



## **Information for applicants**

Application for the Post of: Enrichment Coordinator

Thank you for your enquiry concerning the above post. I hope you find the following information of interest, and that you are encouraged to apply. Please note the closing date for received applications is 9a.m. on Monday 25<sup>th</sup> February 2019.

Included below is an outline job description and a person specification.

You will also find on our website a link to the following forms which need to be completed and returned to the H.R. Department at the address given on the forms:

1. Application Form (please do not replace with your CV)
2. Criminal Record Declaration Form
3. Equal Opportunities Policy and Form

The College is committed to safeguarding children and vulnerable adults. The successful applicant will be required to disclose any criminal convictions and agree to a check being made through the Disclosure and Barring Service. Please note that any eventual offer of employment will be made provisional subject to receipt of satisfactory DBS, health and reference checks.

I would like to take this opportunity to thank you for the interest that you have shown in this post. If you have not heard from us within four weeks of the closing date, your application will have been unsuccessful on this occasion.

Yours sincerely

*Jenny Anderson*  
*H.R. Manager*

## JOB DESCRIPTION

<b>Job Title :</b>	Enrichment Co-ordinator
<b>Postholder's name:</b>	
<b>Reporting to :</b>	Assistant Principal
<b>Member of:</b>	Support staff
<b>Overall purpose:</b>	You will manage and promote the enrichment offering across the college, liaising with members of staff, students and external bodies in a proactive way to ensure a broad provision of activities take place to an excellent standard. You will also ensure attendance levels are high and students are engaged in as wide a programme as possible.
<b>Policy and procedure:</b>	Inherent in this job description is an expectation that you will observe and implement the agreed policies and procedures of the College, including Health and Safety, appraisal and promoting equality of opportunity.
<b>Key duties: You will:</b>	
	<ul style="list-style-type: none"> <li>• Act as a key contact for both staff and students for enrichment, enhancing the student experience.</li> <li>• Maintain a highly visible presence across the curriculum areas and the campus, encouraging, supporting and inspiring a sense of responsibility and community in our learners and enhance their overall college experience in support of the college's core values.</li> <li>• Work with students and staff to develop, co-ordinate and supervise a programme of enrichment activities.</li> <li>• Promote and encourage students to develop employability and leadership skills and collectively support student engagement and retention.</li> <li>• Plan, run and monitor an annual programme of clubs, trips and activities for students to take part in, both independently and in liaison with curriculum staff.</li> <li>• Work with staff and students to ensure all 16-18 year old students have taken part in enrichment activities as part of the study programme.</li> <li>• Work to expand external opportunities available to students both with local providers and with enrichment schemes through positive links with the local community and service providers to young people.</li> <li>• Collate information for students, of the range of enrichment activities available.</li> <li>• Keep abreast of local and national developments in the operation and funding of the enrichment curriculum and apply for appropriate funding streams when then become available.</li> <li>• Ensure that all trips and enrichment activities are completed accordance with the college policies and agreed safety codes including completing all the necessary visit forms and risk assessments in relation to the agreed enrichment delivery.</li> </ul>

	<ul style="list-style-type: none"> <li>• Assist with general student support activity and additional events such as open evenings and enrolments as required.</li> <li>• Complete the relevant qualification and act as a College first aider.</li> </ul>
<b>Other duties :</b>	This job description is a guide to the major responsibilities of the post holder. Other duties may be added at the reasonable request of the Principal and the job description itself may be revised from time to time (after discussion with the Principal) as the needs of the College change.
<b>Remuneration :</b>	SFCA Support Staff Scale Point 27 – 29 (£21,814 - £23,170), pro rata (actual £8,913 - £9,561).
<b>Hours:</b>	18 hours per week, term time only (0.4036 FTE)

### PERSON SPECIFICATION: Enrichment Coordinator

	Essential	Desirable
Qualifications and training	A good standard of education to Level 3 (A-levels or equivalent).	Qualified to degree level
		A coaching, leading or teaching/training qualification or training course successfully completed
Knowledge and experience	Experience of successfully leading and influencing young people	Experience of working in an education setting, ideally with 16-19 year olds
	Experience of working with external agencies to organise visits and events for young people	Experience of accessing external funding for initiatives
		Experience of teaching, training or coaching
Other qualities	Outgoing and personable with excellent communication skills	
	Confident presenting to groups	
	Proven ability to work on own initiative	
	Excellent time management and organisational skills to ensure deadlines and objectives are met.	
	Tenacity and determination	
	The ability to sensitively guide students towards appropriate choices for them	