**Job Description**

**Enrichment and Community Co-ordinator**

The London Academy of Excellence intends on appointing an Enrichment and Community Coordinator to begin in September 2021.

The Enrichment and Community Coordinator will work closely with our Heads of Year and Assistant Heads, within our existing pastoral structure. They will also work closely with the Careers Team. Their core work will be to drive forward the design of enrichment and community related projects and also the safety of all related events.

In fulfilling this role, the successful candidate will model the values of the school in being academically ambitious, committed to endeavour, having a strong sense of community and being consistently reflective.

**Key responsibilities of the role**

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| **Programme Design** | To lead on the design of the school’s co-curricular activities which includes community projects, clubs and sports. |
| **Student Engagement** | To ensure excellent student engagement with all enrichment programmes. |
| **Community Engagement** | To ensure all students engage with the local community during their time at LAET and be responsible for excellent relationships to achieve the aims of LAE Tottenham. |
| **Health & Safety** | To fulfil all health and safety duties to ensure the smooth and safe running of all extracurricular opportunities, including trips across the school. |

**Specific tasks to achieve the above**

**Co-curricular and community programme development**

* Work with relevant stakeholders to take opportunities to broaden our co-curricular offer, including the drafting of bids for funding which may enable us to extend the activities on offer.
* Maintain and establish excellent relationships with local community partners to achieve the aims of LAE Tottenham.
* Organise a Duke of Edinburgh programme and work with all relevant stakeholders to implement this.
* Organise a music, drama and dance programme, fully engaging all stakeholders on this.
* Ensure Sixth Formers have every opportunity to reflect on their learning from all co-curricular experiences.
* Lead on organising an after-school sports programme for students, working with the Deputy Head of Year 12 (DHOY) to implement this effectively.
* To continually assess and review the Co-Curricular offer to ensure that it meets its aims and develop recommendations for the Assistant Head (Pastoral) and other members of the Senior Team.

**Delivery of the co-curricular and community programmes**

* Work alongside the DHOY to organise and implement a weekly co-curricular programme, working with all stakeholders including teachers and Sixth Formers.
* Keep track of all enrichment activities which take place at LAET.
* Lead on Health & Safety Aspects of all trips and enrichment activities, ensuring appropriate risk assessments are in place.
* Act as the named trips coordinator.
* Supervise community projects in person and virtually as appropriate.
* Ensure the relevant safeguarding checks are in place for any external members of staff working with students.
* To contribute to the delivery of the school PSHE program where appropriate.

**Study space supervision and alumni engagement**

* Supervise study spaces, including the library, maintaining the high expectations necessary to sustain an academic environment.
* Follow the school’s systems for following up on instances of lateness, absence and truancy.
* Working closely with the appropriate members of staff to ensure high levels of LAET alumni engagement.

**General additional responsibilities**

* Completing administrative tasks as directed by HOYs or Assistant Heads.
* Attending weekly year-team and safeguarding team meetings.
* Completing administrative tasks in support of the school’s central office.
* Acting as a substitute or co-tutor where necessary.

**General responsibilities of an LAE Tottenham member of staff**

* To promote a culture of aspiration for all of our students.
* To be supportive and understanding of the differing needs of young people
* To play a full part in the CPD programme, including prior to the start of the academic year.
* To take part in evening and weekend events as appropriate.
* To model intellectual rigour and a can-do attitude.
* To support an atmosphere of openness and honesty.
* To care for all other members of the school community.
* To show a genuine passion for social mobility.

**Other clauses**

* This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
* The job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly may be subject to modification or amendment at any time after consultation with the holder of the post.
* This job description may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.
* This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete particular duties.
* The postholder may deal with sensitive material and should maintain confidentiality in all school related matters.

**Recruitment and selection policy statement**

The school’s governing body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We are committed to equality and proactively seek to recruit a diverse staff body.

**Person Specification**

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| **Essential professional criteria** | **How these will be confirmed** |
| **Qualifications**  Strong literacy and numeracy skills  Good A-Level (or equivalent) results  An undergraduate degree would be an advantage | Sight of original exam certificates / academic qualifications will be requested |
| **Knowledge and Experience**  Understanding of the skills, knowledge and experiences necessary for a young person to develop academic excellence  Previous experience in an administrative role  Experience of working with young people  Demonstrable experience of fostering relationships with external stakeholders | There will be opportunities at interview to discuss experiences and examples that demonstrate these |
| **Personal Attributes and Qualities**  Able to build a rapport with students and be seen as a valuable resource to support their development  Able to prioritise workloads and deal with conflicting priorities  Tidy, organised and methodical  A high degree of personal drive and a commitment to the vision of LAE Tottenham  Able to deal with sensitive information in a confidential manner  A strong role model for academic learning  Enjoyment of working with young people  Energy, drive and determination  An awareness of the central importance of safeguarding | There will be opportunities at interview to discuss experiences and examples that demonstrate these  References will also ask about aspects of these |

**Terms and Conditions**

**Salary**

£19,356 per annum (£22,568 full-time equivalent).

**Type of position**

This is apermanent role working full-time hours, term time plus two weeks. Applications for part-time hours on a 0.8 basis will be considered.

**Reporting to**

The Assistant Head (Co-Curricular).

**Location**

London Academy of Excellence,Tottenham, Haringey, London

**Hours**

Normal working hours for this role are Monday to Friday 0800-1700 (with an unpaid lunchbreak of one hour), term-time only plus two weeks. As mentioned above, applications for part-time hours on a 0.8 basis will be considered.

There is a need to be flexible about hours in order to carry out the duties and responsibilities effectively. Evening and weekend working may sometimes be required; no additional payment is made, or time off in lieu given, in this respect.

**Holidays**

The salary includes statutory paid holiday entitlement which would be taken during the school holidays.

**Pension**

The successful candidate will be auto-enrolled into the Local Government Pension Scheme upon appointment if you meet the qualifying criteria. You may choose to ‘opt-out’ of the scheme but only after you have been auto-enrolled by LAE Tottenham. If you do not meet the qualifying criteria for auto-enrolment, you may chose to join the Pension Scheme at any time.

**Equality and diversity**

LAE Tottenham is committed to being an equal opportunities employer and we seek to recruit a diverse staff body. To enable us to make any reasonable adjustments please let us know at application stage if you have any special requirements.

**Smoking**

Smoking, including vaping, is not allowed on or immediately outside any school premises (the footprint of the buildings and grounds) or in areas where smoking might be seen by parents or students during working hours.

**Child protection**

All members of staff must comply with LAE Tottenham’s Safeguarding & Welfare Policy.  If in the course of 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 Sixth Formers, these concerns must be reported immediately in accordance with the Policy.

**The London Academy of Excellence Tottenham 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.**

**March 2021**