

<b>Job Title:</b>	<b>Education Enrichment Coordinator</b>
<b>Location:</b>	Laureate Academy, Warners End Rd, Hemel Hempstead HP1 3DW
<b>Responsible to:</b>	Future Academies Head of Education Enrichment
<b>Working Pattern:</b>	to be agreed with the successful candidate
<b>Salary:</b>	Range H7 Point 26 – 36 hours/week Full time: £23,866 Term Time only: £20,322

### Our Vision

Along with our knowledge-rich curriculum, Education Enrichment is one of the key pillars of Future Academies. We believe that a strong Education Enrichment programme is an essential part of raising the aspirations of our pupils and giving them both the knowledge and the skills to achieve excellence, regardless of their background or individual circumstances.

We break down Enrichment into the following four areas:



### The role in a nutshell

At Laureate Academy, we are seeking a highly motivated and organised individual to co-ordinate and deliver excellent enrichment programmes to all of the academy's pupils. Specifically, they will be responsible for the "Connect pupils to the world of work, future education, training and employment" strand although programmes will overlap with the other strands.

To be successful in this role, the post holder will have to develop strong relationships with a wide range of businesses and organisations and work closely with academy staff to integrate seamlessly a high quality offer into school life.

### Where the role sits

The post holder will be based in Laureate Academy and will be joining a dynamic team made up of those working on careers/enrichment from other schools across the Trust and from the Future Academies Central Team. While the post holder will be responsible for delivery at Laureate Academy, the team work closely together sharing ideas, contacts, best practice and resources.

This role will be line managed by Future Academies' Head of Education Enrichment.

### Key roles and responsibilities

- Build and maintain effective relationships with:
  - o external partners including businesses, charities and other local organisations.
  - o Internal partners including staff within the Academy and the Trust

- Lead and coordinate the delivery of work experience placements, careers networking events and other encounters between employers/organisations and our pupils
- Present resources to students to prepare them for enrichment opportunities and life beyond school
- Coordinate the tracking of enrichment activities across the academy

#### Experience required

- No specific experience required although experience delivering in a school environment may be helpful.

#### Skills/Attributes

- A passion for delivering excellent outcomes for pupils
- A strong commitment to the safeguarding of children and to uphold the policies of the Academy and the Trust
- Excellent communication skills
- Excellent organisational skills
- Effective at building relationships with a range of partners
- Excellent at problem solving
- Strong presentation skills
- Effective IT skills
- Enjoys working with young people

#### Safeguarding Information

Future Academies is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service check is required for this post.

#### How to apply

Please complete the Support Staff Application Form and email the completed form to [nick.berman@futureacademies.org](mailto:nick.berman@futureacademies.org).

The Application Form can also be downloaded by clicking on the link below:

<https://www.futureacademies.org/attachments/download.asp?file=1175&type=docx>

**The deadline for the application is Wednesday 6<sup>th</sup> February.**