

STEM ENGAGEMENT OFFICER (Science, Technology, Engineering and Maths)

Reference No.	I168.01	Type	Individual
Service	Education		
Job Family	Para Professional 4	Grade	FC6

Purpose

To prepare young people to make connections across the curriculum and develop progression pathways which will lead to positive destinations and relevant employment opportunities. Working in partnership with relevant local and national STEM businesses and organisations, as well as College and Universities.

To develop and co-ordinate relevant STEM industry based experiences for all young people.

To provide experiences and opportunities for young people to learn in a range of different environments through partnership working and within the STEM curriculum.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Supporting the co-ordination of STEM (Science, Technology, Engineering and Maths) development work in post-school pathways and taking forward relevant employment links.	Relevant industry experience in a STEM Context (Deliver results - See 'How We Work Matters' Framework)	✓	
	Educated to degree level in one of the STEM curricular subjects	✓	

Role Profile

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Directing and communicating effectively with young people (and if appropriate parents) regarding STEM career opportunities, vacancies, apprenticeships.	Interpersonal skills and ability to work effectively with young people (Focus on customers)	✓	
Arranging on-site visits for teachers with STEM employers and for STEM employers to provide case studies for young people to work on.	Ability to build strong and effective working relationships with external partners and employers (Take ownership)	✓	
Promoting opportunities for STEM progression through promoting work-based learning destinations, such as Modern Apprenticeships and college/university courses.	Ability to collate, analyse and share information	✓	
Organising relevant STEM industry experts to talk to specific class groups within the timetable and Provide materials regarding STEM industrial concepts which class teachers could use as a basis for developing units of work.	Team working skills (Work together)	✓	
Creating and maintaining a database of former pupils who are willing to share experiences of their job with the young people. Building a profile of relevant case examples.	IT skills in relevant software packages including MS Office (Embrace technology and information)	✓	
Creating and maintaining folders of STEM industry and company profiles along with job descriptions which link into appropriate websites.	Knowledge of Information Management policies, Data Protection and other relevant information	✓	
Providing a link and assisting with the co-ordination of the Career Ready programme and college/university partnership programmes e.g. Lift Off, First Chances, Foundation Apprenticeships or similar.	Excellent planning and organisational skills	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Role Profile

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:				
Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility		E	D

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input checked="" type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is available:
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:
<ul style="list-style-type: none"> • Take Ownership • Focus on Customers • Work Together • Embrace Technology & Information • Deliver Results