



## **JOB DESCRIPTION: COLLEGE ADVISOR**

### **Our Aim**

Liberty Training is an organisation devoted to improving the lives of society's most vulnerable and needy individuals, supporting them to achieve the most in their lives. With our combined knowledge and experience Liberty Training deliver an optimum service to help young people achieve their full potential and make a positive impact on society through our nurturing and supportive Specialist Post-16 College and our soon to be established high school, Liberty High.

### **Your Role**

As an Advisor at Liberty Training, you will support the development of the college in line with the college's development plan, supporting and challenging leaders to deliver excellence of the students, families and staff.

### **Requirements**

This is a voluntary role, travel expenses incurred as a result of fulfilling your role as advisor will be reimbursed. You will be required to attend six meetings per academic year, one per half term.

You must have an outgoing, friendly and confident personality with a positive attitude and a passion for helping others. Our team are motivational speakers, inspirers, and energisers who broaden horizons and break down barriers to progression.

At Liberty, we have a learner-centred approach and are looking for someone with the same philosophy. We have a holistic approach to working with our learners, helping them wherever possible with the challenges that life may throw at them, and to join our team, you would need that same outlook.

### **Key Responsibilities**

**Advisors work together to carry out their core functions:**

1. Ensuring there is clarity of vision, ethos and strategic direction
2. Holding executive leaders to account for the educational performance of the organisation and its students and the performance management of staff
3. Overseeing the financial performance of the organisation and making sure its money is well spent
4. Ensuring the voices of stakeholders are heard

Advisors must also ensure that the governing body complies with all legal and statutory requirements. Advisors should seek the advice of the Governance Professional and other professional advice as appropriate.

### **Governing body strategic responsibilities**

Governing bodies work closely with headteachers and senior leaders. Headteachers are responsible for day-to-day management whereas the role of the governing body is strategic. As such, advisors are responsible for:



- Determining the mission, values and long-term ambitious vision for the college
- Deciding the principles that guide college policies and approving key policies
- Working with senior leaders to develop a strategy for achieving the vision
- Ensuring that parents, students, staff and the wider community are involved, consulted and informed as appropriate
- Ensuring that all students have access to a broad and balanced curriculum such that students are well prepared for the next stage of their education and adult life
- Setting the college's budget and ensuring it is managed effectively together with premises and other resources
- Agreeing the college's staffing structure and keeping it under review to ensure it supports delivery of the strategy
- Ensuring robust risk management procedures are in place and that risk control measures are appropriate and effective

### **Monitoring and evaluating college performance**

Advisors must monitor the priorities that have been set to ensure progress is being made by:

- Measuring the college's impact and progress towards its strategic objectives
- Ensuring the required policies and procedures are in place and the college is operating effectively in line with these policies
- Evaluating relevant data and feedback provided by college leaders and external reporting on all aspects of college performance
- Asking challenging questions of college leaders in order to hold them to account
- Holding the headteacher to account for standards, financial probity, and compliance with agreed policies
- Visiting the college to monitor implementation of the strategy and reporting back to the board (this could be in a link advisor capacity)
- Ensuring that there are policies and procedures in place to deal with complaints effectively

### **Panels and Committees**

When required, advisors are expected to serve on panels or committees in order to:

- Hear staff grievances and disciplinary matters
- Review decisions to exclude students
- Deal with formal complaints

### **Contribution to the Governing Body**

Advisors should ensure that they are making a positive and meaningful contribution to the governing body by:

- Attending meetings (a minimum of 3 full governing board meetings and a number of committee meetings each year), reading papers and preparing questions for senior leaders in advance
- Establishing and maintaining professional relationships with senior leaders and colleagues on the board
- Getting to know the college, including visiting the college occasionally during college hours
- Undertaking induction training and developing knowledge and skills on an ongoing basis



## General duties

- To fully understand the aims, objectives and ethos of Liberty Training and to reflect these in your daily working life
- To adhere to Liberty Group policies and procedures
- To act in a professional yet approachable manner at all times
- To attend regular meetings and supervisions to help your own professional development
- To manage your own personal and professional development.
- To attend training as required
- Any other tasks as required or requested by the Headteacher/Directors

## Disclosure and Barring Service (DBS) Checks

The Disclosure and Barring Service (DBS- formerly CRB) helps employers make safer recruitment decisions. A number of roles, especially those involving students or vulnerable adults, are subject to a criminal record check. All job offers are subject to successful DBS checks, an individual not being listed on the POVA register and are subject to a final offer of employment being made by Liberty.

## COLLEGE ADVISOR - PERSONAL SPECIFICATION

Skills and qualities	Essential	Desirable
A strong commitment to the role and this includes dedicating time regularly during the college term and throughout the year to carry out the required duties	✓	
A strong commitment to making sure there are high aspirations for the all the students in the college and a commitment to achieving the best possible outcomes for all the students	✓	
To be naturally inquisitive and able to question and analyse, and a willingness to learn	✓	
Good inter-personal skills	✓	
Appropriate levels of literacy in English (unless a governing board is prepared to make special arrangements), and sufficient numeracy skills to understand basic data	✓	
The skills to understand the ethos of the college and its implications for the way it is governed	✓	
To carry out the role to the highest standards and, as the holder of a public office, to adhere to the Seven Principles of Public Life, which are selflessness, integrity, objectivity, accountability, openness, honesty, and leadership	✓	
<b>Qualifications and experience</b>		
Analysing performance data		✓
Budgeting and driving financial efficiency		✓
performance management and employment issues, including grievances		✓
Working constructively in committees, chair meetings and to lead the governing body		✓
<b>Understanding and knowledge</b>		
A respectful attitude to differences and an understanding of equality and diversity	✓	
Knowledge and understanding of confidentiality and its importance in this type of work	✓	
<b>Personal Attributes</b>		
Commitment to promoting good practice and adhering to the company ethos	✓	



**Notes:**

This job description may be amended at any time in consultation with the postholder.

**Director/Head of College's signature:**

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**Date:**

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**Postholder's signature:**

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**Name (Please print):**

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**Date:**

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