



## Higher Education Progression Officer (HEPO)

### Job Advert

#### National Collaborative Outreach Programme (NCOP) Higher Education Progression Officer – Outwood Academy Hemsworth.

Full time temporary post till 31<sup>st</sup> July 2019.

**Are you passionate about making a difference and helping young people achieve a higher education destination? Do you want to play a key role in a project which seeks to raise the aspirations of young people and improve participation in higher education?**

Go Higher West Yorkshire are a consortium of 12 higher education providers in West Yorkshire. Go Higher West Yorkshire supports access to higher education for all those who are capable of and would benefit from the experience.

Go Higher West Yorkshire is working with Outwood Academy Hemsworth, on the Office for Students (OfS) funded National Collaborative Outreach Programme (NCOP). NCOP seeks to identify and address issues around progression to higher education for young people living in areas where progression is low overall, and particularly low when GCSE attainment is taken into account.

The project is funded until 31<sup>st</sup> July 2019 with a possible extension of two further years (to December 2020).

This project is aimed at students in Leeds, Bradford, Calderdale and Wakefield areas where participation in higher education is lower than expected based on GCSE results. The aim is for more young people to **progress to and succeed in** higher education.

The focus is on young people between **Year 9 and Year 13** who live in specific target areas. The project supports schools, colleges and academies with large groups of target students to raise attainment and support students transitioning into HE. Parents/carers, the community and others who influence student choice will be engaged to promote the benefits of higher level study.

You will be the lead member of staff delivering the NCOP project within Outwood Academy Hemsworth, working with a selected cohort of KS4 and KS5 students.

You will support their progression, applications and transition into higher education, ensuring that all who have the potential to succeed have the opportunity to do so.

You will be responsible for the development, co-ordination and execution of a delivery plan for your target group which will include a wide range of support, events and activities to support students' progression into higher education.

NCOP activities may include: motivational mentoring, confidence/resilience building, subject-specific attainment raising, HE fairs, careers planning, parents evenings, family HE engagement weekend activities, local/social media campaigns, “world of work” experience.

You will also ensure the effective involvement of parents/carers, staff and other key external stakeholders in the project.

You will be responsible for the day to day operation of the programme which includes reporting, tracking, monitoring and evaluating all key aspects of the programme.

The post will be based at Outwood Academy Hemsworth, but will require the holder to work on a flexible basis, which will include some evening, weekend and school holiday work.

If you have any queries regarding the post please contact Sabiha Laher: [s.laher@outwood.com](mailto:s.laher@outwood.com)

## Job Description

**Job title** - National Collaborative Outreach Programme (NCOP) Higher Education Progression Officer

**Reporting to** – Dual reporting to Angela Grayel (Vice Principal – Deep Experience) and Go Higher West Yorkshire NCOP Area Manager

**Salary:** £22,659 to £26,243

**52 weeks - 37 hours per week  
(Holidays to be taken during school closures)**

The hours of work are 8.00 am to 4.00 pm Monday to Thursday, 8am to 3.30pm Fridays, although some flexibility will be required.

**Accountable for:** Go Higher West Yorkshire National Collaborative Outreach Programme (NCOP) in Outwood Academy Hemsworth

As a Higher Education Progression Officer, your main duties will include:

- Identifying target learners within the Years 9 to 13 cohorts, and maintaining and updating a database for management information, evaluation and review;
- Ensuring an agreed cohort of eligible learners is recruited onto the programme, develop and produce a delivery plan for all student participants;
- Developing, managing, updating and executing a NCOP delivery plan for your target cohort which includes a wide range of events and activities to support engagement and progression of participants into HE;
- Overseeing and manage NCOP activity funding and supporting the financial reporting of the funding;
- Provision of accurate interim statistical reports on learner participation in activity, in relation to project KPI's and funders requirements;
- Maintaining close contact with the identified students, supporting and advising them generally to ensure their satisfactory engagement and progression within the programme;

- Acting as the principle contact and champion for the project within the institution by liaising with colleagues, attending meetings and representing Outwood Academy Hemsworth as necessary within the wider NCOP project team;
- Attending and contributing to the NCOP network, project and team meetings to receive project updates, share good practice and lessons learned;
- Supporting the monitoring, tracking and evaluation activities of the project which will include students/parents/carers completing learner agreement (consent forms) and regularly maintaining an online tracking software.
- Communicating and collaborating effectively with all relevant internal and external stakeholders including Outwood Academy Hemsworth SLT and teaching staff, parents/carers, participants, Go Higher West Yorkshire NCOP staff and other delivery partners to ensure the success of the project and support participants into higher education;
- Ensuring appropriate health and safety and safeguarding procedures are followed at all times.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

### **What will you bring to the role?**

As a Higher Education Progression Officer you will have:

- Education to GCSE (or equivalent) at Grade C or above in English and Mathematics;
- Empathy with and understanding of the ethos and purpose of the NCOP project, and a demonstrable commitment to widening participation in HE;
- Proven ability to engage with and motivate young people (specifically within the age group 13 – 19);
- Excellent interpersonal and communication skills, and the ability to work with a range of key stakeholders, including young people and their key influencers;
- Highly developed organisational skills, with the ability to work flexibly whilst under pressure and remain calm in stressful situations;
- Ability to work effectively in teams and on your own initiative;
- Strong IT skills with the ability to effectively use all MS Office products, particularly Word and Excel;
- Evidence of success in project management and administration with the ability to produce written reports;
- Knowledge and experience of the UK HE system, with detailed knowledge of processes and procedures of HE entry and progression routes;
- Undertake child protection training;
- Availability to work occasional evenings/weekends/school holidays.

You may also have:

- Appropriate professional qualifications/experience in careers, teaching, learner support or youth work practice;
- Experience of providing support to pupils aspiring to HE.