



Academies Enterprise Trust

Job Description

Job Title:	Student Experiences Apprentice
Location:	Community Team
Hours of work:	32.5
Reports to:	Arts, Community & Events Manager

Purpose of the Role:

To work as part of the Academy's well established Community Team supporting the academy in achieving its aim of allowing all it's pupils to Find Their Remarkable

The post holder will be responsible for supporting, planning, preparing and delivering opportunities that will make a big difference to our academy ethos

To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

Responsibilities:

House System and Student Leadership

- 1) Support the Academy House System and Student Leadership programme by;
- 2) Attending weekly House Champion Meetings during break times to create a conduit between houses and to provide an overview to the Community Team
- 3) Managing the New Student Leader Hub and encouraging SL's to utilise it on a regular basis
- 4) Identifying training needs of Student Leaders and developing opportunities
- 5) Facilitating an ongoing programme of meetings with Student Leaders

Communications

- 1) Support an ongoing programme of Drop In Sessions as a means of communicating with stakeholders
- 2) Content sharing for our official Social Media
- 3) Uploading documentation to the School Website
- 4) Collating items for School Newsletters and developing new means of regularly marketing our good work
- 5) Supporting a group of students to output regular positive news stories

Events

- 1) Supporting the Academy Events programme to include
- 2) Hands on support for set up/set down of events
- 3) Design and construction work for materials for school events
- 4) Meeting with groups of students and running activities in support of events
- 5) Supporting an ongoing programme of awareness days, weeks and months
- 6) Providing activities and presentations to raise awareness of the above events
- 7) Represent Greenwood Academy through participation in community events

Administrative Support

- 1) Administrative support for the PCAB to ensure they are able to maximise their impact in the academy and beyond
- 2) Preparing relevant paperwork and documentation for events, trips and school activities
- 3) Monitoring of Student Leaders participation in events and activities and keeping relevant records
- 4) Supporting ticketing and access processes for events
- 5) Preparing weekly celebratory slides for students and staff to be shown in the Dining Area

Employee value proposition:

We passionately believe that every child can discover their own remarkable life. It's what motivates us around here. We know this vision requires something extra. Which is why at AET, you'll find more. More opportunities, so you can forge your own path. More

care and support, so you can prioritise what matters most. More purpose, for you and for the children we are inspiring. Come inspire their remarkable with us.

Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Person Specification

Job Title: Student Experiences Apprentice

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> • Must hold a GCSE grade 4 and above in English and Maths 	<ul style="list-style-type: none"> •
Knowledge/Experience	Specific knowledge/experience required for the role	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Experience in participation in Arts/Events activities
Skills	Line management responsibilities (No.)	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
	Forward and strategic planning	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
	Budget (size and responsibilities)	<ul style="list-style-type: none"> • • 	<ul style="list-style-type: none"> •
	Abilities	<ul style="list-style-type: none"> • Written - the ability to conduct written communication with accuracy. • Verbal – the ability to exchange information clearly in person and by telephone. 	<ul style="list-style-type: none"> •
Personal Characteristics	Behaviours	<ul style="list-style-type: none"> • Must have good interpersonal skills • Must have experience of forming appropriate and productive relationships 	<ul style="list-style-type: none"> • An enthusiasm for teamwork and making things happen!
	Values	<ul style="list-style-type: none"> • Ability to demonstrate, understand and apply our values 	

		<ul style="list-style-type: none"> ○ Be unusually brave ○ Discover what's possible ○ Push the limits ○ Be big hearted 	
Special Requirements		<ul style="list-style-type: none"> ● Successful candidate will be subject to an enhanced Disclosure and Barring Service Check ● Right to work in the UK ● Evidence of a commitment to promoting the welfare and safeguarding of children and young people 	<ul style="list-style-type: none"> ●