



## SUPPORT STAFF JOB DESCRIPTION

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| <b>ROLE TITLE</b>                   | Children's University Manager  |
| <b>CONTRACTED HOURS</b>             | Part time 0.2 – 0.4 fte  |
| <b>LOCATION</b>                     | <u>Hybrid:</u><br>Working remotely and from the offices of Unity Schools Partnership in Haverhill, Suffolk. Travel across Essex and Suffolk to support membership schools will also be required. |
| <b>GRADE / SCALE POINT – SALARY</b> | £30,000 - £35,000 pro rata to hours and weeks per year.  |
| <b>REPORTING TO</b>                 | Director of Education (Primary)  |
| <b>EXECUTIVE FOCUS</b>              | Growth and further development of the Essex Children's University and Suffolk Children's University on behalf of Unity Schools Partnership, the Lead Partner organisation.                       |

### INTRODUCTION

From April 2024 the management of the Essex Children's University Trust (Registered Charity 1168871) will be transferred to the management of Unity Schools Partnership.

The Children's University works in partnership with schools to develop a love of learning in children, by encouraging and celebrating participation in extra-curricular activities in and outside of school. The impact of these activities is proven to be positive, and the Children's University is committed to creating a level playing field of opportunity and opening up access to children of all backgrounds. Research shows that participation in extra-curricular activities can positively impact on attainment, increase a pupil's positive identification with school, and build self-confidence and resilience. Research also shows that children that do not have access to these opportunities fall behind, lack confidence, and fail to develop career aspirations. The resulting attainment gap is so significant that 25% of children from the most disadvantaged backgrounds achieve below expected attainment levels.

Unity Schools Partnership are seeking to appoint a Children's University Manager who will enable the continued growth and development of the Children's University across Essex, Suffolk and more widely in the East of England.

The Children's University Manager will be employed by the Unity Education and required to uphold and promote the vision and values of Unity Schools Partnership (the Trust) in every aspect of their work performance. <https://www.unitysp.co.uk/vision-and-objectives/>

### JOB PURPOSE

As Children's University Manager, your role will be to enable the transition, growth, development and successful delivery of a Children's University membership programme across the East of England. You will ensure that learning provision is developed and delivered in line with the Children's University quality assurance framework, fostering and developing learning destination partnerships. You will be supported by the Unity Schools Partnership central marketing and finance teams to enable growth and sustainable development/delivery of the Children's University in the East of England.

### KEY TASKS AND RESPONSIBILITIES

## **Building on a successful model, the Children's University manager will be responsible for:**

### **Transition**

- Work to develop the most effective way to continue to manage and deliver resources to existing Children's University membership schools.

### **Growth & relationship management**

- Increase the number of Children's University membership schools.
- Presentation of Children's University to new audiences.
- Representation at stakeholder and network meetings

### **Development**

- Work with colleagues to scale and develop existing learning structures.
- Development of Children's University Challenges and other learning opportunities and experiences for Children's University Learners attending membership schools.

### **Communication**

- The Children's University Manager will work alongside the Unity Schools Partnership Communications and Networking Manager to raise the online profile of Children's University, including through social media, development of the website and regular communication with schools and families.

### **Impact and Evaluation**

- Manage Children's University Online.
- Complete impact and evaluation reporting for:
  - Stakeholders
  - External funders
  - Director of Education
  - Trustees of Essex Children's University Trust (to April 2024)

### **Finance**

- Supported by the Unity Schools Partnership Finance team:
  - to ensure robust management of invoicing and payment of membership fees.
  - oversee the management accounts and budget forecast to ensure the Children's University is financially sustainable.
  - explore bid opportunities, ensuring grant requirements are met.
  - review monthly accounts with Director of Education to keep track of progress.

### **Event management**

- Support and facilitate Children's University membership schools with resources required for Graduation celebration events.
- Work with colleagues to plan, facilitate and deliver collaborative training and learning events.

## **SAFEGUARDING**

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times. The postholder under the guidance of their line manager, will be responsible for promoting and safeguarding the welfare of all children with whom they come into contact, in accordance with the Trust's and the School's Safeguarding policies for which they are working for and with.

The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

**GENERAL**

1. Actively contribute to and promote the overall ethos and values of the school and the wider Unity Schools Partnership Trust.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and other visitors within all Unity Schools Partnership and Children's University Membership schools.
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Unity School Partnership/Children's Unity Membership Schools at all times.
5. Act as an ambassador for the Children's University and Unity Schools Partnership within the local community and beyond, ensuring that the ethos and values of both organisations are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested by the Unity Schools Partnership Trust Board or CEO which fall within the scope of the post.

## PERSON SPECIFICATION

| CRITERIA                         | ESSENTIAL   | DESIRABLE |
|----------------------------------|---|-----------|
| <b>KNOWLEDGE</b>                 |   |           |
| <b>Qualifications</b>            | <ul style="list-style-type: none"> <li>Level 4/5 equivalent qualification</li> </ul>  |           |
| <b>Experience and knowledge</b>  | <ul style="list-style-type: none"> <li>School based work experience</li> <li>Proven leadership and project management experience.</li> <li>Confidence in presenting to multi-stakeholder audiences.</li> <li>A proven track record in challenging, influencing, and motivating others, including children, families, and school staff to achieve the best outcomes for all groups of children.</li> <li>Proven ability to deliver strategies which encourage parents and carers to support their children's learning.</li> <li>Building, developing and working with multiple stakeholder partnerships.</li> <li>Experience of analysing and using data.</li> <li>Financial management, including budgetary planning.</li> <li>Ability to deliver to a deadline with demonstrable time management skills.</li> <li>Experienced in the use of IT packages and able to quickly adapt to new systems.</li> </ul> |           |
| <b>KEY SKILLS AND ATTRIBUTES</b> | <ul style="list-style-type: none"> <li>Be confident, motivated, self-starter who is able to drive forward project delivery independently, seeking out colleagues' input where appropriate.</li> <li>A strong collaborative approach, both to working internally with colleagues but as well as a method to enable change across the education sector.</li> <li>Ability to think strategically about the development of a project, make links across the organisation and make the most of emergent opportunities.</li> <li>Commitment to an educational provision of the highest quality.</li> <li>Understanding of SEND</li> <li>Evidence of commitment to lifelong learning.</li> <li>Ability to communicate effectively with a wide range of people.</li> <li>Good interpersonal skills.</li> </ul>  |           |

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|  | <ul style="list-style-type: none"> <li>• Ability to work under pressure and to time and targets.</li> <li>• Ability to prioritise and delegate appropriately, but also knows when to accept support from others including colleagues and governors.</li> <li>• Ability to develop and maintain good working relationships.</li> <li>• Experience in delivering strategies which involve, encourage and support parents and carers to support their children's learning.</li> <li>• Proven ability to think creatively and bring fresh ideas.</li> </ul> |  |
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