

MONOUX SIXTH FORM Employer Engagement Officer Application Pack



MONOUX
SIXTH FORM COLLEGE



@MONOUXCOLLEGE



WELCOME FROM THE PRINCIPAL



Monoux College is a Sixth Form College serving a diverse population of learners. It is situated in the Northeast London Borough of Waltham Forest. The College is located on a single 17.5-acre site in Walthamstow. The main building is set back from the road in landscaped grounds, surrounded by two playing fields. The College serves a wide catchment area and approximately half of its students live in the neighbouring London Boroughs of Newham, Haringey, Hackney, Enfield and Tower Hamlets. Access to Central London is good via tube, rail and bus links.

In its most recent OFSTED visit the college was graded as 'Outstanding' in Personal Development' and 'Good' in all other categories, with particular emphasis on the high-quality teaching and positive student behaviour at the college. Our students often make excellent progress from where they were at GCSE, and we are ambitious about where they go next. "Students feel safe in all areas of the college" (OFSTED, November 2024).

There are currently approximately 1900 students at the college, all of them on full-time courses. Over 85% of the students come from minority ethnic groups living in London. The College curriculum provision includes a variety of GCE A/AS level subjects, T Levels, BTEC Level 2 and Level 3 subjects. All subjects are encompassed within one of the six learning pathways.

Building on a partnership that we have with London Borough of Waltham Forest to provide Year 11 education for recently arrived young people, including asylum seekers new to the Borough, the college now directly recruits 14-16-year-olds around an admissions policy that complements local school provision. Many of these young people progress into the sixth form college, at either Level 1, 2 or 3.

After a number of years without options to develop our facilities, in the last one to two years, as a result of student number growth and the introduction of T Levels, the college has opened new teaching spaces for digital, health and science which includes classrooms and a mock hospital ward and court room, along with new science laboratories. We have recently refurbished the theatre for performing arts, the staff room and conferencing spaces, and updated the College's Wi-Fi provision. We are planning improvements this year to other aspects of the college's infrastructure: bathrooms, for example.

The College currently employs approximately 230 staff, around 120 of which are support staff. We have increased the number of teaching staff in response to continued growth.

We have created a unique learning community, which enables our students to develop personal attributes and skills alongside their academic or vocational qualifications, to prepare them for higher education or employment. Our mission is: Learn with Skill, Feel Connected, Design Your Future. These phrases provide headings for the 3 aspects of the Monoux Student Framework, our portrait of a college graduate that outlines attributes we seek to develop.

I have been the Principal of Monoux College since 2016. I am proud that the college now meets significantly higher standards in everything it does. We believe that much more is within sight, for example, building the technical curriculum, achieving more in our A Level provision, increasing our competitiveness, securing more employer links, building better facilities for students and supporting our valued staff through their professional journey.

We are always seeking to discover more, always striving to connect more.

Dave Vasse
Principal

ABOUT THE ROLE

Are you a confident communicator with a talent for building strong partnerships? Our vibrant sixth form is seeking an Employer Engagement Officer to connect students with meaningful opportunities, including T-level placements, work experience, industry talks, mentoring, careers events and employer-led projects.

You will develop relationships with local and regional employers, support our careers programme, and help students gain the skills, insight and networks they need for future success.

The ideal candidate will be proactive, organised and passionate about widening opportunities for young people. Experience in employer engagement, careers, education, recruitment or community partnerships would be highly beneficial.

This is an exciting opportunity to make a real impact in a diverse and ambitious sixth form community.

Apply now to help shape the futures of London's next generation.

HOW TO APPLY

If you are seeking a highly rewarding position within a successful college and are passionate about enriching the lives of students, please visit our website: <https://www.sgmc.ac.uk/jobs/> to 'view' to the job role. If you are already on the college website, you can 'view' the job role and click on 'Attachment' to view the application pack.

After reading the application pack, if you would like to apply, please click on the link on the Jobs Page: 'Download Application Form' to access the application form (parts 1 & 2). Please email your completed application form (parts 1 & 2) to: recruitment@sgmc.ac.uk

Closing date for applications: Tuesday 2nd June 2026

Interview Date: W/C Monday 8th June 2026

Start Date: Monday 17th August 2026

IMPORTANT INFORMATION

We have a strong commitment to safeguarding and promoting the welfare of children and young people and as such all staff and volunteers are expected to share this commitment. All appointments will be subject to an enhanced DBS clearance and pre-employment checks. Please be aware that if you are shortlisted for an interview, as part of our due diligence, we will carry out an online search.

Applicants are required to disclose any unspent convictions, cautions or warnings under the Rehabilitation of Offenders Act 1974. They are also required to disclose any adult cautions or spent convictions that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (amended 2013 and 2020).

The amendment to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance on which convictions and cautions are considered 'protected' can be found on the Ministry of Justice Gov.UK website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

We do not accept CVs only for job applications.

We reserve the right to close a vacancy early if we receive sufficient applications which enable us to appoint a suitable candidate for the role. Therefore, if you are interested in this vacancy, we advise you to submit your application form (parts 1 & 2) as early as possible.

*We regret that we are unable to respond to every application. Therefore, if you do not hear from us within four weeks of the closing date, please assume your application has not been successful. **Previous applicants within the last six months need not apply.***

JOB DESCRIPTION

JOB TITLE:	Employer Engagement Officer
REPORTING TO:	Employer Engagement Manager
SALARY:	Scale 5 - £32,016 - £34,706 Full time equivalent inclusive of London weighting Allowance Actual salary (£27,630 - £29,952)
HOURS:	Full Time, Term Time Only

Job Purpose:

The Employer Engagement Officer will support the Employer Partnerships Manager and the Senior Employer to deliver high-quality work experience and T Level industry placements for students. The postholder will help build and maintain relationships with employers, coordinate day-to-day placement administration, support student and employer communications, and ensure accurate record keeping and compliance.

Key Responsibilities:

This is a practical, student-focused role that combines employer liaison with strong organisation and administrative capability to ensure placements run smoothly, safely, and at scale.

Key Responsibilities

1) Employer Support & Relationship Coordination

- Support the Senior Employer Engagement Officer in maintaining a pipeline of employer partners, including responding to enquiries and following up potential opportunities.
- Assist with employer engagement activity, such as booking meetings, preparing briefing packs, and attending employer visits where required.
- Maintain positive relationships with existing employers through regular communication, check-ins, and problem-solving during placement delivery.
- Support the organisation of employer activities that enhance student employability (e.g., guest speakers, mock interviews, careers events, induction sessions, workplace visits).

2) Placement Coordination (Day-to-Day Delivery)

- Coordinate the operational delivery of all placements, ensuring students are matched appropriately and supported throughout the process.
- Support student preparation and readiness by coordinating briefings, sending information, and ensuring completion of required forms and documentation.
- Monitor placement progress, follow up on attendance and engagement, and support resolution of routine issues, escalating concerns promptly to the Senior Officer.

3) *T Level Industry Placement Administration & Coordination*

- Support the coordination of T Level industry placements by assisting with placement set-up, student/employer communications.
- Assist with maintaining placement trackers and ensuring key milestones (start dates, reviews, completion) are monitored and recorded on the appropriate trackers.

4) *Department Administration & Systems*

- Provide administrative support for the employer engagement department, ensuring organised, efficient systems and clear communication. Duties may include:
- Maintaining shared inboxes and responding to routine queries promptly
- Managing diaries, meeting bookings, agendas, and minutes for employer and internal meetings
- Maintaining employer contact lists and CRM records (accurate data entry and updates)
- Producing routine letters/emails, employer packs, placement confirmations, and student information documents
- Supporting with updating placement trackers, spreadsheets, and weekly/monthly activity reports as required by Senior staff
- Filing and maintaining digital records in line with agreed naming conventions and GDPR
- Ordering resources and supporting event logistics (rooms, refreshments, attendance lists, sign-in sheets)

5) *Student Experience, Inclusion & Engagement*

- Support students to access placements by providing clear guidance, timely communication, and practical help with forms and processes.
- Work with pastoral and SEND teams to support inclusive placement planning, including reasonable adjustments and additional support arrangements.
- Promote professional behaviours and employability expectations through consistent messaging and reinforcement.

6) *Events & Stakeholder Activity*

- Support the planning and delivery of employer engagement events (careers fairs, celebration events, employer breakfasts, curriculum showcase events).
- Assist with communications and marketing activity for employer engagement, including updating employer-facing materials and supporting the collection of success stories.
- The post holder will be expected to undertake other reasonable duties at the request of management.

Who are we looking for

Monoux sixth form has a range of courses divided into pathways, our pathways form the basis of students selecting the types of careers / industries / future roles they would like to pursue in the future. Based on this the two roles we are looking to recruit for will sit within two specialism areas, Business and Science, Creative and Digital.

We are looking for someone with the following skill sets:

- Experience in an administrative, coordination, customer service, recruitment, or stakeholder support role.
- Experience of working with external partners/clients/customers and managing professional communications (email, phone, meetings).
- Understanding of professional standards, confidentiality, and data protection in an administrative setting.
- Supporting students gain the best advice and support in relation to career readiness.

General Responsibilities:

- **SAFEGUARDING** - All staff are expected to safeguard and promote the welfare of students. All staff are also required to complete safeguarding training and attend further training as needed.
- **EQUAL OPPORTUNITIES** –We are committed to the equal opportunities for all. Staff are expected to act in accordance equal opportunities policy and practice.
- Support the aims and ethos of the college and promote and work in accordance with College policy and practice
- Carry out any other duties commensurate with the general responsibilities of the post.
- To undertake and/or support the delivery of any training or development as required by the College.

The post holder will be expected to work outside of their normal hours from time to time to support key activities during the academic year. For example, enrolment, open evenings, parents' evenings, etc. Advance notice would be given and appropriate time off in lieu would be negotiated. Some additional flexibility may be required for the post holder in relation to the specific demands of the role.

PERSON SPECIFICATION

	Essential/ Desirable	Assessed by: Application (A) Interview (I) Test (T)
Qualifications		
Educated to A-levels or a level 3 qualification	E	A
Experience and Knowledge		
Experience and knowledge of the T Level programme	D	A/I
Experience of working with 16- to 19-year-olds	D	A/I
Extensive experience in working with employers and building long term productive relationships.	E	A/I
Experience of working towards and meeting targets.	E	A/I
knowledge of health and safety risk assessments and safeguarding issues in relation to work experience programmes.	D	A/I
Experience of setting up and maintaining records and tracking systems.	D	A/I
Knowledge of the requirements of work experience within Study Programmes.	D	
Experience in setting up and leading events such as seminars or careers events.	D	A/I
Fully conversant with Microsoft Office applications including Excel.	E	A/T
Experience of working with a Customer Relationship Management System (CRM).	D	A/I
Experience of working within a sales/ target driven function.	D	A/I
Experience of developing employability skills within others.	D	A/I
Skills & Abilities		

Ability to engage with a range of employers.	E	
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Regularly seeks out information about best practice in the market for recruitment	E	A/I
Ability to promote the benefits to employers of engaging in work experience and building long term connections.	E	A/I
Able to use own initiative to solve problems	E	I/T
Experience of working with tight budgets to deliver exceptional results	D	I
Personal Attributes		
Inspires students to take responsibility for their choices around learning and understand the impact of their choices	E	I
Highly organised, efficient and able to work to tight deadlines	E	A/I
Ability to form strong and effective links with people at all levels.	E	A/I
Energetic, engaging and enthusiastic.	E	I
Willingness to travel across London in order to develop new relationships.	E	A/I
Knowledge of the requirements of work experience within Study Programmes.	D	A/I
Experience of working with 16 to 19-year olds	D	A/I
Skills & Abilities		
Regularly seeks out information about best practice and the market for recruitment	E	A/I
Embraces change and seeks to encourage others to adapt	E	A/I
Ability to engage with a range of employers.	E	A/I/T
Ability to promote the benefits to employers of engaging in work experience and building long term connections.	E	A/I
Able to use own initiative to solve problems	E	I/T
Ability to generate accurate data and reports	E	A/I
Excellent customer service skills.	E	I

Experience of working with tight budgets to deliver exceptional results	D	I
Personal Attributes		
Inspires students to take responsibility for their choices around learning and understand the impact of their choices	E	I
Rises above the detail to see the bigger picture	E	I
Devises plans and strategies for the team	E	I/T
Pushes the boundaries of their own and their team's thinking on ways to improve performance	E	I
Ability to form strong and effective links with people at all levels.	E	A/I
Ability to influence others to engage with the college.	E	I
Ability and initiative to find successful solutions to problems.	E	I/T
Energetic, engaging and enthusiastic.	E	I
Willingness to travel across London in order to develop new relationships.	E	A/I
Knowledge of the requirements of work experience within Study Programmes.	D	A/I
Experience of working with 16 to 19-year olds	D	A/I
Skills & Abilities		
Regularly seeks out information about best practice and the market for recruitment	E	A/I
Embraces change and seeks to encourage others to adapt	E	A/I
Ability to engage with a range of employers.	E	A/I/T
Ability to promote the benefits to employers of engaging in work experience and building long term connections.	E	A/I
Able to use own initiative to solve problems	E	I/T
Ability to generate accurate data and reports	E	A/I
Excellent customer service skills.	E	I

Experience of working with tight budgets to deliver exceptional results	D	I
Personal Attributes		
Inspires students to take responsibility for their choices around learning and understand the impact of their choices	E	I
Rises above the detail to see the bigger picture	E	I
Devises plans and strategies for the team	E	I/T
Pushes the boundaries of their own and their team's thinking on ways to improve performance	E	I
Ability to form strong and effective links with people at all levels.	E	A/I
Ability to influence others to engage with the college.	E	I
Ability and initiative to find successful solutions to problems.	E	I/T
Energetic, engaging and enthusiastic.	E	I
Willingness to travel across London in order to develop new relationships.	E	A/I

STAFF DEVELOPMENT

Ensuring that our staff have opportunities to develop both personally and professionally is very important to us. This is why we run a variety of developmental activities and ensure that each member of staff is able to discuss and plan their development objectives with their line manager regularly.

We offer numerous internal and external training opportunities. These can be related to your role or focus specifically on stretching your personal skills and knowledge, in alignment with college objectives.



As an organisation that values creative thinking, your personal growth is just as likely to be a result of implementing new ideas, as it is from attending a course or conference.

You will be supported regardless of the stage in your career, from tailored programmes of support for new trainees, to substantial leadership development for managers. We also support staff in gaining professional qualifications to align with their job roles.

STAFF BENEFITS

- Competitive base salary on the Sixth Form College Support Staff Pay Scale
- Local Government Pension Scheme - 15% employer contribution rate
- Ongoing professional development
- Enhanced Maternity / Paternity /Adoption leave schemes
- Free use of a range of sports and leisure facilities including on-site gym
- Discounted breakfast and lunch at our onsite cafeteria
- Discounted coffee at our onsite coffee shop
- Blue Light discount scheme available for all staff via the Blue Light website
- Staff EAP – with dedicated telephone counselling
- Occupational Health Access
- Season ticket loans
- On-site free staff car park
- Cycle to Work scheme
- Staff wellbeing activities
- Discounted gym membership at Better Health Gym Group
- Free weekly exercise classes for all staff - including Yoga & Box Fit
- Eye care scheme
- Professional and fit for purpose working environments



CARE, SUPPORT AND WELLBEING

We ensure that not only do our students feel safe, confident, respected and valued, our staff do too. With an on-site HR department comprising of the Director of HR and 3 HR team members, their role is to ensure that staff are treated fairly and protected at work.

This year, work is being carried out to embed a new wellbeing policy and strategy, in line with whole college strategies. Members of the team are trained Mental Health First Aiders to ensure a mental health champion is on-site and available for all employees. The college also provides an Employee Assistance Programme, from which staff have access to counselling, financial advice, meditation, mindfulness tools, tips to manage stress, plus much more.

With an on-site gym and weekly exercise classes provided to staff at no extra charge, we strive to look after employee's mental and physical health. Working with an occupational health team, with support from Access to Work when required, our HR team can support our employees at work, make required reasonable adjustments when at work or when returning to work if they have been absent.

Monoux College has a range of HR policies to support a healthy work life balance, such as the flexible working and special leave policy, as well as a number of policies created to protect employees such as the Whistleblowing Policy and Bullying & Harassment Policy.

EQUALITY & DIVERSITY

At Monoux Sixth Form College, we are proud of the diversity of both our staff and students. We recognise that each individual has something unique and valuable to offer and strive to create a supportive environment where all staff and students can flourish and feel part of a community.

The College is committed to ensuring that no individual will be discriminated against. This includes, but is not limited to, the grounds of age, disability, race, gender, sexual orientation, marriage, pregnancy, religious belief or gender reassignment. All staff are expected to take responsibility in upholding this commitment.