



**FUTURE
ACADEMIES**
LIBERTAS PER CULTUM



Cross site Enrichment Coordinator



JOB DESCRIPTION

JOB TITLE: Cross-site Enrichment Coordinator

RESPONSIBLE TO: School Senior Leadership Team / Head of Education Enrichment

RESPONSIBLE FOR: As soon as possible

HOURS: 36 hours, All year round

SALARY: NJCH Range 5, Point 12 £33,291 to Point 17, £35,814

Starting salary to be confirmed upon appointment, subject to experience.

PLACE OF WORK: Pimlico Academy, Lupus Street, London SW1V 3AT and Phoenix Academy, The Curve, London W12 0RQ

RIGHT TO WORK: This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations will be required in accordance with the statutory guidance

STAFF BENEFITS: Future Academies recognises its employees as the most important asset and critical to its success. To demonstrate this all staff are offered the following benefits:

- A supportive ethos and concern for the well-being of all colleagues.
- Excellent CPD opportunities and career progression.
- Employer Contributions to Local Government or Teachers Pension Scheme.
- Cycle to work scheme.
- Employee Assistance Programme.
- Eye Care Voucher scheme.
- Car Benefit Scheme
- Two week October half term

PROBATION PERIOD: The post holder will be required to complete a 6-month probation period.

PURPOSE OF THE ROLE

Education enrichment is one of the key pillars of Future Academies. We believe that a strong careers and education enrichment programme is an essential part of raising the aspirations of our students, giving them the knowledge and skills to achieve excellence, regardless of their background, and preparing them for the world of work, future education, training and employment. All our schools must have an implementable careers plan which motivates, inspires, informs and equips young people for future success.

MAIN RESPONSIBILITIES AND TASKS

- Working with SLT to embed and developing the school's Enrichment Plan to include its trips offer and clubs and societies programme.
- Assisting the implementation of the Careers Plan.

- Producing termly reports on enrichment participation rates, including reporting on key demographics.
- Coordinating the tracking of enrichment activities (cost, benefit, impact etc.) across the academy.
- Working with all staff to ensure that educational visits are well-planned, safe, and effective.
- Presenting resources to students to prepare them for enrichment opportunities, educational pathways via universities, colleges or apprenticeships and life beyond school.
- Lead, build and maintain effective relationships with all partners, internally and externally, acting as a champion for the value of Education Enrichment.
- Develop a CPD teacher training plan to ensure staff can effectively answer questions from Ofsted regarding the school's career and enrichment programmes.
- Attend parents' evenings, options evenings, results days and Year 6 open days.
- Coordinate holiday clubs including supporting or delivering holiday clubs.
- Prepare and circulate fortnightly newsletters to parents.
- Ensure that the school's website displays regular news stories (also publicised on social media) about the latest enrichment projects at the school.
- Collaborate with the Head of Education Enrichment to implement Trust-wide enrichment initiatives and priority activities.
- To act as the schools' Educational Visit Coordinator, ensuring all activities are safe and compliant with the Trust's educational visits policy.
- Lead the process of organising educational visits, including researching options, budgeting, risk assessments, ensuring safeguarding, engaging teachers, attending selected trips to measure impact, and conducting post-visit reviews.

Additional duties

- Where necessary, supervise students removed from lessons and ensure this time is used to good effect.
- Adhere to all Safeguarding and Child Protection Policies.
- Undertake any other duties reasonably requested by the Principal.

No job description can be entirely comprehensive, and roles develop organically over time. The post holder will be expected to adapt and carry out such duties as may be required.

PERSON SPECIFICATION

	Key Requirements	Essential	Desirable
Qualifications	GCSE English and Maths Grade C or above	✓	
	Continuous professional development	✓	
	Demonstrable successful experience of working in a similar role.		✓
	Experience of working with young people, ideally in an education environment		✓

Knowledge, Skills, and Experience	An aptitude for working with spreadsheets and data systems e.g. Bromcom, CMIS, Evolve.	✓	
	IT proficient, and competent using Microsoft and other IT Solutions.	✓	
	Ability to operate with tact, diplomacy, discretion, and confidentiality at all times		✓
	Evidence of CPD in relation to safe educational visits.		✓
	Ability to work to and achieve tight and /or changing deadlines	✓	
	Excellent organisational skills and the ability to prioritise work for self and others	✓	
	Excellent team skills and the ability to network effectively	✓	
	Experience of planning and running complex events	✓	
	Ability to deal calmly, professionally, and effectively with a diverse group of people at all levels both within and outside the Trust		✓
Other requirements	Committed to safeguarding and promoting the welfare of children and young people	✓	
	The ability to be a role model to students and a demonstrate commitment to the Future Academies values and brand	✓	
	Committed to Equality, Diversity & Inclusion	✓	
	Ability to travel between sites as necessary to fulfil the role.	✓	

APPLICATION PROCESS

1. Applying for the role

To apply for the post, please visit our website - [Vacancies - FaceEd \(face-ed.co.uk\)](https://face-ed.co.uk)

Applicants should complete the online application form via FaceEd. Applicants should also complete the 'Personal Statement' section of the online form to the best of their ability and use this section to demonstrate how they meet the requirements set out in the person specification. Please ensure specific examples are included.

Applications must be received no later than **midnight on 13th December2024**. Applications after this date will not be considered.

2. Interview Process

The interview process will take place as soon as possible after shortlisted has been completed. The interview will include a formal interview and may include practical tasks related to the knowledge and skills required for the role.

3. Notification & Feedback

Candidates that have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached.

Unsuccessful candidates will be given the opportunity to receive professional feedback.

4. Taking up the post

The successful candidate will take up the post as soon as possible.

5. Additional information

For further information please email HREnquiries@futureacademies.org and a member of the HR team will contact you.

6. Safeguarding

As an educational trust, Future Academies is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the Trust expects all members of staff and volunteers to share in this commitment. An 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check is required for this role.