



**FUTURE
ACADEMIES**
LIBERTAS PER CULTUM

Primary Careers & Enrichment Coordinator (Temporary- Fixed to 31.08.2024) Recruitment Pack



Welcome to Future Academies

Dear Applicant,

Thank you for your interest in the position of **Primary Careers and Enrichment Coordinator** for Future Academies. I am delighted that you are considering applying for a position at our trust.

This is a superb and exciting opportunity for an ambitious, enthusiastic and resilient primary careers and enrichment coordinator to join the Enrichment team to support Principals and schools to ensure that they can provide a safe and nurturing learning environment to all the young people in their care.

We are **Future Academies**: a flourishing multi-academy trust, founded with the aim of improving the life chances and raising the aspirations of young people. We offer a rich and stimulating education comprised of a knowledge-rich curriculum, diverse cultural and extracurricular opportunities, and a strong pastoral support system. All children and young people are welcomed in our inclusive community, and all are challenged to be the best they can be.

This ethos is embodied in our Trust values - *Knowledge, Aspiration, and Respect* - and in our motto, *libertas per cultum* ("freedom through education").

Future Academies currently comprises ten schools across London and Hertfordshire. Further information is available on our website [Future Academies - Academies](#).

Future Academies is passionate about diversity and inclusivity and welcome applications from applicants with skills and experiences to fulfil the requirements of the job description and whose values and qualities reflect those in the person specification. We encourage applications from applicants regardless of any protected characteristic.

If you think you have the skills, experience and attributes we are looking for, we encourage you to apply and very much look forward to meeting you.

If you would like to discuss the role in more detail, please do not hesitate to contact me via email at jonathan.been@futureacademies.org.

Jonathan Been

Head of Education Enrichment
Future Academies

JOB DESCRIPTION

JOB TITLE:	Primary Careers & Enrichment Coordinator
RESPONSIBLE TO:	Head of Education Enrichment
RESPONSIBLE FOR:	Primary Careers Curriculum and Enrichment Programme
HOURS:	Part time, 21 hours per week, TTO (38 weeks per year)(Fixed to 31.08.2024)
SALARY:	<p>NJC scale 6, points 18 – 22 (fulltime equivalent £29,269 - £31,364 p.a.) Actual salary £14,435.75 - £15,469.02</p> <p>Salary point upon appointment will be based on experience and qualifications.</p>
PLACE OF WORK:	<p>The post holder will be based at our head office in Pimlico Academy.</p> <p>However, the post holder will regularly travel to our primary schools (Pimlico Academy, Churchill Gardens and Millbank).</p>
RIGHT TO WORK:	<p>This appointment is subject to verification of the right to work in the UK.</p> <p>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.</p>
STAFF BENEFITS:	<p>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:</p> <ul style="list-style-type: none">• 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

PURPOSE OF THE ROLE

The Primary Careers and Enrichment Coordinator will lead on all career-related learning in the three primary schools, including finalising development of the primary careers curriculum. The post holder will work with the Head of Education Enrichment and the Executive Principal to review the Enrichment offer in each school. This will include but will not be limited to:

1. Rolling out the primary careers curriculum across the three Future Academies primary schools.
2. Regularly review and monitor the curriculum, making any changes as necessary
3. Work with the Primary Heads of School to design and implement a new primary enrichment offer.
4. Identifying best practice and preparing implementation plans to share this best practice widely.

5. Communicating to various stakeholders including parents using a variety of methods such as social media posts and newsletters.
 6. Designing various programmes to achieve Trust objectives in careers and enrichment.
 7. participation in relevant Executive Team, Trust Board and Local Governing Body meetings, ensuring that the COO, Executive Team, Trustees and Governors are fully informed.
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MAIN RESPONSIBILITIES AND TASKS

- It is expected that the post holder will lead the whole process of educational visits, from initial concept, researching available options, budgeting, safeguarding considerations, teacher engagement and review of each activity.
- The post holder will design a yearly calendar of events that builds upon the curriculum and
- The post holder will work closely with all three Heads of School to implement the roll out of the primary careers curriculum. This involves working closely with the Head of Education Enrichment, the Executive Principal and the three Heads of Schools to refine the current draft plan so that it is ready for implementation as soon as possible.
- The post holder will also coordinate career events, such as competitions, and career talks, to complement the Primary Careers Curriculum
- The post holder will work diligently to ensure that extra-curricular musical education across all three schools is consistent and that students have the opportunity to perform at concerts.
- The post holder will be successful in forging links and relationships with individual departments, external providers and other key stakeholders.
- The post holder will liaise with parents through newsletters or parent events regarding enrichment and careers, clearly communicating the provision on offer.
- The post holder is responsible for coordinating any holiday clubs that the Trust runs for KS1 and KS2 students. This involves working with external providers on sports, liaising with the venue hire team to arrange around any lettings that are booked in during the holidays, and managing the income received.
- The post holder will work with the Head of Education Enrichment to roll out trip and club attendance software to the primaries and will be jointly responsible for planning INSET presentations to explain how the software works.
- The post holder will attend certain school trips, measuring impact and outcomes, and ensuring students engage with the activity.
- The post holder will work with the Head of Education Enrichment to implement the Trust's priorities for enrichment in other areas such as coding.
- The post holder will be jointly responsible for managing the Enrichment Budget for the three primaries across the academic year.
- The post holder will work with staff to design and create enrichment that supports the curriculum.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

The Job Description will be subject to periodic review to fit in with the needs of the Trust and provide development opportunities. It is not a comprehensive set of tasks but sets out the main expectations of the Trust in relation to the potholder's responsibilities and duties at this time.

To undertake similar duties, commensurate with the level of the post and at the discretion of the Line Manager, as the Line Manager shall from time-to-time reasonably require.

PERSON SPECIFICATION

	Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none"> GCSEs in Maths and English to C/L4 or equivalent 	<ul style="list-style-type: none"> Degree or equivalent
EXPERIENCE, KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> Experience working with children or in a school, ideally for a minimum of 2 years. Experience of successfully implementing schemes of work/curriculum in a school setting. Experience of running or designing programmes and/or activities Evidence of successful managing of communication to stakeholders. Excellent ICT skills with a good knowledge of Microsoft Office (Outlook, Word, Excel, PowerPoint). High level of attention to detail. Strong and accurate verbal and written communication skills. Understanding of safeguarding. The ability to work flexibly, under pressure and be a team player. The enthusiasm and energy required to work with the children and young people in our schools. An unwavering belief in the power of education to change lives. Our Trust's motto is libertas per cultum (freedom through education). We expect all teachers to share in, and feel empowered by, this concept. Some knowledge of some of the social issues facing pupils from disadvantaged backgrounds. 	<ul style="list-style-type: none"> Experience running trips for primary schools Experience of running holiday clubs Experience of building and maintaining relationships with external parties and stakeholders Experience of using SharePoint
PERSONAL COMPETENCIES AND QUALITIES	<ul style="list-style-type: none"> To be a positive, willing and adaptable member of the team at all times. A passion for working with a variety of different people, creating a positive, welcoming and professional environment, and helping others Maintains high standards of time keeping and reliability. Committed to the wider life of the school. Able to inspire children to carry out purposeful activities and provide instruction in a calm and organised manner. 	

	<ul style="list-style-type: none"> • Commitment to the safeguarding and promotion of the welfare of all children and young people. • Commitment to equality and Diversity 	
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NOTES TO APPLICANTS

GENERAL TERMS & CONDITIONS

The employer for this post is Future Academies.

The successful post holder will be based at Future Academies Shared Services, Chichester Street, London, SW1V 3AT.

The post holder will be eligible for enrolment in the Local Government Pension Scheme.

The post holder will be required to complete a six-month probation period.

APPLICATION PROCESS

1. Applying for the role

To apply for the post, please visit our ETeach website to apply on-line [Careers at Future Academies - London, United Kingdom, SW1V 3AT | schoolrecruiter \(eteach.com\)](https://www.eteach.com/schoolrecruiter)

The application form should be accompanied by a personal statement of suitability of no more than two sides of A4. In the application form and personal statement, applicants should 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 19/01/24. 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.