RUNSHAW COLLEGE



APPOINTMENT OF STUDENT LIAISON OFFICER - REF 260920R

Runshaw College has long been recognised as one of the most successful colleges in the country, renowned locally and nationally for our exceptional results, friendly and supportive culture and focus on putting the learner at the heart of all that we do.

Our shared vision provides the focus for our work: to be a Great Place to Study, a Great Place to Work, and a Great Place for Partnerships and the Community. Please see the Strategic Plan on the college website, for full details of our vision and objectives.

An exciting opportunity has arisen to join the Safeguarding and Wellbeing team as a Student Liaison Officer. This role is pivotal in maintaining college's happy and purposeful atmosphere by nurturing and developing friendly and respectful relationships for all within the Runshaw community and supporting the college ethos where each person is valued and can flourish.

This post would be an ideal position for a positive, approachable person who has excellent communication skills and enjoys working with young people in a supportive role. You will be required to form professional, positive relationships with staff and students within the college and the wider community and will spend most of your day out and about around college managing students in non-teaching areas including College buildings, (restaurants and toilets), within the campus and grounds, and the local community. You will meet with students and act as a positive role model in terms of support for students when they are out of class and their expected behaviour. Your role will also include contributing to organising and running activities for certain cohorts of students, in line with the college calendar of events.

Runshaw College is proud to be a great place to work. Our Leyland campus is home to over 5000 learners and 650 staff. Our staff community is thriving; we respect the diverse experiences of all individuals, who support each other towards shared goals through effective teamwork and collaboration. We value our staff and learners highly, and invest heavily in their development, support and wellbeing. Situated in Leyland, Lancashire, the College is near the M6, M61 and M65 and within commuting distance of Manchester, Liverpool and the Lake District.

Runshaw College is at an exciting stage in its development. We are making significant and rapid improvements following our Ofsted inspection in March 2022 (graded "Good" for Overall Effectiveness) and are on a short journey to achieve an "Outstanding" grade for all provision types, once again. We have every reason to be confident about our future. As a Beacon College with exceptional financial management, we have invested heavily to ensure that we have the facilities that both our current and future learners deserve whilst maintaining secure financial health.



RUNSHAW COLLEGE

We seek to recruit someone who shares our college values which inspire us all in our everyday work. When we created them, we all had a voice in shaping our values and we're proud of what we came up with together, Dedication, Enjoyment, Excellence and Respect. Our values are important to us all and drive everything that we do and believe.

Whether you're looking for professional development, career progression opportunities, staff benefits or simply want to work for a highly successful organisation, Runshaw College is the place for you.

We look forward to receiving your application.

Jane Pearson
Head of Safeguarding & Wellbeing
pearson.j3@runshaw.ac.uk

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JOB DESCRIPTION

JOB TITLE :	Student Liaison Officer
REF :	260920R
UPDATED :	September 2026
ACCOUNTABLE TO :	Head of Student Safeguarding & Wellbeing
ACCOUNTABLE FOR :	Maintaining college's happy and purposeful atmosphere by nurturing and developing friendly and respectful relationships for all within the Runshaw community and supporting the college ethos where each person is valued and can flourish

The description of key responsibilities is a guide to the work that you will initially be required to undertake, as directed by your line manager. They may be changed from time to time to meet changing circumstances and are reviewed in the appraisal process.

	KEY RESPONSIBILITIES
Role Specific	▪ Conduct liaison walks to manage students in non-teaching areas to include College buildings (restaurants and toilets), Langdale road campus/grounds and the local community. ▪ Support positive student behaviour around the campus. ▪ Achieve high visibility in key areas. ▪ Work with students inside and outside of the classroom to develop positive relationships and acting as role model, provide guidance/coaching in order to maintain high standards of behaviour and a safe college community. ▪ Support students to act responsibly and adhere to the College safeguarding and Respect initiatives. ▪ Promote college activities to engage students during non-class time with a view to raising awareness of healthy lifestyles and the support available to them in college e.g. enrichment, counselling, etc. ▪ Communicate effectively with students to maintain an appropriate balance of 'tough and tender' approaches to student management. ▪ Communicate effectively with programme and support teams both verbally and by using IT systems to ensure all parties receive timely information on current issues/themes.

	KEY RESPONSIBILITIES
	▪ Gather student feedback to support the learner voice both informally, in focus groups and by attending Student Council and Personal Tutor Representative meetings as required. ▪ Work with staff and student ambassadors to promote a feeling of community and citizenship within the College, including supporting college themed terms and Runshaw Respect. ▪ Work with the Progress Hub to ensure matters requiring immediate attention are dealt with efficiently and effectively ▪ Make positive contribution to student events e.g. Awards Evenings, student events ▪ Support the College's timetable by facilitating the movement of students to ensure timely starts to classes. ▪ Work with students, staff and external agencies to maintain cultural harmony and a value of diversity across the College community. ▪ Work with specific cohorts of identified vulnerable students to support cross college working, and referral to third party services where appropriate, in order to work together to remove identified barriers to learning. ▪ Work with Student Medical Needs and First Aid Coordinator to deliver first aid to students cross campus. ▪ Undertake any additional duties as directed by your line manager.
Professional Practice	▪ Proactively participate in appraisal and continuing professional development (CPD) activities as required. ▪ Reflect on, and evaluate the impact of continuing professional development activities on your practice ▪ Share and update your knowledge with colleagues and, where appropriate, other networks, research communities etc to support improvement.
College Responsibilities	▪ Support the college's mission, vision, values and strategic objectives, acting as a role model for learners. ▪ Do the right things at the right time for the right reason, always acting in the best interests of learners and behaving ethically at all times. ▪ Attend and contribute to all Curriculum / Continuous Improvement Team (CIT) meetings to plan, review and share best practice.

	KEY RESPONSIBILITIES
	▪ Value and champion diversity, equality of opportunity, inclusion and social equity. ▪ Be involved in the promotion and marketing of courses and in the recruitment of learners, engaging and enthusing prospective learners. ▪ Work within health and safety guidelines and be aware of your responsibilities for health and safety. ▪ Adhere to all college policies and procedures, including data protection. ▪ Along with all members of college staff, manage the behaviour of learners. ▪ Be responsible for safeguarding and promoting the welfare of children, young people and vulnerable adults. ▪ Embrace our values of respect, enjoyment, dedication and excellence and demonstrate these in day-to-day behaviours. ▪ Support our sustainability strategy to reduce our environmental footprint. ▪ Be aware of, and responsive to, the changing nature of the college and adopt a flexible and proactive approach to work. ▪ Undertake such other duties as may reasonably be required commensurate with grade, at the initial agreed place of work or at other locations in the college catchment area.

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PERSON SPECIFICATION

CRITERIA	ESSENTIAL or DESIRABLE	ASSESSED BY
QUALIFICATIONS AND ATTAINMENTS		
GCSE Maths and English Grade A*/9 – C/4 or equivalent or ability to operate at this level.	Essential	Application form, Task *please bring evidence if selected for interview
First Aid at Work qualification or willingness to achieve a First Aid at Work qualification in a specific timeframe.	Essential	Application form, Interview
Other qualifications or relevant training e.g. Youth Support Work, Counselling, Childcare, child protection, equality and diversity and IT	Desirable	Application form, Interview
Evidence of strong Continuing Professional Development	Essential	Application form
EXPERIENCE, KNOWLEDGE AND SKILLS		
Recent experience of working in a customer service environment	Desirable	Interview
Recent experience of working/volunteering with young people aged 16-19 in an advisory, guidance or pastoral capacity	Essential	Application form, Interview
A strong commitment to young people and an understanding of the factors affecting their lives	Essential	Application form, Interview, task
Experience of assessing the needs of young people and coaching/advising young people in areas such as behaviour, health, fitness, smoking, drugs, relationships and bullying	Desirable	Interview, task
Ability to motivate and inspire students with differing abilities and needs	Essential	Interview



An understanding of the strategies needed to help and support students with behavioural personal and social development needs.	Essential	Interview
Excellent IT Skills	Essential	Application form, Interview, task
PERSONAL SKILLS AND ATTITUDES		
Align to Runshaw College values of Excellence, Enjoyment, Dedication, Respect	Essential	Application form, Interview
Display a positive, enthusiastic and friendly approach	Essential	Interview
Be a team player	Essential	Interview
Demonstrate excellent communication skills, verbally and in writing	Essential	Application form, Interview, task
Respect others, being polite in all communications and appreciating their skills, experiences and contributions	Essential	Application form, Interview
Have high standards and be conscientious	Essential	Interview
Be organised and manage own time effectively to ensure all expected tasks are completed on time	Essential	Interview
Suitable to work with children, young people and vulnerable adults	Essential	Interview, Employment Checks

RUNSHAW COLLEGE

SUMMARY OF MAIN TERMS AND CONDITIONS	
SALARY	Up to £8,427 p.a. (FTE £30,766 p.a.) In addition, Runshaw College will contribute up to £581.46 p.a. (FTE £2,122 p.a.) in employer pension contributions
WORKING HOURS	12.5 hours per week, working Monday – Friday 11.00 am – 13.30 pm, 36 weeks during term time
CONTRACT TYPE	Permanent
PENSION SCHEME	Local Government Pension Scheme. Visit: Home :: LGPS (lgpsmember.org)
HOLIDAYS	- 20 days holiday in each holiday year, increasing to 25 days holiday after completing 5 years' service (as at 01 August) - 8 Bank and Public Holidays - 4 extra Statutory Holidays - 3 closure days, should the College decide to close in the interests of efficiency This entitlement will be on a pro-rata basis for posts that are part-time.
LOCATION	On campus, Langdale Road, Leyland. PR25 3DQ.
SAFEGUARDING	The successful applicant will require a DBS (Disclosure and Barring Service) Certificate. All applications are dealt with in accordance with the DBS's Code of Practice and the College's Policies on the Recruitment of Ex-Offenders and on The Secure Handling and Use of DBS Certificates. Visit www.gov.uk/government/publications/dbs-code-of-practice for a copy of the Code of Practice. Copies of the College policies are available on the College's website at www.runshaw.ac.uk The DBS offers a confidential checking service for transgender applicants, giving the choice not to have any gender or name information disclosed on their DBS certificate that could reveal their previous gender identity. Contact the sensitive applications team by telephoning 0300 1061452 or emailing sensitive@dbs.gov.uk.
HEALTH	Appointments are subject to satisfactory health clearance. You will be required to complete a Health Questionnaire and may be asked to attend a medical.
PROBATION PERIOD	This post is subject to the successful completion of a 12-month probation period.

CLOSING DATE	12 noon, Wednesday 25th November 2026
INTERVIEW DATE	3rd December 2026
JOB PACK APPROVED BY Andrea Neild	June 2026

RUNSHAW COLLEGE

Just some of the **Benefits** of working for us



We aim to be a truly great place to work, offering an excellent reward and benefits package, along with extensive opportunities for ongoing professional development.

Financial

Occupational Sick Pay:
- Up to 26 weeks on full pay and 26 weeks on half pay, depending on length of service.



Pensions:
- Career average defined pension scheme:
  - Local Government Pension with up to 6.90% employer contribution.
  - Teachers' Pension Scheme with up to 28.68% employer contribution.
- Tax relief on the contributions paid.
- Ill-health retirement options.
- Financial security with immediate life cover and dependant benefits in the event of death in service.
- Option to pay more or less contributions.
- Flexible retirement options: choose when to take your pension between age 55 and 75 years.

www.yourpensionservice.org.uk
www.teacherspensions.co.uk

Professional Development



- A structured induction programme.
- A comprehensive professional development programme including internal and external events.
- Annual £100 training allowance for a Runshaw course (in addition to work-related training).
- A special programme of support for teachers new to the profession, which includes induction and additional support from the College's Advanced Practitioners.
- Opportunity for teaching staff to achieve QTLS (Qualified Teacher Learning and Skills) status, helping teachers advance in their careers and demonstrate their expertise and experience.
- Themed College Improvement Days with dedicated time for development activities.

Rewards and Perks

- Discounts and cashback at major retailers, entertainment, travel, leisure, and dining.
- Free Microsoft Office license and anitvirus for work and personal devices.
- Staff social events and team building.

Recognition and Celebrations

- Team Excellence Award to recognise outstanding staff contibutions.
- Opportunity to participate in and celebrate a range of religious festivals and events.

Pay and Progression

- Salary scales which are among the best in the post-16 sector.
- Opportunities for pay progression under the College's Pay Principles, plus annual cost of living increases (this is considered on an annual basis).

Work Life Balance

Annual Leave:
- Teaching staff: 50 days
  Management: 35 days
  Support: up to 25 days (pro-rata)
- Plus 8 bank holidays and 5+ days Christmas closure.
- Option to buy up to 10 extra unpaid days through 'HolidayPlus Scheme'.

Family Friendly:
- Flexible working options, Special Leave & Career Break policies.
- Enhanced occupational maternity, adoption and paternity pay.
- A 'Happy to Talk Flexible Working' employer.
- 35% discount off on-site FUNDA children's holiday club.

On-site Facilities

- Free car parking.
- An extensive range of catering facilities on site including Starbucks Coffee.
- Free use of the college gym.
- Contemplation and Faith facilities.
- Beautiful woodland campus.

Health & Wellbeing

Counselling Service:
- Free, confidential 24/7 telephone counselling, plus face-to-face counselling and supervision.

Employee Assistance Programme:
- Support for personal and work issues, including expert advice on debt, health and legal matters.
- Free wellbeing webinars & online resources.

Health:
- Access to a 24/7, 365 days-a-year GP consultation service for staff and immediate family.
- Cycle to Work Scheme which promotes cycling through tax incentives, providing great savings across a range of bikes, clothing and accessories.
- Free on-site flu vaccinations
- Access to BHSF Cash Plan, claiming reimbursement for everyday healthcare including optical and dental bills, therapy treatments, diagnostic health consultations and health screening.
- Support from College Mental Health First Aiders.
- Access to on-site health and wellbeing screening and support including podiatry, physiotherapy, hearing tests and health checks.
- Positive about support for staff with mental health, with Mental Health Champions and being a 'Mindful Employer'.
- Reimbursement for regular eye tests and a contribution towards spectacles for staff identified as DSE users.

Forces Families Jobs

disability confident EMPLOYER

MINDFUL EMPLOYER