



**United Learning**  
The best in everyone™

**Briefing Pack for Applicants**

**Sheffield Springs Academy**

**Education with Character Enrichment Coordinator**

**May 2026**

## Contents

<b>Section 1 - Post Advertisement</b> .....	1
<b>Section 2 – United Learning</b> .....	3
<b>Section 3 – Letter from the Regional Director</b> .....	4
<b>Section 4 – Letter from the Principal of Sheffield Springs Academy</b> .....	5
<b>Section 5 – Job Description</b> .....	6
Role Summary .....	6
Key Responsibilities.....	6
General.....	<b>Error! Bookmark not defined.</b>
Information .....	8
<b>Section 6 – Person Specification</b> .....	10
<b>Section 7 – The Appointment Process</b> .....	11
<b>Section 8 – Visitors/Contacts for Sheffield Springs Academy</b> .....	12

## Section 1 - Post Advertisement



<b>Job title:</b>	Education with Character & Enrichment Coordinator
<b>Location:</b>	Sheffield Springs Academy, Hurlfield Road, Sheffield, S12 2SF
<b>Starting salary:</b>	FTE £41,720.53 Per Annum, Actual Salary £18,000.00 Per Annum
<b>Contract:</b>	Permanent, (39 Weeks, Term Time Only)
<b>Hours of work:</b>	Part-time (Flexible), 18.75 hours per week (2.5 days per week), 08:00 – 16:00

Sheffield Springs Academy are looking to appoint the full-time post of Education with Character & Enrichment Coordinator to complement the existing department. The Education with Character & Enrichment Coordinator will lead the planning, coordination and delivery of a high-quality programme of enrichment, personal development and character education across the school.

The postholder will ensure that all students, regardless of background, have equitable access to trips, visits, sporting opportunities and extracurricular provision, and are actively supported to represent their school with **Respect, Excellence, Ambition and Pride**.

The role is central to raising aspiration, broadening horizons and ensuring that students develop the confidence, character and ambition to succeed both in school and beyond.

The academy is part of United Learning, a national group of schools and academies. Sheffield Springs Academy is an 11-16 secondary school serving the Park, Manor and Castle wards of Sheffield. As part of United Learning our aim is to bring out 'the Best in Everyone' and we continuously strive to ensure that students and staff have every opportunity to succeed, with their potential developed to the utmost.

This is an excellent opportunity to join an Ofsted rated 'Good' academy. The academy is part of United Learning, a national group of schools and academies. Sheffield Springs Academy is an 11-16 school. As part of United Learning our aim is to bring out 'the Best in Everyone' and we continuously strive to ensure that students and staff have every opportunity to succeed, with their potential developed to the utmost. Our school has motivated, ambitious students with a high percentage of our students going on to attend Russell group universities.

United Learning is one of the largest and most successful Trusts in the country who offers unrivalled Continuing Professional Development (CPD) and training, including opportunities for nationwide networking.

The city of Sheffield itself is a vibrant place to live and work with two universities and a range of entertainment opportunities alongside the access to the beautiful Peak District within a 20-minute commute. Quality of life is routinely ranked highly, and it is one of the greenest cities in Europe: [Welcome to Sheffield](#)

## **We will offer you:**

- Highly competitive salary. We pay an average of 5% above national scales, the best rates of pay in the sector.
- Excellent facilities and resources.
- Access to an outstanding professional development programme.
- Exceptional curriculum resources.
- Expert subject advice.
- Three extra INSET days for planning.
- At least one personal day a year.
- Polite, respectful and dedicated students who want to learn and fulfil their potential.
- Colleagues who are supportive, friendly and who are committed to each other's professional development.
- A chance to become part of one of the largest groups of academies in the country.
- Opportunities to work collaboratively with colleagues in other schools within the Yorkshire cluster and across United Learning.
- Excellent employee benefits which include a highly sought-after pension scheme with high employer contributions.
- Access to training through the Apprenticeship Levy.
- Generous staff discount scheme.
- We are open to requests for flexible or part-time working; and we encourage open and regular conversations about work-life balance.

If you possess these qualities and share the academy's vision, then we will be delighted to hear from you. Please refer to the job description and person specification for further details.

To apply, please click the 'Apply Now' button at the top of the advert on our website using the following link to our vacancies page: [Sheffield Springs Academy Vacancies](#) and complete our online application form. Please note that CVs are not accepted. **The closing date for this post is 23:59 on Sunday 31 May 2026. Interviews will take place Tuesday 2nd June 2026.**

**If you would like to discuss this exciting opportunity, please contact [hr@unitedlearningyorks.org.uk](mailto:hr@unitedlearningyorks.org.uk)**

United Learning is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Employees will, in accordance with statutory guidance, be subject to a comprehensive checking process including references from current and previous employers, health, right to work in the UK, an Enhanced DBS check and a further check against the appropriate barred list.

## **About United Learning:**

Sheffield Springs Academy is part of United Learning which is a large and growing group of schools aiming to offer a life changing education to children and young people across England.

Our schools work as a team and achieve more by sharing than any single school could. Our Subject Specialists, Group-wide Intranet, our own curriculum and online learning portal all help us share knowledge and resource, which supports simplifying work processes and managing workloads for an improved work-life balance.

As a Group we can reward our staff better, we provide good career opportunities, better pay, employee benefits and ultimately, the satisfaction of helping children to succeed. We invest in our staff wellbeing. Our academies each have at least eight INSET/training days per year (with three of those solely dedicated to planning) and an ongoing group-wide wellbeing programme. It is an ethos we call 'the Best in Everyone'.

We are working hard to become a more diverse organisation, which is key to our commitment to bringing out 'the Best in Everyone'. We welcome applications from everyone committed to this ethos and would particularly welcome applications from black and minority ethnic candidates who are currently under-represented in the Group as a whole. We always appoint on merit. We are open to discussing flexible working options.

## **Section 2 – United Learning**

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<https://unitedlearning.org.uk/>

## Section 3 – Letter from the Regional Director

Dear Candidate

Thank you very much for your interest in the role within the Yorkshire United Learning Cluster. The cluster itself is a close-knit group of three Secondary Academies: Barnsley Academy, Sheffield Park Academy and Sheffield Springs Academy, who work alongside a number of local Primary Academies; all from within the United Learning Trust.

The cluster is well-established and has excellent support from locally based cluster central services. These cover Business Management, HR, IT and Site/Estate Facilities. They are led by an Executive Business Manager. This provides our Academies with excellent trained advice and support in these areas; this benefits the leadership and wider staff of every Academy.

United Learning Trust is a national organisation serving Primary and Secondary Academies, all-through Academies and Independent Schools. Our ethos is, “the Best in Everyone”. This is a useful phrase that sums up the work and focus of the organisation. Every decision taken is done with this aim in mind: for staff, for students and for the community. The Trust values of Respect, Determination and Ambition are driven through the Character Programme, which each Academy has carefully interpreted in their own way. The Trust attributes of Creativity, Confidence and Enthusiasm are demonstrated at every level.

United Learning, and Academies within the Yorkshire Cluster, demonstrate a strong commitment to staff CPD and staff wellbeing. If you join our schools you will be inducted, supported and developed in a deliberate way from before you even take up post. Our status as an Academy Trust enables highly competitive rates of pay progression and our employee schemes, such as Perkbox, are an attractive feature of employment.

Above everything, we put young people first and seek to recruit adults who share this view. We work with students, parents and families to provide a structured, supportive experience that enables them to achieve as well as they possibly can and become excellent scholars and rounded individuals. We insist on classrooms and corridors that are respectful, orderly places where everyone is expected to display positive and mature attitudes.

Applying for a new job is a huge investment of time and emotional energy. The recruitment decision has to be right for employee and employer. I would encourage you to seek out any information you need in order to make the important decision to apply and we welcome visits to our schools in advance of applications wherever this might be helpful.

I do wish you the very best with your application and thank you again for considering us.

Best wishes,

Laura Moore  
Regional Director  
United Learning

## Section 4 – Letter from the Principal of Sheffield Springs Academy



Dear Candidate

Thank you very much for your interest in the role at Sheffield Springs Academy. The school itself is a fantastic place to work and in which to learn. Our values are excellence, pride and ambition; if you join our academy you will see these demonstrated in all aspects of academy life and by all members of our wonderful team.

### **The team**

I am extremely proud to be the Principal of Sheffield Springs Academy, I have worked at the academy for over 14 years and many colleagues have been here longer than this still; I believe this shows the team ethos and community-feel of our academy. The team are deeply invested in our students and new employees are warmly welcomed into this team.

### **Where we are and where we're going**

Sheffield Springs Academy is an outward-facing school, learning from outstanding schools both within the group and beyond. We are unapologetic about our high standards and unashamedly ambitious for all our students and our staff team, we are embarking upon a journey to becoming a great school. As part of this journey, we are creating an academic culture that is warm and strict, disciplined and joyful and ensures impeccable behaviour. We aim for a culture that means teachers can teach and students can develop their knowledge.

### **Location**

Our academy is located at one of Sheffield's highest points, with incredible views across our catchment area directly to Stanage Edge, Hathersage and beyond into the Peak District. We are less than 30 minutes from the beautiful Peak District National Park, only 15 minutes away from the M1 motorway network and just a 5-minute walk to the nearest Supertram stop which provides efficient links to all areas of the city. Sheffield is a vibrant and diverse city; we are incredibly lucky to be in such a fantastic location which offers so much.

Applying for a new job is a huge investment of time and energy. I would encourage you to seek out any information you need in order to make the important decision to apply and I welcome visits to our school in advance of applications wherever this might be helpful.

I wish you the very best with your application and thank you for taking the time to consider Sheffield Springs Academy as a place of employment.

Best wishes,

Claire Cartledge  
Principal  
Sheffield Springs Academy

## Section 5 – Job Description



### Job Description

<b>Post title</b>	Education with Character & Enrichment Coordinator
<b>Salary</b>	FTE £41,720.53 Per Annum, Actual Salary £18,000.00 Per Annum
<b>Responsible to</b>	Senior Leadership Team (Assistant Principal / Vice Principal)
<b>Responsible for</b>	There are no direct line management responsibilities associated with this role however, there are elements of supervision.
<b>Role purpose</b>	<p>To lead the planning, coordination and delivery of a high-quality programme of enrichment, personal development and character education across the school.</p> <p>The postholder will ensure that all students, regardless of background, have equitable access to trips, visits, sporting opportunities and extracurricular provision, and are actively supported to represent their school with <b>Respect, Excellence, Ambition and Pride</b>.</p> <p>The role is central to raising aspiration, broadening horizons and ensuring that students develop the confidence, character and ambition to succeed both in school and beyond</p>
<b>Relevant qualifications</b>	Degree or equivalent academic qualifications.

The postholder must, at all times, carry out their duties and responsibilities within the spirit of United Learning Trust and academy policies and procedures, and within the legislative framework applicable to academies.

### Role Summary

The role is central to raising aspiration, broadening horizons and ensuring that students develop the confidence, character and ambition to succeed both in school and beyond.

### Key Responsibilities

#### Education with Character & Personal Development

- Plan, promote and deliver a coherent **Education with Character** programme aligned with the school's core values of **Respect, Excellence, Ambition and Pride**.

- Instil high levels of ambition and pride in students through participation, leadership opportunities and enrichment experiences.
- Act as a visible role model for the school's values at events, trips and extracurricular activities.

### Enrichment, Trips and Visits

- Plan, coordinate and lead a wide range of **educational visits, trips and experiences**, ensuring high quality, safety and impact.
- Ensure trips are inclusive and accessible, working to remove financial, social or logistical barriers for disadvantaged students.
- Manage all aspects of trip planning including risk assessments, staffing, logistics and communication with families.

### Extracurricular Participation

- Develop, coordinate and promote a broad extracurricular programme including sport, arts, culture and enrichment clubs.
- Actively support and increase student participation in extracurricular activities, particularly for students who are less likely to engage.
- Work with staff, external providers and partners to expand and sustain high-quality provision.

### Duke of Edinburgh's Award (DofE)

- Lead and manage the school's **Duke of Edinburgh's Award** programme at relevant levels.
- Coordinate training, expeditions, volunteering and skills components.
- Support students throughout their DofE journey to completion and celebration of success.

### Student Representation and Equal Opportunities

- Advocate for students to ensure they have the **same opportunities as peers across the city** to:
  - Represent their school
  - Participate in sporting competitions
  - Engage in cultural, academic and enrichment events
- Liaise with external organisations, local partners and city-wide networks to secure opportunities for students.

### Support at Events and Partnerships

- Support students attending **local, regional and city-wide events**, competitions and performances.
- Build and maintain positive relationships with community organisations, sports providers and cultural institutions.

- Promote the school positively in the local community.

### **Monitoring and Impact**

- Track participation, engagement and impact of enrichment and character programmes.
- Use data to identify gaps, barriers and areas for development.
- Report regularly to senior leaders on participation, outcomes and next steps.

### **Primary Partnership and Transition Support**

- Work closely with feeder primary schools to support continuity, aspiration and early engagement in enrichment and character education.
- Plan and deliver transition-focused activities that support students moving from primary to secondary school, helping them to build confidence, belonging and ambition prior to entry.
- Support and coordinate joint enrichment activities, events or competitions with feeder primaries where appropriate.
- Act as a key link between primary schools and secondary enrichment provision, ensuring students are familiar with the opportunities available to them before transition.
- Contribute to strengthening positive relationships with families early in the transition process, promoting the school's values of Respect, Excellence, Ambition and Pride.
- Support targeted transition for vulnerable or disadvantaged students through bespoke enrichment opportunities, early visits and supported participation.

### **Information**

This post may require the post-holder to have a degree of flexibility and willingness to work outside of normal working hours.

The information contained above is to help staff understand and appreciate the work content of their post and the role they are to play in the organisation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have therefore, been used in which case all the usual associated duties are included in this job description.

This job description will be reviewed annually as part of the performance management process and may be subject to amendment or modification at any time after consultation with the post-holder.

Elements of this job description and changes to it may be negotiated at the request of either the post-holder or the incumbent of the post.

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I accept my job description and job title as detailed above.

<b>Name (print)</b>	
<b>Sign</b>	
<b>Date</b>	

## Section 6 – Person Specification



### Person Specification

<b>Post title</b>	Education with Character & Enrichment Coordinator		
<b>Salary</b>	FTE £41,720.53 Per Annum, Actual Salary £18,000.00 Per Annum		
<b>Education and Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	
Degree or equivalent academic qualifications.	X		
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	
Strong commitment to <b>student enrichment, personal development and character education.</b>	X		
Passion for ensuring equitable access and raising aspiration.	X		
Experience of planning or supporting trips, visits or extracurricular activities.	X		
Ability to motivate and inspire young people.	X		
Strong organisational and communication skills.	X		
Commitment to safeguarding and student wellbeing.	X		
<b>Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>	
Experience of coordinating <b>Duke of Edinburgh's Award.</b>		X	
Experience working with external partners or community organisations.		X	
Background in sport, outdoor education or enrichment provision.		X	

## **Section 7 – The Appointment Process**

These notes are intended to guide you when making an application.

### **The Application Form**

The application form is accessible via the 'Apply' link on the job advertisement. Please complete the application form neatly, fully and accurately, including exact dates. You are requested to submit a concise application. CVs are not accepted.

### **Education and Training**

State your qualifications and any training you have undertaken relevant to the post.

### **Present Appointment**

Make it clear what your present post is, which establishment you work in and who your employer is.

### **Previous Appointment**

When completing this section it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work.

### **Referees**

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. Reference will be taken if the candidate is successfully short-listed for interview. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.

### **The Supporting Statement**

The supporting statement is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post.

### **Arrangements for Interview**

Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the school website/s prior to attending the interview.

### **The Interview**

Candidates will be invited to interview at the school during which time they will have the opportunity to meet staff and students and see the school at work.

### **Feedback**

Feedback is offered to those candidates who are shortlisted, interviewed and not recommended for appointment. It is hoped that this information will help you with future applications.

## Section 8 – Visitors/Contacts for Sheffield Springs Academy



Sheffield Springs Academy  
Hurlfield Road  
Sheffield  
South Yorkshire  
S12 2SF

Website: [www.sheffieldsprings-academy.org](http://www.sheffieldsprings-academy.org)

Email: [enquiries@sheffieldsprings.org](mailto:enquiries@sheffieldsprings.org)

Telephone: 0114 2392631

Sheffield Springs Academy is an 11-16 secondary school and is Ofsted rated 'Good'. As part of United Learning, our aim is to bring out 'the Best in Everyone'. Our values are Respect, Excellence, Ambition and Pride, and these are demonstrated in all aspects of academy life and by all members of our wonderful team.