**Network Lead – Careers and Enrichment**

**Ark**

Ark is an education charity and one of the country’s top performing academy operators. Our academies are situated in areas of high disadvantage, with over 30% of Ark pupils eligible for free school meals, double the national average. We currently work with 24,000 students across 38 schools across Birmingham, Hastings, London and Portsmouth.

Our vision is to create a group of outstanding schools that radically improve our pupils’ life chances and ensure they can access the university, apprenticeship or career that best matches their potential.

Alongside setting high expectations for academic progress, we also focus on building the habits and skills most desired by employers and universities, guaranteeing access and exposure to the experiences that will help students to shape a vision for their own future and guiding their decisions about their university or career pathway after school.

**The Role**

The Network Lead is responsible for ensuring that all Ark schools deliver a high quality and impactful university, careers and enrichment programme, aligned to the expectations set out in the Gatsby Good Career Guidance Benchmarks. Our goal is to have all Ark secondary schools fully achieving the Gatsby benchmarks by July 2020.

The Network Lead mobilises a community of Pathways and Enrichment (Careers) leads in schools and our university, business and third sector partners to deliver this aim. In addition, we are looking for someone who can lead the process to develop a shared and fully resourced Ark curriculum from EYFS to KS5 that encompasses elements of careers, enrichment, character, digital literacy and oracy.

The post holder sits within Ark’s Pathways and Enrichment team and reports into the Head of this team. The post holder does not directly line manage any team members, but will work closely with the Partnership Engagement Manager to maximise the network of national and regional university, business and third sector relationships held by Ark. Travel between our schools and regions is an expectation and we anticipate that you will be within schools 3 days per week

**Contract:** 2 years fixed term, with potential for extension

**Hours:** 37.5 hours per week

**Salary**: £37,000 - £47,000 per annum depending on experience + 11% employer contribution to pension

**Closing date**: Tuesday 16 October at 12pm

**Interviews**: First round interviews on Monday 22nd October

**Start Date**: As soon as possible

For a full job description and to apply with a CV and cover letter, visit our online recruitment portal [here](https://arkcareers.engageats.co.uk/ApplicationForm.aspx?enc=mEgrBL4XQK0+ld8aNkwYmDoFcFPT6j/OiOrynOo8/L9v+s2CdYkZDmSFeugU4iPAnFTEn7p2BHHQLI3kgPLzJVHQadnBBv2Jxx+FP1Feog9BkhLt4b+a0C9Ly0Vb1wtS05u2AApSvznb39NC2PcQ4Q==).

If you have any questions about the role, please contract hannah.mcauley@arkonline.org.

*Ark is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check*

**Job Description**

**Main Responsibilities**

* Ensure all schools meet the statutory requirements for careers including the timely collection of intended and final destinations for all Year 11 and 13 students through Ark’s centralised management information systems
* Implement the Ark Pathways and Enrichment monitoring and evaluation cycle to ensure that every school has a clear action plan in place for the year that can be monitoring by the school SLT, LBG and the central team. Escalate any issues effectively to principals and regional directors
* Analyse data from school audits, evaluations and destinations data and develop a strategic approach to maximise delivery against the Gatsby benchmarks. This should include an understanding of where cross school, regional or network activities or approaches will deliver the most effective, efficient and impactful results
* Design, deliver and broker a calendar of training and professional development activities with a clear focus on sharing best practice between Ark schools, drawing on national best practice and focussing on the benchmarks where there is common challenge. This calendar should include training and support for the following roles:
	+ Careers. Pathways and Enrichment Leaders or operational support staff
	+ Heads of Year
	+ Year 11, 12 and 13 tutors or those with specific guidance responsibility
	+ Governors
* Work closely with the Education Partnership Manager to build strategic relationships and broker opportunities with local and national universities, businesses and other third sector organisations to enhance the delivery of school plans through opportunities, resources and tools
* Provide ongoing coaching and mentoring for school leaders with responsibility for this area of work, particularly those who are new to role. Where appropriate, shadow events or activities to provide specific feedback to leaders about their approaches in this area
* Support schools to access national and regional funding for both student facing and professional development opportunities
* Build a network of school leaders to explore and develop a coherent Ark wide curriculum for areas such as oracy, digital and financial literacy, character, enrichment and careers guidance. This should include an audit of existing provision (within and external to Ark schools), the development of training and assessment approaches and the piloting and evaluation of any resources
* You will be required to support colleagues in the Pathways and Enrichment

**Person Specification and required experience**

Required

* Stakeholder management of school and business/industry/university leaders
* Experience of delivering coaching, line or matrix management
* Design and delivery of training and development programmes
* Development of resources, templates and tools which have been used by others
* Ability to manipulate and analyse data
* Ability to work autonomously

Desirable

* Experience of working with schools where a high proportion of the students were from a disadvantaged background
* Experience of teaching or supporting the development and delivery of curriculum across PSHE, careers or enrichment