



Job Description

Job Title: Innovation Centre Coordinator x2 posts available

Location: Haringey Sixth Form College

Contract Type: Full-Time, Permanent, term time only

Reports To: Director of Teaching and Learning

Salary: H06 - £33,529 per year, actual salary: £31,465 per year, pro rata

Start Date: 01.09.25

Purpose of the Role

The Innovation Centre Coordinator will play a pivotal role in transforming the Innovation Centre into a vibrant hub of academic support, creativity, and independent learning. This role is designed to enhance the student experience by providing structured academic guidance, managing resources, and fostering a culture of innovation and lifelong learning.

Key Responsibilities

1. Centre Management

- Maintain a welcoming, organised, and resource-rich environment.
- Ensure the space supports both collaborative and independent study.
- Serve as the primary contact for students and staff using the Centre.
- Uphold college expectations for student conduct within the space.

2. Resource Management

- Curate and manage a diverse range of study materials (books, journals, digital tools).
- Monitor usage trends and align resources with curriculum needs and student feedback.

3. Academic Support

- Design and deliver workshops on study skills (e.g., time management, research methods).
- Offer one-on-one academic support through assignment and coursework surgeries.

4. Events and Guest Speakers

- Organise guest lectures and academic events aligned with student interests and curriculum.
- Collaborate with faculty to ensure relevance and impact of external sessions.

5. Reading and Study Initiatives

- Lead initiatives such as book clubs, study groups, and themed learning sessions.
- Promote a culture of reading and academic excellence.

6. Innovation and Development

- Explore and implement new tools and practices to enhance learning.
- Build partnerships with internal departments and external organisations.

7. Safeguarding

Haringey Sixth Form College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. DBS, reference and medical clearances are essential for all posts at the College. Every member of staff has a responsibility to be proactive in securing safeguarding for all students in line with College policies and procedures. Any concern, however small, must be reported promptly to the appropriate person (line manager, safeguarding lead or senior manager).

Principal Responsibilities

To promote and safeguard the welfare of children you come into contact with.

The post-holder is required to respect the confidentiality of matters relating to students and other members of staff. The post holder must be aware of and comply with the requirements of the Data Protection Act (DPA), details of which will be made available.

Under the Health and Safety at Work Act 1974 all staff have a duty to assure reasonable care for the Health and Safety of themselves and others affected by their acts or omissions at work and co-operate in meeting the requirements of the law.

All staff are responsible for:

- Children & Vulnerable Adults: safeguarding and promoting the welfare of children and vulnerable adults
- Equipment & Materials: the furniture, equipment and consumable goods used in relation to their work
- Health / Safety / Welfare: the health and safety and welfare of all employees, students and visitors under their control in accordance with Hopwood Hall College's safety policy statements
- Equal Opportunities: performing their duties in accordance with Haringey Sixth Form College's Single Equality Scheme
- Leadership by example and personal commitment to the College's code of conduct and values.
- Adherence to and compliance with all College Policies and Procedures
- Management of human, physical and financial resources, and efficiencies.

The post-holder is required to respect the confidentiality of matters relating to students and other members of staff. The post holder must be aware of and comply with the requirements of the Data Protection Act (DPA) details of which will be made available.

Under the Health and Safety at Work Act 1974 all staff shall have a duty to assure reasonable care for the Health and Safety of themselves and others affected by their acts or omission at work and co-operate in meeting the requirements of the law.

A Disclosure & Barring Service check is carried out for all appointments.

Please Note:

This job description is intended as a guide to the general duties and responsibilities of this post, which reasonably may vary from time to time according to the needs of the service. It does not form part of the terms and conditions of employment.

This appointment will be on the Academy Trust's terms and conditions for non-teaching Support staff. Currently these reflect the provisions of the National Joint Council for Local Government Services (NJC) as set out in the Scheme of Conditions of Service (Green Book) and the Greater London Provincial Council.

The Academy Trust may from time to time in its discretion vary any such terms and conditions after consultation with the trade unions recognised for negotiating purposes by the Academy for your employment.

The Academy Trust is an admitted body to the Local Government Pension Scheme (London Borough of Haringey), and the post holder will be entitled to join that scheme.

Person Specification

Criteria	Details	Essential /Desirable	Evidence *
Education	Degree-level qualification or equivalent experience in education, library services, or a related field. Minimum of two years' experience in similar role.	Essential	F/R
Experience	Experience in academic support, student engagement, or resource management.	Essential	F/I/R
Skills	Excellent organisational, communication, and interpersonal skills. Ability to lead workshops and manage events. The ideal candidate will possess a confident and authoritative presence, with the ability to effectively manage behaviour and set clear expectations within the Innovation Centre.	Essential	T/I
Knowledge	Understanding of study skills development and academic resource curation.	Essential	F/I
IT Proficiency	Competent in using digital learning tools and resource management systems.	Desirable	F/I
Initiative	Proactive in identifying and implementing improvements.	Essential	F/I

*

F = Application Form

T = Tasks

I = Interview

R = Reference

All candidates are asked to complete an application form and a supporting statement detailing how you meet the selection criteria in the person specification.