

**Job Description: Professional Service Positions**

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| **Faculty/School:** | Faculty of Humanities and Social Sciences |
| **Job Title:** | Schools Partnership Co-ordinator |
| **Department/Subject:** | ITE DECS |
| **Salary:** | GR06 (£29,959 - £33,482) |
| **Hours of work:** | 35 hours per week FT with an end date of 31st July 2025 |
| **Contract:** | Full time |
| **Location:** | This position will be based at the Singleton Campus and may require travel |

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| **Introduction** | To deliver its sustainable top 30 ambition Swansea University needs a professional services workforce with the differentiated skills necessary to ensure that it can deliver excellence through efficient and effective systems and processes that harness innovations in technology. |
| **Background information** | As part of its strategic commitment to help improve educational standards in Wales, Swansea University has established both primary and secondary initial teacher education (ITE) programmes. The programmes sit within the Department of Education and Childhood Studies (DECS) within the School of Social Sciences, Faculty of Humanities and Social Sciences. The ITE programmes work in partnership with local primary and secondary schools to develop the professional knowledge and effective pedagogic practice that will meet the requirements of the Education workforce Council.  To assist in delivering ITE, the Faculty is seeking to appoint a Schools Partnership Co-ordinator full time and fixed term until the 31st of July 2025. |
| **Main Purpose of Post** | 1. To develop and maintain excellent relationships with Lead and Network Schools in the Swansea University Schools’ Partnership (SUSP). 2. To maintain operational processes and procedures across the SUSP that will enable the effective delivery of the ITE programme and School and student teacher experience. 3. To deliver on operational matters related to the ITE programme. 4. To work with PGCE programme directors to ensure SUSP governance and quality assurance processes are robust and adhered to at all times. 5. To communicate with stakeholders across the partnership on operational matters of importance to the ITE programme. |
| **General Duties** | The Schools Partnership Co-ordinator will work closely with the Programme Directors of ITE to ensure the successful delivery of the teacher education. The duties are categorised as follows:  ***School Placements***   * To act as a University based point of contact to support partnership schools and to work with University placements teams to ensure a coherent approach to placements. * To work with partnership staff , to ensure they have a clear understanding of the ITE programme goals. * To work with colleagues across the partnership' to ensure they have a clear understanding of the ITE operational processes. * to support the work of partnership staff in planning, delivering and evaluating partnership events’ To support academic team planning for next Academic Year To work with the SUSP to ensure they have a clear understanding of the ITE quality assurance processes and protocols in accordance with the ITE Placement Policy. * To support the administration of the SUSP and the meetings and boards that are part of the management of the SUSP.   ***General Duties***   * Lead on ITE organisational and administrative matters. * Assist with marketing, recruitment and admission activities. * To work with School based staff, inclusive of ITE Leads, Research Facilitators, Senior Mentors and Subject Mentors, to ensure they have a clear understanding of interview selection processes to be used to assess candidate suitability. * To ensure alignment with SUSP and University-wide quality assurance frameworks, contributing to the continuous enhancement of academic standards and programme excellence * Demonstrate and evidence own professional development, particularly regarding appraisal and performance reviews, and participation in training events. * Participate in and undertake other activities appropriate to your experience and skills, as directed by the Head of School or such other person delegated to act with their authority. * To ensure that risk management is an integral part of any decision making process, by ensuring compliance with the University’s Risk Management Policy. * In liaison with Programme Directors, manage the ITE budget, including payments to partner schools. * To support the University placement team in relation to EWC registration and ensuring students are enrolled onto HWB services. * To ensure Safeguarding processes are adhered to. |
| **Professional Services Values** | All Professional Services areas at Swansea University operate to a defined set of Core Values [Professional Services Values](http://www.swansea.ac.uk/the-university/world-class/values/professional-services-values/) and it is an expectation that everyone is able to demonstrate a commitment to these values from the point of application through to the day to day delivery of their roles. Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have.  **We are Professional** We take pride in applying our knowledge, skills, creativity, integrity and judgement to deliver innovative, effective, efficient services and solutions of excellent quality  **We Work Together**          We take pride in working in a proactive, collaborative environment of equality, trust, respect, co-operation and challenge to deliver services that strive to exceed the needs and expectations of customers.  **We Care** We take responsibility for listening, understanding and responding flexibly to our students, colleagues, external partners and the public so that every contact they have with us is a personalised and positive experience.  Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have. |
| **Person Specification** | **Essential Criteria:**  **Values:**   1. Demonstrable evidence of taking pride in delivering professional services and solutions 2. Ability to work together in an environment of equality, trust and respect to deliver services that strive to exceed the needs and expectations of customers 3. Demonstrable evidence of providing a caring approach to all of your customers ensuring a personalised and positive experience   **Experience:**   1. Delivery of strategies and policy related to financial management, governance, marketing and recruitment, placements and student experience activities 2. Proven track record of improving the student learner experience 3. Demonstrates tenacity, resilience and energy in achieving desired results   **Knowledge and Skills:**   1. Excellent organisation skills, with an ability not only to plan own day to day activity within the framework of the ITE programme, but also to coordinate work across the SUSP school network, and between teaching and administrative activities. 2. A commitment to a student-focused learning environment that values development of academic and employment-relevant skills, alongside expert knowledge in the chosen field of study. 3. Willingness to contribute to recruitment and admissions activity. 4. A commitment to continuous professional development.   **Desirable Criteria:**   1. The ability to speak Welsh or a commitment to enhance Welsh language skills through opportunities provided during the secondment period. |
| **Additional Information** | Informal enquiries: Mr James Wedlake - [J.A.Wedlake@Swansea.ac.uk](mailto:J.A.Wedlake@Swansea.ac.uk)  Professor Andy Townsend - [andrew.townsend@swansea.ac.uk](mailto:andrew.townsend@swansea.ac.uk) |

  