

School 21 Job Description

Job title:	Programme Manager - Real World Learning
Responsible to:	Director of Real World Learning and Partnerships
Key responsibilities:	<p>The Programme Manager (Real World Learning)</p> <ul style="list-style-type: none"> • Is responsible for 10% of curriculum time in year 10, and 10% of curriculum time for half of years 12 and 13 • Manages and runs the careers and aspirations programme for years 5 to 11 • Manages relationships with key partners and holds some responsibility for strategic outreach
Essential duties	<p>Real world learning</p> <ul style="list-style-type: none"> • Design of programme • Designing robust success measures for the programme, and using these to track progress and evaluate effectiveness • Maintaining quality monitoring systems for the programme • Leading the programme in school, including being a point of contact for anyone involved or interested in being involved • Marketing of programme to external partners via school website, social media and any other appropriate channels • Planning and running events associated with the programme, including launch and celebration events • Recruitment and retention of all employers and ongoing relationship management. Including strategic outreach and continuous seeking of new partners • Carry out all administrative duties relating to programme • Work with safeguarding and inclusion teams to ensure safeguarding requirements are met for all students • Work closely with heads of year to effectively support students • Communicate effectively with parents and carers at all times • Design, manage and innovate online platforms and webpage to ensure information is centralised and accessible <p>Careers and aspirations programme</p> <ul style="list-style-type: none"> • Responsibility for School 21 meeting the Gatsby Benchmarks • Leads on a range of strategic projects to deliver careers objectives • To assist with the process of application to higher and further education, apprenticeships or employment • Provide workshop sessions, which may include CV writing, applications, preparing for interviews etc.

	<ul style="list-style-type: none"> • Responsible for a speakers series which gives students the opportunity to have a greater understanding of the working world • Researching and delivering opportunities that develop students' understanding of the options available to them after school • Responsible for trips to universities and workplaces • Seeking and providing opportunities for external providers to collaborate with School 21 in meaningful ways <p>Relationship management</p> <ul style="list-style-type: none"> • Using networking and relationship-building opportunities to source partners for the school • Stewarding existing partners to keep them engaged with the school, the school's programmes, and the school's mission • Using and maintaining the Salesforce database in order to store and record contact details and interactions with external stakeholders
Additional responsibilities	<ul style="list-style-type: none"> • Being a central part of the partnerships team and working with colleagues on team-wide work and initiatives • Participating in new intake interviewing, enrolment and student induction • Supporting other team members with their work where appropriate • Attending team meetings, and presenting and chairing these when necessary • To ensure a deputy safeguarding officer or the designated safeguarding lead is informed immediately of any concerns relating to safeguarding • To carry out a duty each week around the school building during transition times (break, lunch etc.) • To carry out any tasks as reasonably directed by the Headteacher • Attend and where necessary present at events to raise the profile of School 21
Professional responsibilities and attitudes	<ul style="list-style-type: none"> • To represent the School 21 values at all times. • To support the inclusion of all young people and to foster a belief that every child can succeed. • To be constantly learning, open to feedback, and demonstrating a growth mindset • To build positive relationships with students across the school • Attention to detail at all times • Work collaboratively with heads of year, headteacher, inclusion team, school support staff, coaching teams to ensure all relevant information is shared with the appropriate parties