Post 18 pathways and progression routes</li> <li>• IOSH or equivalent health and safety qualification</li> <li>• Assessor qualification</li> </ul>
Skills and experience	
Essential	Desirable
<ul style="list-style-type: none"> <li>• Ability to establish and maintain professional commercial relationships</li> <li>• Experience of establishing professional links with other stakeholders.</li> <li>• Ability to write reports and keep records</li> <li>• Ability to motivate and inspire students</li> <li>• Excellent IT skills with experience of Microsoft Office, data input, email and IT systems.</li> <li>• Excellent organisational skills.</li> <li>• Time Management – the ability to plan and prioritise work to ensure key targets are met</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of safeguarding policies and procedures in education.</li> <li>• Experience of working with employers and others, and of the vocational/enterprise curriculum and its requirements.</li> <li>• Experience of establishing professional links with other stakeholders.</li> <li>• Experience of placement supervising (working with young people in a supervisory role)</li> </ul>

<ul style="list-style-type: none"> <li>• Communication skills – the ability to present ideas and information clearly, concisely and accurately both verbally and in writing</li> <li>• Interpersonal skills – the ability to build and maintain effective professional relationships with internal customers and external contacts</li> </ul>	
<b>Personal traits</b>	
<b>The successful candidate will be</b>	
<ul style="list-style-type: none"> <li>• Empathetic, patient, and understanding.</li> <li>• Positive and able to demonstrate a resilient attitude.</li> <li>• Enthusiastic about supporting young people’s development.</li> <li>• Reliable and professional.</li> <li>• Committed to promoting inclusion and diversity.</li> <li>• Willing to undertake further training and CPD.</li> <li>• Ability to work effectively as part of a team and on own initiative</li> </ul>	
<b>Additional requirements</b>	
<b>The successful candidate will have</b>	
<ul style="list-style-type: none"> <li>• <b>Two</b> suitable references.</li> <li>• An enhanced DBS check.</li> </ul>	