

Job Description

Schools and Community Champion

Reports to:	Admissions, Marketing & Engagement Manager
Pay Scale:	Unqualified teacher scale (Points 1- 4 currently £17,988 - £24, 263 With possible progression on to the unqualified management range depending on qualifications and experience (USP A- C currently £26,353 - £30,533)
Hours of Work:	Term Time (205 days per academic year) Core hours 8.30-4.30pm

Key purpose of role:

The postholder will be required to work with the Admissions, Marketing & Engagement Manager to design and deliver engaging, exciting and informative engagement opportunities for local schools and the local community.

We are looking for a proactive champion to join our Admissions, Marketing and Engagement team. This is a new role and the successful applicant will use their enthusiasm to inspire school aged children in Years 1 to 8, raising ambitions and aspirations and introducing them to the benefits of progression to sixth form.

The successful candidate will also use their skills to work with local community groups and stakeholders to raise awareness of the college, working together to deliver engagement initiatives and reinforcing EN's positive impact upon the community it serves.

This role will involve a significant amount of time spent in the classroom and external visits to community groups, delivering the programme and engaging with stakeholders.

Main Responsibilities:

- To create and deliver a high-quality programme to promote EN in a positive way, creating excitement and raising ambitions and aspirations
- To deliver the programme in schools and community groups, working with children in Years 1-8 and people in local community groups
- To enthuse and introduce the concept of sixth form to schools and community groups through a programme of school visits, classroom teaching sessions, presentations and involvement in on and off campus activities
- To liaise with relevant staff across the College to ensure participation in events from staff in these areas and to deliver sessions in collaboration with those staff
- To work with staff in target schools and community groups and design and co-deliver a bespoke programme of activities to help increase social mobility
- To measure and evaluate the engagement against the KPIs and report to line manager who will report to the Executive Team
- To recruit and co-ordinate student ambassadors to support the delivery of effective outreach activities and opportunities

- Work with the Future's Team to deliver outreach activities including employer engagement sessions, employer led classroom activity specifically targeted at school and community groups.
- Liaise with and provide updates to the Admissions and Marketing Team to promote the schools and community activities taking place
- To help design and produce a variety of publicity materials to support them in their delivery of engagement activities
- To support other recruitment and outreach activities and initiatives including Open Events, Taster Days and enrolment
- Any other reasonable duties related to the role as required by the Line Manager.

All employees have a duty for safeguarding and promoting the welfare of children and young persons and must have due regard to the need to prevent people from being drawn into terrorism. Staff must be aware of the College's procedures for raising concerns about children's welfare and must report any concerns to the Designated Safeguarding Lead without delay. Staff must also ensure they attend the appropriate level of safeguarding children training identified by the College as relevant to their role.

The post holder will also:

1. Contribute to the College's Quality Assurance processes as required
2. Participate in the College's Staff Professional Review and Development Scheme as required and attend training and development as appropriate to the role
3. Work within the guidelines and policy and procedure requirements laid down by College policies in such matters as Safeguarding and Equality and Diversity
4. Demonstrate positive behaviours and day to day commitment to the College's Core values of Excellence, Care, Diversity and Integrity
5. Demonstrate commitment to own continuous professional and personal development
6. The post holder will be required to carry out such reasonable additional duties as may from time to time be determined by their manager or College Principal
7. This job specification is subject to annual review by the line manager and Principal. Any changes in substance or interpretation will be implemented after consultation with the post holder

Health and Safety Responsibilities of all staff:

1. Under the Health and Safety at Work etc. Act 1974 it is the responsibility of all individual employees to take care of their own health and safety at work, and that of others who may be affected by their acts or omissions at work. This includes co-operating with management in complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards.
2. Report any incidents, accidents and near misses to line manager in accordance with EN Policy.
3. Ensure that personal protective equipment (PPE) provided for his/her safety is maintained and used appropriately and that any problems are reported immediately to his/her line manager.
4. Report any health concerns to line manager or HR team which may be work related or which may affect his/her ability to do their job safely.
5. Attend all statutory and essential H&S training as designated by the line manager.

Excellence, Care, Diversity and Integrity

6. Comply with College and departmental H&S procedures relevant to his/her particular area and systems of work including emergency procedures.

Signed (postholder)	
Date	

PERSON SPECIFICATION: Schools & Community Champion

CRITERIA	ESSENTIAL	DESIRABLE	Assessed From:
QUALIFICATIONS & TRAINING	GCSE Maths and GCSE English at Grade C or above or equivalent at Level 2. Graduate Education - degree Relevant training in Safeguarding (College will provide training as needed) or willingness to undertake	Teacher Training or willingness to undertake	Application/ Certificates
KNOWLEDGE/ UNDERSTANDING	Able to demonstrate understanding of Equality and Diversity as relevant to the needs of post	Willingness to complete relevant Safeguarding training	Application/ Interview/ References
EXPERIENCE	Experience of working in an educational or social care setting Experience of designing and delivering successful engagement initiatives.	Experience of Safeguarding Experience of devising and running workshops for children and/or community groups An awareness of health and safety and risk management	Application /Interview/ References
SKILLS/ABILITIES	Ability to relate effectively to year 1 to 8 children in local schools and people in local community groups Highly developed listening and communication skills Good organisational and administrative skills Ability to set and maintain professional boundaries appropriately Ability to work appropriately on own initiative Competent in the use of relevant IT		Application/ Interview/ Test/ References
ATTRIBUTES	Empathy Motivated with a positive attitude Flexible Treats others with respect and dignity Tact, diplomacy and confidentiality Knows when to seek help and advice	Must have access to own transport Full driving license Business insurance	Interview/ References
SPECIAL REQUIREMENTS	Must have access to own transport with business insurance	Full driving license	