

## Job Description Template

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**Post:** 14-19 Coordinator

**Accountable to:** Director of 14-19

**Grade/Range:** Local Government Pay Scale, Scale 4 Point 7-10

**Salary:** £24,705.00 - £26,064.00 pro rata (Actual salary £8,823.00- £9,309.00 per annum)

**Working Pattern:** 2 days (14 hours per week), Term time + 5 days (40 weeks)

**Location:** Hackney

**Disclosure level:** Enhanced

**Responsible for:** Assisting students 14-19

### Principal Accountabilities

The duties outlined in this job description are in addition to those covered by the Local Government Terms and Conditions Document. It may be modified by the Principal, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

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### Key Accountabilities

To support the development of 14 – 19 by providing key admin tasks such as word processing, photocopying, etc.

- To ensure learners aged 14-19 acquire the skills and knowledge to succeed in completing their chosen course
- To support Key Stage 4 to 5 transition including all aspects of marketing, recruitment and induction
- To ensure that the necessary communication takes place with partner schools to facilitate the appropriate support and guidance of each student
- To liaise with other institutions to ensure students are fully informed of potential future pathways
- To advise SLT and Heads of House on organisational and curriculum issues relating to 14-19 students
- To advise Key Stage 4 and Key Stage 5 on future pathways including the writing of references
- To liaise with other organisations in order to access and coordinate student participation in external events including Aim Higher activities and Gifted and Talented activities
- To work with the Vocational and Careers Coordinators to ensure students are guided and supported towards the most appropriate courses
- To liaise with Heads of Houses, Head of 6<sup>th</sup> Form, Subject Leaders and Subject Teachers to action appropriate intervention for individual students where/when necessary
- To support on the organisation of Work Experience for Year 10 students
- To undertake any reasonable duty at the request and discretion of the Principal, Assistant Principal 14-19 on Key Organisational Objectives.

### **The postholder will also:**

- Adhere at all times to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the academy.

- Attend team and staff meetings.
- Attend and participate in open evenings.
- Uphold the academy's behaviour code and uniform regulations.
- Be responsible for ensuring subject knowledge is developed and participate in staff training and development.
- Participating in Additional Studies

### **Key Organisational Objectives**

The postholder will contribute to the academy's objectives in service delivery by:

- Following Health and Safety requirements and initiatives as directed.
- The academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment.
- Ensuring compliance with Data Protection legislation.
- At all times operating within the school's Equalities policies, demonstrating commitment and contribution to improving standards of attainment.
- Adopting Customer Care and Quality initiatives.
- Fulfilling the role of Student Personal Adviser and/or mentor if required.
- Contributing to the maintenance of a caring and stimulating environment for young people.

### **Safeguarding Children**

COLAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

### **Special Conditions of Service**

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions and are expected to disclose such information at the appointment interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

### **English Duty**

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

## Person Specification

### Our Values and Vision

The City of London Academies Trust, sponsored by the City of London Corporation, aims to provide high-quality education for students and pioneer educational innovation. We are driven by the ambition to provide world-class experiences and deliver exceptional educational outcomes for the young people we serve.

All City of London schools and academies draw upon the traditions, institutions, heritage and historical successes of London to furnish each of their diverse communities with life-transforming learning experiences. In doing so, we believe that the young people we serve develop into successful, compassionate young adults, who make a positive contribution to their local, national and global communities.

Our schools are characterised by a common understanding of what makes outstanding schools, based on five key principles which are known as our 'Foundations of Excellence'.

### Our Staff

Our staff have high expectations, are consistent and driven to provide the best teaching and opportunities for our students. Teachers work in a well-disciplined environment where they are able to teach creative and engaging lessons, and all staff are given exciting opportunities to develop and learn from exceptional practitioners.

### Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the academy Equalities policies.

	Essential	Desirable
<b>Qualifications</b>		
Educated to degree level or equivalent		✓
<b>Experience, Skills and Knowledge</b>		
Experience of dealing effectively with parents, staff and students	✓	
Ability to use ICT effectively	✓	
Ability to use ICT to raise achievement	✓	
Provide high-quality administrative support	✓	
General office experience, including answering phones and dealing with a range of administrative tasks at the same time.	✓	
Ability to provide high-quality outcomes	✓	
Experience of dealing effectively with the general public	✓	
Experience of setting up and running a range of administrative systems	✓	
Problem solving	✓	
Attention to detail in communication and planning	✓	
Ability to motivate	✓	
Ability to build good relationships at all levels	✓	
Excellent interpersonal skills and be able to communicate effectively	✓	
<b>Personal Qualities</b>		
Excellent communication skills in writing and orally at all levels	✓	
Ability to work hard under pressure while maintaining a positive, professional attitude	✓	
Ability to organise and prioritise workload and work on own initiative	✓	
Ability to communicate effectively with staff, students, parents/carers and agencies/statutory bodies, and maintain good working relationships	✓	
Flexible and willing to contribute to the success of the team	✓	
Understanding of Every Child Matters		✓
<b>Other</b>		
Safeguarding and Child protection policies and procedures	✓	

Commitment to safeguarding and promoting the welfare of children and young people	✓	
Willingness to undergo appropriate checks, including enhanced DBS Checks	✓	
Ability to work some evenings, such as Parent Evenings	✓	