**Job Description**

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| **Job Title:** | **Industry Alignment Support Officer** |
| **Service:** | **North East Local Enterprise Partnership** |
| **Responsible to:** | **Regional Lead: Education Challenge** |
| **Host Employer:** | **North East Combined Authority** |
| **Salary:** | **Grade 7 : £23,11 - £25,463** |
| **Term:** | **Fixed term to end December 2019** |

**Primary Purpose**

1.1 To support the Regional Lead within the joint North East Local Enterprise Partnership (North East LEP) / National Collaborative Outreach Programme 'Teacher CPD and Employer Engagement' Project in order to facilitate achievement of the North East Strategic Economic Plan and the Regional Progression Framework.

1.2 To support the Regional Lead to collate case studies of good practice and provide information in verbal and written formats to both the North East LEP Skills Team and NECOP leadership board.

1.3 To provide support to the North East Local Enterprise Partnership Skills team as required, in order to assist in the delivery of the North East Strategic Economic Plan.

1.4 To provide support to the NECOP team as required, in order to assist in the delivery of the NECOP Programme.

1.5 To confidently present information in a variety of engaging and creative ways to a variety of audiences, including education leaders, business leaders, teachers and officials.

1.6 To support the development relationships with key stakeholders within North East LEP region.

1.7 To support and contribute to the development of resources

**2.0 Key Accountabilities**

2.1. Work with the regional lead to support schools across the North East region to co-develop and implement high quality curriculum driven projects with employers.

2.2 Support the recruitment of project partners including curriculum teachers, business, FE and HE providers and other organisations communicating clearly intended outcomes. Actively promote and support the FutureMe programme.

2.3 Ensure that employer engagement is a positive experience for **all** students and promotes high aspirations and progression.

2.4 Support the effective communication of the aims of Education Challenge with senior leadership of schools across the region drawing on case studies.

2.5. Promoting and supporting opportunities for teacher externships and co-development of projects.

2.6. Sharing best practice, case studies and media of employer engagement with a wide range of stakeholders to further promote the aims of Education Challenge.

2.7 Supporting all stakeholders and coordinating their involvement in projects ensuring milestones are met.

2.8 Seeking opportunities to engage with further teaching staff to promote employer engagement across all subject areas.

2.9 Sharing funding opportunities with schools to support existing projects and future ambitions.

2.10 Monitoring, writing reports and case studies based on data and information collected from project evaluations;

2.11 Gathering regular stakeholder feedback to help promote continuous improvement;

2.12 Working with and reporting to the strategic careers leader in school and the regional lead to ensure that all programmes are well-managed, effective and a positive and productive experience for all involved.

**3.0 Key Responsibilities**

3.1 Support phase 1 pilot schools and the nominated school line manager during agreed weekly school based days

3.2 Support phase 2 schools across the North East region

3.3 Development work with the wider team based at the North East LEP

<u>Benchmark 4: Careers through the Curriculum</u>

- Co-ordination of careers though the curriculum: Work with teaching staff to develop sustainable approaches and super-curricular opportunities to connect curriculum teaching to its relevance in the world of work.
- Co-design projects between curriculum staff and employers
- Support project delivery and implementation
- Monitor, record and evaluate the impact projects and any employer engagement on all stakeholders, including students.

<u>Benchmark 5&6: Employer Engagement</u>

- Source a diverse range of employer contacts to enhance careers education within the curriculum and the quality of the whole school careers programme.
- Manage relationships with employers and curriculum staff and ensure regular communication

- Support employers and curriculum staff to collaborate effectively as part of the whole school career programme
- Track, monitor and evaluate employer engagement data through a data management system
- Support the facilitation of meaningful experiences of work within the careers programme