Job Description

Job Title	**Personal Development Coordinator**
Reporting to	Assistant Headteacher, Personal Development
Location	Stratford, London
Type of Position	Full time: Term time + 4 weeks
Grade	Grade 8 £39,075 to £41,559 FTE £34,471 to £36,663
Hours	Working hours – 8.30 am to 4.30 pm (0.5-hour unpaid lunch) Monday to Friday.
Child Protection	All members of staff must comply with LAE's Safeguarding & Welfare Policy. If, while carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety and welfare of our students, these concerns must be reported immediately in accordance with the policy.

The London Academy of Excellence is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers and the Disclosure and Barring Service.

Job Purpose

Coordinate an inclusive programme of personal development and enrichment for students in Sixth Form. Combine effective administration with the organisation of sport, arts, music, clubs and wider activities, helping students discover interests, develop confidence and contribute to school and community life.

The role is approximately 50% administration and 50% organising and developing enrichment. This balance will be planned across each term, allowing for busy event periods. Agreed working hours must accommodate after-school activities and occasional evening events for students.

Work with the personal development lead, Assistant Headteacher to develop sports, arts and music, clubs, activities including external programs such as Duke of Edinburgh Award, volunteering and many more.

The role is suitable for someone who is passionate about developing young people in a broad range of activities which promote wellbeing, physical and mental health, becoming a good community citizen and promote confidence in students.

Key Responsibilities and Core Activities of the Role

The person appointed will be required to work flexibly, both independently and within a team. They will be allocated a range of duties and responsibilities, including:

Administration and programme support

Approximately 50% of working time

- Maintain the annual enrichment calendar and termly activity timetable, coordinating dates with departments and the sixth form to avoid clashes.
- Administer contracts, invoices, registrations, waiting lists, attendance registers, consent arrangements and communications with students, families, staff and providers.
- Arrange venues such as the Olympic Park, equipment, transport and bookings. Coordinate staffing and supervision arrangements with the trip leaders responsible.
- Maintain accurate participation records by year group and relevant student groups. Identify students who are missing opportunities and follow up with tutors and pastoral staff.
- Support activity budgets through funding applications, within delegated authority and school procedures.
- Coordinate visit documentation, risk assessments, accessibility information, medical arrangements and provider checks for approval by the appropriate staff under the supervision of Assistant Headteacher and Educational visits coordinator.
- Work with marketing to publish clear activity information and celebrate student achievements through approved school media or internal boards, following permissions for photographs and publicity.
- Gather student feedback and prepare concise termly reports on access, participation, quality and expenditure. Use routine records to inform improvement and support school self-evaluation.

Enrichment organisation and development

Approximately 50% of working time

- Plan and coordinate a varied programme of lunchtime, after-school and wider enrichment activities across Years 12 and 13, with suitable opportunities for beginners and students developing existing interests.
- Organise recreational sport, physical activity, fixtures, competitions and sports events, offering accessible options alongside competitive opportunities.
- Continuously promote community relationships within the Newham area by attending events to promote activities.
- Organise and supervise arts, drama and music clubs, workshops, exhibitions, rehearsals, concerts and performances. Build opportunities for students to create, perform and share their work.
- Develop clubs and wider experiences in response to student interests, including cultural and outdoor learning and community projects where resources allow.
- Develop local community partnerships to provide students with local networks building working relationships with sports clubs, arts organisations, music services, charities and other approved partners to extend the programme.
- Consult students through surveys, discussion and student representatives; use their ideas to shape provision and review activities that attract limited participation.

As part of the wider personal development team;

- Promote sixth-form volunteering, mentoring, student-led societies and leadership roles.
- Organise enrichment that develops independence, communication and readiness for further study, university, employment and adult life.
- Help students overcome barriers such as cost, transport, equipment, confidence or accessibility supporting students from disadvantaged backgrounds.
- Promote teamwork, perseverance, respectful relationships and responsible citizenship through activities.
- Support spiritual, moral, social and cultural development and understanding of fundamental British values and diversity.
- Attend and oversee agreed events and facilitate activities within personal competence and training.
- Review the quality and benefits of activities with students and staff, and recommend changes to improve access, enjoyment and opportunities to develop skills.

General

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

- Be aware of and support differences and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of LAE.
- Establish constructive relationships and communicate with other agencies/professionals.
- Participate in training and other learning activities and performance development as required.
- To assist in emergencies as required, including locating relevant staff, contacting emergency services and completing necessary documentation.
- To attend relevant meetings and events on time.
- To keep abreast of developments and changes in fields relevant to the role and communicate to staff as required.
- To carry out any other reasonable duties, as requested by the Business Director and members of SLT.
- To be aware of responsibilities under the Data Protection Act for the security, accuracy and relevance of information held and maintained.
- To treat all information acquired during employment, both formally and informally, in strict confidence.
- To demonstrate a commitment to supporting students and staff whenever possible.
- To ensure that all students observe LAE policies relating to the behaviour and other matters and that they take proper care of LAE's environment and resources.
- To support the receptionist on a cover basis where necessary.

This job description is not exhaustive and may be amended at any time. It serves as a guide to the main functions and responsibilities of the post holder and may be subject to constant review in the light of changes and development at LAE.

Person Specification

Essential Professional Criteria	**How these will be confirmed**
Be educated to a good standard at GCSE /Apprenticeship/BTEC level or equivalent/A-level	Sight of original exam certificates / academic qualifications will be requested.
Experience of administration and coordinating weekly operational activities, events or projects, preferably involving young people	Application Form, Interview, References
Confident use of spreadsheets, databases or management information systems, email and shared calendars; ability to produce accurate records and straightforward reports.	
Strong organisation, attention to detail and the ability to manage bookings, deadlines and competing priorities.	
Relevant youth work, events, administration, coaching, arts or music qualification; first-aid training.	
Clear written and verbal communication and the ability to build positive relationships with students, colleagues and external providers.	

Commitment to safeguarding, inclusion and equal access, with an understanding of professional boundaries and willingness to complete relevant training.	
Ability to encourage participation and support young people with different interests, abilities and needs.	
Interest in the contribution of sport, arts, music and wider enrichment to students' development and wellbeing.	
Excellent ICT skills with recent experience and knowledge of using Microsoft Office: Outlook (email and diary), Excel, PowerPoint, Word and the internet.	
Experience of handling confidential information.	
Attention to detail and accuracy.	
Tidy, organised and methodical.	
Able to meet deadlines, and work under pressure of time constraints.	
Ability and willingness to follow instructions.	
Self-motivated and enthusiastic about working independently, but also enjoy working in a team and contributing to the success of a shared endeavour.	
Experience of effective communication.	
Great interpersonal skills, smart and a friendly demeanour	
Desirable Professional Criteria	**How these will be confirmed**
Undergraduate degree or equivalent.	Original Certificates
Recent and relevant experience of undertaking administrative duties.	Application Form & Interview
Experience in a secondary school, sixth form, youth service or community organisation.	
Experience of school systems, educational visits administration or activity budgets	
Experience developing partnerships or coordinating sport, music, arts, clubs, volunteering or student leadership.	References
Qualifications in First Aid, Mental Health First Aid, Safeguarding.	Original Certificates