

Further Particulars

Post	Careers & Progression Co-ordinator (Part Time)
Hours	0.8 (30 hours per week over 4 days),
Salary	Actual salary pro rata'd for 39 weeks term time

The Sixth Form College in Outline

Part of LIPA Multi Academy Trust (which includes The LIPA Primary and High School), we opened The LIPA Sixth Form College in September 2016 as a new, creative and performance arts-focused Free School for young people aged 16-18.

Our students are given the opportunity to learn critical skills and achieve accredited, recognised qualifications for future success in life and work in a learning environment that matches the ethos and curriculum of LIPA, a successful, internationally renowned HE institution

We currently have 405 students on roll.

We offer a broad, balanced, deliverable and ambitious curriculum. All students follow a Level 3, two-year programme leading to UAL Level 3 Extended Diploma. As part of this study programme, students who have not previously achieved grade 4 or above in mathematics or English are required to retake these subjects.

In February 2019, Ofsted rated LIPA Sixth Form College as 'outstanding' in all areas, including for the quality of the college's retake Maths and English provision.

You can find more details about us on our website:

<http://www.lipasixthformcollege.org/>

The LIPA Multi Academy Trust (MAT)

From May 1st 2022 the LIPA Primary and High School and The LIPA Sixth Form College has operated as a multi-academy trust rather than two single academy trusts.

Our Vision

We offer professional excellence and experience through industry-related training opportunities that will develop students' performance, design or technical skills and experience. On completion of their studies, they will be ready to move onto Higher Education or into work within the creative and performing arts.

As a small but specialised Sixth Form College, we encourage performers and those who make performance possible to work harmoniously and creatively together. This synergy can't be taken for granted, since everyone has a different way of reacting to the world around them. Interpersonal skills, like persuasion, negotiation and understanding how groups can work well, are critical. The collaboration here between our student body of performers, producers, designers and technicians replicates industry practice, where they want to be.

Our Values:

- Integrity
- Innovation
- Inter-disciplinarity
- Diversity
- Equality
- Respect
- Transparency
- Community
- Kindness

Our Ethos

To realise our vision and enable our students to succeed, we will adopt the following six principles:

- **A growth mind-set** – fostering and developing creativity and imagination;
- **Partnership** – a learning community engaging staff, students, parents, carers and families;
- **Social inclusion** – a vibrant college that values all individuals;
- **Cultural diversity** – proactively partnering with local arts organisations and the city;
- **Quality** – dedicated to providing outstanding teaching and learning opportunities;
- **Professionalism** – enabling students to learn how business and enterprise works.

Our Objectives

- To improve educational attainment – Liverpool is below the national average in the numbers of 16-year-olds with five GCSE-level grades 9 to 4 or the number of A level or equivalent grades AAB
- Add choice and diversity to the local and regional educational landscape as the first sixth form college focused on learning through the performing arts
- Reduce the likelihood and impact of young people being classified as NEETs – Liverpool is above the national average for 16-18-year olds.

Job Description

LIPA Sixth Form College is looking to recruit a Careers & Progression Co-ordinator.

The wider college uses project-based learning in the creative and performing arts to build core learning and life skills - an interest in this creative curriculum would be advantageous.

A detailed job description is available for this post.

You will be expected to work with teachers in a collaborative way, contributing ideas and strategies to meet the personal, social and curriculum related needs of students, including those with special needs and/or bilingual needs.

You will also establish positive, supportive and constructive relationships with students, parents, carers and the wider community.

You will be expected to fulfil the professional standards expected of all staff in creating effective and stimulating opportunities for learning underpinning the development and progression of all learners.

You will contribute, as required by the SLT to the range of services required across the LIPA Sixth Form College.

Person Specification

A detailed person specification is available for this post. **Remember:** you must ensure that your application specifically addresses the requirements of the person specification.

You will have the optimal blend of successful experience and skills and the ability to deliver innovative curricula, teaching and learning in the creative arts.

You will also be able to embrace the opportunities that will emerge for the College as a creative and performing arts institution for Liverpool.

Conditions of Service

All appointments to the staff of the college are in accordance with those for all LIPA Sixth Form College staff.

For information, some of the terms and conditions which apply to this post are summarised below:

Working Hours

This is a part time post, and you are expected to work such hours as are necessary in order to fulfil your duties and responsibilities. You will work 30 hours per week, initially 8.30am-4.30pm 4 out of 5 days, Monday - Friday, for 39 term time weeks as directed by your line manager or the Principal of the Sixth Form College.

A minimum of a 30 minute lunch break per day is incorporated into the working time above, which is unpaid.

Some weekend and evening working may, occasionally, be required.

Holidays

You do not have an annual leave entitlement as such. Holidays coincide with periods of college closure and public holidays.

Salary

NJC Scale

You will be asked to provide evidence of your current earnings if you are not to be appointed to the first point on the scale.

Exclusivity of Service

We will require all full-time employees to devote their whole working time service to the work of the College. However, employees may undertake other employment provided that this does not conflict or react detrimentally to our business. No employee may engage in any other business or take up any other additional employment without the prior consent of the Principal of the College.

Grievance

A formal Grievance Procedure exists for all staff who have a grievance relating to their employment.

Disciplinary Procedure

We expect reasonable standards of performance and conduct from our employees. Details of our Disciplinary rules and procedures form part of the Staff Handbook.

Probationary Period

Twelve months from first appointment, although this may be extended where circumstances so dictate.

Termination of Employment

Your appointment will be normally subject to termination on either side by notice of one calendar month.

Staff Appraisal

The post-holder will be required to participate in our performance and professional development review scheme.

Pensions

You are entitled to participate in the MAT Pension scheme subject to its terms and conditions from time to time.

Disclosure and Barring Services Clearance

Our college is committed to safeguarding and the welfare of children, and applicants will be subject to full employment checks required by the DFE, including an enhanced DBS disclosure, including a Barred List check.

The successful candidate must be able to obtain DBS clearance. We reserve the right not to formally appoint a prospective employee unless we receive DBS clearance that is satisfactory to us.

Health and Safety

In accordance with the terms of the Health and Safety at Work Act 1974, each new member of staff is given a copy of the Institute's Health and Safety Policy and formal training will be provided as part of the induction programme.

Equality & Diversity Policy

Our Equality and Diversity Policy is seen as a means of achieving equality of opportunity for all our students and staff, actual and potential, as well as visitors. We welcome and accept our responsibilities under the various Acts of Parliament and other relevant legislation appertaining to this area.

All staff appointed will be expected to promote and implement our Equality and Diversity Policy.

Applications

We will accordingly welcome applications from individuals which will be considered regardless of gender, race, nationality, religious belief, disability, marital status, sexual orientation, carer status, appearance or age.

Applications, can be e-mailed to hr-enquiries@lipapprimary.org and must be received by the closing date specified. CVs are not acceptable.

If you have not heard from us within four weeks of the closing date, you may assume that your application has been unsuccessful on this occasion.

By e-mail:

hr-enquiries@lipapprimary.org

Closing date

Thursday 31st October 2024

Interviews

TBC

Contact us

You can contact us via hr-enquiries@lipapprimary.org

Please find the following documents on our website relating to this post:

- Job description
- Person specification
- Our guide to recruitment and selection
- Our recruitment charter
- Privacy Notice for applicants
- Application form for non-teaching staff

Thank you for the interest you have shown in this post.