

## JOB DESCRIPTION

<b>Job Title:</b> Schools Co-ordinator	<b>Grading:</b> 14-17
<b>Section:</b> Schools	<b>Reference:</b>
<b>Job Objectives:</b> <ul style="list-style-type: none"> <li>• To support the effective coordination and administration of Senior Phase and Foundation Apprenticeship activity</li> <li>• To maintain effective partnership working and communication</li> <li>• To support learner engagement, wellbeing, and positive experiences</li> <li>• To support communication, marketing, and information sharing</li> <li>• To promote UHI Moray and support learner recruitment and progression</li> <li>• To support compliance, quality assurance, and continuous improvement</li> </ul>	
<b>Reporting to:</b> Head of Academic Partnerships	
<b>Reporting to the position:</b> None	
<b>Interface with:</b> Internal stakeholders, teaching staff; other support staff; school pupils, employers, external agencies	
<b>Approved by:</b>	<b>Date:</b>
<b>Signature of Post Holder:</b>	<b>Date:</b>

### Duties and Responsibilities:

**To support the effective coordination and administration of the Senior Phase and Foundation Apprenticeship activity:**

- Coordinate the day-to-day administration of programmes and partnership activity.
- Maintain accurate learner records, programme documentation, and reporting information.
- Coordinate and support the Schools Administrative Team in the preparation, processing, and tracking of Senior Phase applications and scheduling of learner interviews, working with curriculum teams, schools, and applicants.
- Utilise various college systems to support the effective administration, tracking and monitoring of Senior Phase and Foundation Apprenticeship activity.
- Support enrolment, induction, timetabling communication, and reporting processes.
- Prepare reports, statistics, and documentation for internal and external stakeholders.
- Provide coordination and guidance to the Schools Administrative Team to ensure effective operational support.
- Maintain up-to-date knowledge of relevant guidance, operational procedures, and policy developments relating to Senior Phase and school-college partnerships.
- Provide coordination and guidance to the senior phase administrative team to ensure effective operational support.
- Undertake additional administrative, operational, and support duties appropriate to the role, as required to contribute to the effective delivery and continuous development of Senior Phase activity across the college.

**To maintain effective partnership working and communication:**

- Act as a key contact for partner schools, local authorities, parents/carers, and internal college teams.
- Liaise with the UHI work based learning hub as required which may include reporting, updates, presentations and attendance at hub events.
- Support the development, coordination, and delivery of Communities of Practice events led by the college, working collaboratively with internal and external stakeholders.
- Communicate relevant updates relating to policy, guidance, procedures, and operational changes to appropriate stakeholders as required.
- Support the curriculum areas in engaging with employers to develop and maintain Foundation Apprenticeship placement opportunities.
- Provide ongoing liaison and support to employers, including placement reviews, apprenticeship progress discussions, and monitoring activity.
- Develop and maintain effective links with Moray Council Education and internal college staff to identify and progress new placement opportunities.
- Communicate relevant updates relating to policy, guidance, procedures, and operational changes to appropriate stakeholders as required.
- Support the preparation of reports, briefings, and updates for internal management and external partners.

**To support learner engagement, wellbeing, and positive experiences:**

- Provide first-line support and guidance to Senior Phase learners.
- Liaise with support services to ensure learner receive appropriate pastoral, wellbeing, or additional support.
- Promote positive learner engagement, attendance, and participation across all provision.
- Support transition arrangements between schools and the college environment.
- Coordinate and oversee attendance, engagement, and progression for exceptional entry learners undertaking full-time college programmes, working with relevant support teams responsible for the day-to-day monitoring and recording.
- Support and contribute to interventions and progression discussions for Senior Phase and exceptional entry learners where attendance, engagement, or programme expectations are not being met, working collaboratively with relevant stakeholders.
- Track learner engagement and progression within Foundation Apprenticeships, ensuring accurate records are maintained and issues are escalated appropriately.
- Coordinate and support Foundation Apprenticeship learners across both college-based and workplace learning settings, as required, to ensure effective engagement and progression.
- Maintain appropriate records and communication for Senior Phase, Foundation Apprenticeship, and exceptional entry learners in line with college/UHI procedures and safeguarding requirements.

#### **To support communication, marketing, and information sharing:**

- Work collaboratively with the Marketing team to ensure Senior Phase and schools partnership information on the college website is accurate, current, and accessible.
- Regularly review and provide updates to Marketing on the schools' pages, course information, application guidance, and promotional content relating to Senior Phase activity.
- Support the development and distribution of promotional materials and communications for schools, learners, parents/carers, and stakeholders.

#### **To promote UHI Moray and support learner recruitment and progression**

- Deliver presentations and information sessions internally and externally to promote the college and senior phase opportunities.
- Provide advice and guidance to stakeholders on available courses, progression routes, employability pathways, and college life.
- Represent UHI Moray at school events, careers fairs, open evenings, and recruitment activities.
- Develop and maintain positive relationships with school staff, guidance teachers, pupils, and parents/carers.
- Support activities that encourage participation, widening access, and informed learner choices.
- Lead on the organisation of relevant stakeholder events.

#### **To support compliance, quality assurance, and continuous improvement:**

- Ensure processes comply with college/UHI policies, safeguarding procedures,

data protection requirements, and health and safety standards.

- Support quality assurance, internal/external verification, audit, and partnership visits through accurate record keeping, coordination, and provision of relevant information.
- Contribute to the review and development of operational systems and processes, including learner application procedures, attendance reporting arrangements, and tracking mechanisms for Senior Phase activity.
- Identify opportunities to improve administrative efficiency, reporting processes, and stakeholder access to information through collaborative working and system development.