

Job Description

TITLE: Enrichment Coordinator

GRADE: Scale 5

REPORTS TO: Lead Pastoral Tutor

HOURS: Contracted for 35 hours per week.

Purpose of the Role

- To improve student attendance, retention, achievement and encourage positive progression by enhancing the quality of the learner journey.
- To deliver and facilitate a prescribed range of enrichment activities which develop learners' broader skills and knowledge contributing to their development as responsible, respectful and active citizens.
- Contribute to the development learners' character, giving them qualities, they need to flourish in society. Developing learners' confidence and resilience so that they can keep themselves mentally healthy.
- Preparing learners for the next phase of their education.

Key Responsibilities:

- Plan, deliver and facilitate a range of enrichment activities for students as per the campus plans.
- Support the planning, organising and delivery of large-scale enrichment days such as Culture Day, International Women's Day, Black History Month etc. as per the enrichment calendar.
- Supervise students in common areas and when undertaking enrichment activities including common rooms. Maintain records and registers of student attendance and engagement as required.
- Work with the Lead Pastoral Tutor to promote and deliver the campus's programme of enrichment activities and lead on aspects of the enrichment provision at the campus.
- Support students in accessing internal support and signpost students to external support agencies where required

- Support students with initial safeguarding declarations and use "My Concern" to record these.
- Work flexibly and undertake necessary duties related to administration, and documentation to support the quality of the provision.
- To work within a team to identify the needs of young people and work with the Lead Pastoral Tutor, as well as Pastoral Tutors to assist in the delivery of the enrichment program.
- To build and maintain positive relationships with young people
- Maintain records of interventions with students on Pro-Monitor including logging students' enrichment hours.
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- Support students with initial safeguarding declarations and use "My Concern" to record these.
- Work flexibly and undertake necessary duties related to administration, and documentation to support the quality of the provision.
- Obtain student feedback via surveys, face to face interactions and focus groups as and when required.

In common with other support:

- All term-time staff are required to return to work on the Monday before GCSE results are released in August; this date is approximate and should be checked before making any commitments. No annual leave is to be booked during the enrolment period, and all staff will be expected to support enrolment activities throughout this time.
- All staff are expected to support exam invigilation and will be required to cover up to three exams per year, **excluding** GCSE exam support.
- Completion of two open evenings, or one Saturday open day, will be required across the year. These hours are provided in lieu of the additional Christmas holiday days granted to staff who have undertaken these open day commitments.

In common with all other Staff:

- To support and deliver the College's value and strategic intent.

- Ability to follow HR policies and practices within business support functions, with a strong commitment to diversity, equality and inclusion and to ensuring fair and inclusive outcomes for all staff
- Proven ability to deliver services and support to culturally and ethnically diverse communities, contributing to an inclusive college environment.
- To take responsibility for one's own professional development and participate in relevant internal and external activities.
- To implement the College's safeguarding policies and practices.
- To uphold your health and safety responsibility in line with the College's Health and Safety policy.
- To undertake any other duties commensurate with the grade and responsibilities of the post which may be required from time to time.

Additional Information:

Safeguarding Statement

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Criminal Convictions, DBS & Ongoing Disclosure

This role requires an Enhanced DBS check. Applicants must declare any unprotected convictions. During employment, the post holder must report any new relevant convictions, cautions, or police involvement in line with safeguarding requirements.

Equality, Diversity & Inclusion

The College is committed to equality of opportunity and inclusive practice. We welcome applications from all sections of the community and expect all staff to uphold anti-racist, inclusive and respectful behaviours.

Review of Job Description

This job description will be reviewed regularly to ensure it remains an accurate reflection of the duties and responsibilities of the post holder and continues to meet the needs of the College.

Person Specification –

Education & Qualifications

- GCSEs (or equivalent) in English and Maths
- Basic literacy, numeracy and IT skills
- Level 3 Award in Education and Training (Previously PTLLS) or working towards
- Appropriate safeguarding and mental health first aid training to support young people.

- Ability to effectively communicate and form positive working relationships with young people.
- Ability to work as a member of a team and to establish effective working relationships both internal and external.
- Proven track record of working positively with young people to support their development and progression.

Knowledge, Skills & Behaviours

- Proficient IT skills to use MS Office software and IT databases and student record software packages.
- Excellent presentation and communication skills.
- Organised with the ability to prioritise effectively to meet deadlines.
- Ability to build and maintain effective working relationships and work as a member of a team.
- Ability to support others and use own initiative.
- Working knowledge of the Personal Development elements of the OFSTED Education Inspection Framework.
- Working Knowledge of the DfE requirements of Study Programmes and particularly the tutorial element.
- Working knowledge of the issues that can stop young people attending, achieving and progressing from College and how to support students impacted by these. Understanding the importance of student care and success.

Professional Responsibilities, Values & Commitments

- Demonstrates a commitment to safeguarding and promoting the welfare of children and vulnerable adults, in line with statutory duties and college policies.
- Upholds inclusive values by supporting **stakeholders** from diverse backgrounds through fair, respectful, and unbiased practice.
- Maintains a safe working environment by following health and safety legislation, risk management procedures, and College guidance.
- Understands and applies confidentiality and data protection principles when handling information.

- Shows a commitment to continuous professional development and ongoing learning relevant to the role.
- Acts as a positive role model, demonstrating professionalism, integrity, reliability, inclusive practice, and anti-racist behaviours that reflect the College's values and expectations.