

JOB DESCRIPTION

Job Title:	Schools College Partnership Coordinator
Current Grade:	Band E
Department	Student Experience
Reports to (Job Title only):	Schools College Partnership Team Leader
Date Form Created:	20 April 2026

1. Main Purpose of the Job:

- The School College Partnership (SCP) is an agreement which allows school pupils to undertake short to medium length practical or vocational courses with the college as part of their school curriculum. The college has around 2,000 secondary school pupils from across Edinburgh and the Lothians on SCP courses at all campuses.
- The School College Partnership Coordinator will have responsibility for ensuring a smooth transition for pupils from secondary schools onto SCP and full-time courses and for providing pastoral care for SCP pupils attending college.
- The post holder will work closely with all schools and will provide support for school pupils and school leavers, including pupils from under-represented and disadvantaged groups. They will be the first point of contact for secondary schools within the Edinburgh and Lothians and will liaise regularly with schools, local authorities, SDS and DYW School Co-ordinators as well as curriculum areas within the college.

2. Main Duties:

- To maintain and develop the School College Partnership programme
- To organise and coordinate additional secondary school related programmes
- To deliver presentations, workshops and other activities within secondary schools for prospective students, their parents and school staff
- To support planning, preparation and delivery of SCP courses
- To identify and represent the college at information and careers events (internal and external events)
- To provide direct support to all school pupils and teaching staff with SCP courses
- To work closely with secondary schools in achieving their 16+ Learning Choice target
- To target, track and monitor all under 16 students attending college whilst still remaining on the school roll

Note: In addition to these duties, must observe and adhere to the College's Health and Safety policy and procedure. Employees are required to carry out such other duties as may be reasonably required.

3. Position in Organisation
The Schools College Partnership Coordinator reports the Schools College Partnership Team Leader and sits within the Student Experience department within the College
4. Dimensions and Limits of Authority:
To maintain and develop the School College Partnership programme by: - Visiting all schools at key points in the College and school calendar to provide up to date information about current and new SCP courses and promoting any new SCP initiatives to support widening participation - Developing productive relationships with Secondary School links by attending meetings and ensuring every school is visited at least twice per academic year - Dealing with requests from secondary schools for bespoke discreet courses to be delivered within school or college - Liaising with College lecturing staff and other College Centre staff to develop new and innovative School College Partnership options. Supporting lecturing staff delivering on the School College Partnership programmes - Reporting to College and Schools staff on attendance, attainment and engagement in learning. To organise/coordinate/provide support for additional secondary school related programmes - To organise and coordinate campus tours and taster sessions for school pupils - To support curriculum teams when offering additional sessions for school pupils (curriculum roadshows, open days, employment/training sessions and workshops) To prepare and deliver presentations, workshops and other activities within catchment schools for prospective students and their parents by: - Representing College at school events and providing information on SCP, Foundation Apprenticeships and wider college pathways - Developing and delivering targeted presentations for appropriate year groups and audiences To identify and represent the college at information and career events (internal and external events) - Provide information on courses and pathways to Schools, pupils and parents - Develop and deliver presentations to specific school year groups - Attend College Open Days to offer information of a wide range of areas e.g. pathways, university articulation and support available to prospective students - Attend, as part of a wider college team, larger career events throughout the year

To undertake the planning and preparation of SCP courses

- To support the production of marketing material for School College Partnership programme to highlight available options for school pupils
- Managing all SCP applications, and support the selection process with Student Records and lecturing staff
- To support delivery of the targets set out in the Student Experience Operational plan

To carry out the duties of a college safeguarding coordinator

- To monitor and implement the College's safeguarding policies and procedures for all school pupils attending College
- Keep up to date with regulations and attend regular training sessions on safeguarding
- Responsible for advising college staff on safeguarding issues for school pupils

To provide direct support to all school pupils and teaching staff on the SCP courses

- To be the dedicated contact person for all school pupils attending College
- Provide an induction and transition support for school pupils attending an SCP course and under 16s
- To monitor and implement the College's safeguarding policies
- To advise and support lecturers and pupils by dealing with any issues and reporting to school contacts
- To contact parents and school staff in the event of an emergency while the pupil is at college
- Provide pastoral support for all school pupil, as vulnerable young, attending college

To work closely with secondary schools in achieving their 16+ Learning Choice target

- Attend secondary school 16+ meetings and provide updates on progress from current and former school pupils now at college
- Organise activities to promote and prepare pupils for leaving school which will improve the overall chances for a positive destination for the school pupil

To target, track and monitor all under 16 students attending college whilst still remaining on the school roll

- To provide support for under 16's attending college on full time courses whilst still remaining on the secondary school roll
- To liaise with secondary school links regarding attendance concerns and support schools to keep informed of pupil's progression and attendance percentage
- To monitor and implement the College's safeguarding policies
- To support LDTs with under 16's who are still on the school role and infilling into full time courses by raising concerns and facilitating disciplinary or withdrawal meetings with schools
- To contact parents and school staff in the event of an emergency while the pupil is at college

To carry out all administrative duties associated with the School College Partnership role by:

- Responding timeously to all SCP enquires
- Ensuring effective issue and recording of all personal protective equipment (PPE) to ensure accurate invoicing to individual secondary schools
- Sending progress reports for each pupil attending college on the SCP programme to schools
- To keep secondary school informed of all college events throughout the year (open days, information session, specialised curriculum events and taster sessions)

Creativity and Innovation

- Work with Marketing team to advise and create range of promotional materials
- Contributing to the development of creative solutions and implementation of operational plans based on stakeholder feedback and current legislation
- Providing a solution focused service to secondary schools and pupils
- Establishing strong links with schools, DYW Co-ordinators and SDS Advisors.

5. Key Contacts/Communication:

- Secondary schools within the City of Edinburgh, West Lothian and East Lothian
- Local authorities
- Skills Development Scotland
- Developing Young Workforce
- School Co-ordinators
- Curriculum leaders and Heads of Department within the College
- Recruitment and Admissions
- Safeguarding
- Other teams across Student Experience

6. Qualifications, Knowledge and Experience:

Essential:

- HND level or equivalent qualification at SCQF Level 8
- Experience of working with young people
- Experience of making presentations to large groups
- Previous experience of working in / with Schools and Further Education
- Excellent communication skills – both oral and written
- Proficient in the use of MS office, particularly Outlook, Excel and Word
- Excellent organisational skills, customer service and team working skills
- Ability to interact appropriately with young people with a wide range of needs and abilities
- Self-motivated and confident in dealing with School and College staff at all levels
- Has the ability to work to tight deadlines and manage own workload

- Driving license

Desirable:

- Experience of using educational database management software
- Experience in a supportive role
- Flexible and adaptable to a changing working environment

7. Working Environment / Sensory and Physical Demands

- The postholder will work primarily in a standard office environment, with occasional days worked from home as part of an agreed hybrid arrangement. The role is largely desk-based and involves prolonged periods of computer and screen use, regular keyboard work, and participation in telephone or online meetings requiring sustained visual and auditory concentration.
- The office environment includes shared workspaces and moderate background noise, while home-working requires the individual to maintain a safe and appropriate workstation. Light physical activity such as carrying a laptop or files and moving between rooms may be required. Lone working may occur during home-working days or when working flexibly, although the role does not routinely require work outside normal office hours.
- There will be some requirement to attend schools, attend events and travel between campuses, during normal office hours, and occasionally outside these hours.

APPROVAL

Signature – Line Manager	
Name	
Job Title	
Date	