



1. JOB IDENTITY

Post Title:	Business & Community Support Officer	Service:	Education & Children's Service
Section:	Secondary Schools	Grade:	Administrative G
Reports to:	Head Teacher		

2. JOB PURPOSE

The post holder will work alongside school staff, community, and industry to develop and manage authentic collaborative partnerships which support the delivery of real-world teaching and learning.

There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation

- Upskill and inspire teachers to feel more confident with a strengthened pedagogy.
- Deepen relationships and activities between schools, employers, and the wider community.
- Secure more diverse, high-quality learning pathways
- Engage, inform, empower, and motivate learners.

3. CORE RESPONSIBILITIES / DUTIES

- Support school-based colleagues in identifying and sourcing a variety of partners who can bring well planned project-based learning to life in line with the school vision and values
- Liaise with stakeholders and coordinate their involvement in projects which support the delivery of real-world teaching and learning experiences.
- Contribute to the development of activities (reflected in the school planning) that will help the school community to achieve their aims and objectives, including identifying new/ potential opportunities for engaging with the wider community.
- Recruit and coordinate local project partners including business, community groups, curriculum staff and supporters to maximise local context and relevance for students.
- Write reports and case studies based on data and information collected from project evaluations to help the school community track their journey and evidence the impact on teachers, young people and partners.
- Gather and share stakeholder feedback with an established evaluation framework to help promote continuous improvement.
- Monitor and report to Senior Leadership Team SLT on activities in the action plan and impact on outcomes for young people

- Work with and report to the Head Teacher and relevant Faculty Heads within the school to ensure that all programmes are well-managed and a positive and productive experience for all those involved.
- Comply with all relevant health & safety requirements and adhere to all relevant Local Authority policies and procedures as required.

4. QUALIFICATIONS AND TRAINING

- Essential:**
- Relevant degree or equivalent transferable experience
 - Full valid driving licence

5. EXPERIENCE

- Essential:**
- Experience of event planning, coordination, and delivery.
 - Experience of project management
 - Demonstrable commitment to continuous improvement
 - Demonstrable experience (or good understanding of) successful project management and networking with a variety of stakeholders.

6. KNOWLEDGE AND SKILLS

- Essential:**
- Good IT skills including use of Office 365, Microsoft Teams, and file sharing platforms such as Google docs/ Dropbox.
 - Organisation, prioritising, and planning skills.
 - Excellent interpersonal skills with the ability to establish effective working relations with internal and external colleagues and stakeholders.
 - Strong written and verbal communication skills and ability to engage a variety of audiences (teachers, employers, students, and parents) in a variety of formats.
 - Ability to work independently, self-motivated and work on own initiative.
 - Ability to work under pressure and to work to deadlines as required.
 - Ability to assimilate information quickly and to think logically.
 - Ability to self-evaluate, sharing and acting upon sensitive and constructive feedback as required.
 - Have a solution orientated approach to managing sensitive and challenging situations such as managing change.

7. ADDITIONAL REQUIREMENTS	
Driving Compliance	Authorised Car User It is a material condition of employment for this post that the employee holds a current full driving licence and has a car available, whenever required, in order to undertake the full range of duties of the post. As such, the post is designated as an authorised car user and will be entitled to receive mileage payments. The employee will also be required to produce their licence, on request, at periodic intervals. Should the employee's driving licence be withdrawn, for whatever reason, it may be necessary to terminate the employee's appointment.
Politically Restricted	Not applicable to this post