

TRELOAR TRUST

JOB DESCRIPTION

POST: Former Students' Coordinator

ACCOUNTABLE TO: Transition Manager

LOCATION: Treloar College

JOB PURPOSE:

- To follow up former students for the purposes of research & support and to gather & provide statistical and qualitative data as determined by the Transition Manager, Head of Quality and other members of the management team
- To develop and co-ordinate the Futures Fest exhibition and issue of the Leavers Information Packs

RESPONSIBILITIES:

- To make contact with all specified student leavers at specific times within the first year of their leaving School or College and thereafter at regular, pre-agreed intervals in order to investigate destination and outcome of the learners using a set of criteria
- Under the direction of the Transition Manager and Head of Quality respond to outside enquiries regarding the destinations of students
- To co-ordinate the organisation of the Annual 'Future Fest' exhibition and work with the transition team to optimise work experience job opportunities for the maximum number of learners within Treloar's
- To co-ordinate the production of the Student Leavers Packs working with relevant personnel to ensure that reports are fit for purpose and have been internally verified to the required standard.
- To coordinate the Leavers tea (in July)
- To coordinate the leavers certificate presentation (in November)
- To visit former students to collect qualitative data, which can be used to support the aims of the trust
- To work with the transition team and visit potential future living/leisure/employment placements
- Where appropriate, to signpost external services to former students
- To liaise with the Treloar College Association for former students
- To support the organisation of the annual memorial service, liaising with parents of deceased students

KEY TASKS

Administrative

- To produce raw data for reports for the Transition Manager and Head of Quality and other members of the Senior Management Team, which include positive and negative student feedback that can be incorporated into the quality systems for improvement
- To record information acquired from leavers in an appropriate format

- To support the Transition Manager and Head of School and College in researching and maintaining up-to-date information on post-college provision, including relevant external agencies, relevant organisations, contacts, further education as well as contact details which is relevant not only to Treloar staff but also to parents
- Organise the annual Futures Fest by liaison with appropriate outside agencies and internal personnel
- Produce an evaluation report of the Futures Fest which gives clear recommendations for the future and further developments
- Collation of leavers information packs
- To observe Treloar Trust Equal Opportunities and Health and Safety Policies

Other duties

- To support the Trust in safeguarding and protecting the welfare of all students.
- To comply with policies and procedures relating to safeguarding, health and safety, equality and diversity, confidentiality and data protection, reporting concerns to an appropriate person
- To maintain and develop own professional knowledge and awareness
- To undertake any other such duties or general tasks and hours of work as may reasonably be required and any other responsibilities, which may from time to time, be delegated by your manager
- A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in the post
- This job description will be reviewed and amended in the light of changing professional demands

Treloar Trust
HR Department
July 2022

PERSON SPECIFICATION – FORMER STUDENTS OFFICER

MINIMUM	DESIRABLE
<p>Qualifications</p> <ul style="list-style-type: none"> • Good general education up to level 3. • Achievement of GCSE level 2 in Maths or English equivalent or a commitment to achieving this 	
<p>Skills and Knowledge</p> <ul style="list-style-type: none"> • Knowledge and experience of disability issues • The ability to relate to a range of people with different needs. • Good organisational skills • A good telephone manner • Good IT skills, including knowledge of spreadsheet formulae 	
<p>Experience</p> <ul style="list-style-type: none"> • Knowledge and understanding of basic statistical analysis • Collecting data in quantitate and qualitative formats • Collecting information by phone • Managing large scale events 	<ul style="list-style-type: none"> • Experience of working with young people • Experience of working with people with disabilities
<p>Personal qualities</p> <ul style="list-style-type: none"> • A commitment to promoting and safeguarding the welfare of students • Attention to detail • Understanding for the need for accurate and appropriate record keeping • Time management, ability to prioritise • Effective written and verbal communication 	
<p>Physical Requirements (Use this section if appropriate e.g. Care)</p> <ul style="list-style-type: none"> • Good general health 	
<p><u>TRELOAR TRUST IS COMMITTED</u> <u>TO SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS</u> All successful candidates will be subject to a Disclosure and Barring Service Check along with other relevant employment checks</p>	

BOTH THE JOB DESCRIPTION AND THE PERSON SPECIFICATION ARE SUBJECT TO THE TRUST'S EQUAL OPPORTUNITIES POLICY