

Ref: PS12

Enrichment Coordinator – Job Description

Job Title: Enrichment Coordinator

Reports to: Acting Assistant Principal (Enrichment)

Salary: Scale point 9-15 depending on experience and skills

Overall Job Purpose

To support and assist in the delivery of excellent enrichment programmes to all of the Academy's pupils to prepare them for their future. Specifically, they will be responsible for the ***“Connect pupils to the world of work, future education, training and employment”*** strand, although programmes will overall with the other strands.

Accountabilities – Specific

- Supporting the planning and delivery of a wide range of enrichment activities in conjunction with the Acting Assistant Principal, with the focus on promoting pupils' personal development, wellbeing and access to cultural capital
- Planning and coordination of school trips
- Oversee the completion of educational visit paperwork including risk assessments.
- Support the Head of PE in arranging sports fixtures with other colleges/partners as required
- Support the Careers Lead in developing the delivery of work experience placements, careers networking events and other encounters between employers/organisations and our pupils, including:
 - Research, book, organise & evaluate careers events, including external visits & talks
 - Organise careers guidance interviews for particular groups of students
 - Establish & maintain a database of employers and work experience opportunities (including making initial contact with employers)
 - Set up & maintain a database of pupil destinations (for at least 3 years after they leave TA)
 - Set up an alumni database (& network)
- Coordination of the Duke of Edinburgh
- Taking responsibility for health and safety, equality and diversity, safeguarding and data protection within the scope of the post, including educational visits risk assessments and related paperwork

- Ensuring the safety of all users participating in all enrichment activities and dealing with any first aid situations
- Undertaking administrative and reporting duties associated with the role
- Actively liaising with students to promote enrichment activities
- Liaising with teaching staff and tutors regarding the enrichment programme
- Monitor and report weekly/termly attendance at and impact of enrichment activities
- Build and maintain effective relationships with:
 - External partners including businesses, charities and other local organisations
 - Internal partners including staff within the Academy and the Trust

Accountabilities – Generic

- Ensure that all pupils receive excellent co-curricular/enrichment opportunities
- Serve as a role model based on high standards and professional conduct
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people and with regard to Child Protection procedures
- Supporting day-to-day supervision duties
- Be aware and comply with policies and procedures relating to equal opportunities, confidentiality and data protection, reporting all concerns to an appropriate person
- To comply with the Academy's Code of Conduct
- Maintain confidentiality in relation to all work undertaken
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Co-operate with the employer on all issues to do with Health, Safety & Welfare
- Undertake any necessary professional development and training; e.g. health and safety, educational visits
- Carry out such duties as may be reasonably assigned by the Principal

This job description will be reviewed and updated annually in line with the ongoing development of Trinity Academy. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties. Specific elements of this job description and changes to it may be subject to future negotiation between the post holder and the CEO.

Enrichment Coordinator – Person Specification

A. Qualifications

	Essential	Desirable
Bachelor's Degree or equivalent		X
GCSEs (grades A-C) in English and Maths or equivalent.	X	
Right to work in the UK	X	

B. Experience, Skills & Competencies

	Essential	Desirable
Previous experience of working in education		X
Experience of working with young people, on a one to one and group basis	X	
Ability to use a range of positive behaviour management techniques to create an effective climate for learning		X
Ability to use ICT to support learning		X
Ability to maintain records and give feedback	X	
Experience of working as a team member	X	
Good written and verbal communication skills	X	
Competent in the use of Microsoft Office packages	X	
The ability to relate well to young people and adults	X	
Good organisational and time management skills	X	

Ability to work to and achieve tight and /or changing deadlines	X	
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C. Knowledge & Understanding

	Essential	Desirable
An understanding of the importance of safeguarding and promoting pupil well being	X	
Knowledge of relevant policies / codes of practice	X	
Understanding of safeguarding / Child Protection requirements	X	
Knowledge of first aid		X
To understand and be able to deliver the vision of the Academy	X	
To understand and promote the Academy's ethos and values	X	
To understand how teams work effectively	X	
Understanding of own behaviour and how this impacts on colleagues and pupils.	X	

D. Personal & Professional Qualities

	Essential	Desirable
A positive role model	X	
Values diversity and promotes equal opportunities	X	
Commitment to own Continuing Professional Development	X	
Determination, resilience and drive	X	
Enthusiasm, creativity and initiative	X	
Excellent record of attendance and punctuality	X	