

Job Advertisement: Enrichment Coordinator

The Propeller Academy Trust is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership.

Main purpose

- To lead and support elements of the Personal Social and Independence strand of the curriculum.
- To develop, provide and run out of school and after school activities during term time.
- To liaise positively with home and school to promote relevant out-of-school activities and guide children and families to access relevant resources provided via the Local Offer.
- To assist with ensuring positive outcomes for children and young people with learning disabilities.

Key tasks:

To build positive relationships with young people and families from 3 – 19 years old, establishing the requirements for after school provision.

To organise and manage After School Clubs (in-house, plus Beatbox, Faaaze)

To ensure that the costs of ASC are viable in terms of budgets and include a parental contribution.

To ensure that clubs are suitably staffed with suitably trained staff.

To provide confidential and impartial advice and information to parents, carers and professionals working with children and young people who are disabled or who have additional needs attending special or mainstream schools who wish to attend childcare, play or leisure activities out of school hours.

To set up, run and manage After School and lunchtime clubs based at Fitzwaryn School, which will include:

- the writing and management of essential risk assessments.
- ensuring that the activities are motivating, enjoyable, and fun for those taking part.
- managing staff who work at the clubs.
- establishing robust monitoring processes are in place to ensure that the provision matches expectations for families and has a positive impact on children and young people.
- liaising with the school admin team and family social/support workers to ensure the relevant funding and transport is in place.
- liaising with relevant health services to ensure all staff are fully trained for the individual needs of children and young people.
- attend parents' evenings and be responsible for inviting suitable agencies in to promote their work with disabled children and young people.

To work with Fitzwaryn School staff to:

- identify families who may benefit from access to out-of-school provision.
- ensure that the individual needs of the child or young person are met.
- signpost and support parents/carers to access additional services to meet any additional needs of the family.
- develop and maintain appropriate and confidential information systems to support this area of work and provide monitoring and evaluation to the governors and directors of the trust as and when required.
- attend meetings, training, seminars and conferences as appropriate to assist in the development of these roles across the county.
- work within PAT policies on impartiality, confidentiality and information management.
- work in accordance with Keeping Children Safe in Education safeguarding policies and procedures.

Supporting the PSI curriculum

- Under the guidance of the TLR post holder for PSI, plan, deliver and lead sessions both in school and off site to enhance the PSI curriculum.
- Provide effective feedback and assessment to teaching staff and inform of the next steps.
- Link the pupil's objectives to their EHCP/IEPs.

Pupil Voice

- To lead and manage the School Council or other appropriate body to ensure that the pupils have a voice and can make a difference to their school.
- To work with teaching staff to ensure appropriate tools are used to gain pupil voice for Annual Reviews.

Supporting staff

- To assist in the induction of staff
- To support staff to gain the relevant skills and knowledge to work with pupils at the After School Club.
- To liaise with the school nurse to ensure that appropriate medical training is in place to support pupils effectively.
- To signpost staff to the relevant training opportunities and to run training sessions where necessary.

CPD

The postholder will be provided with the appropriate funded CPD to enable them to carry out their duties effectively.

To undertake other duties as requested by the Headteacher and as a term of your employment you can be required to undertake such other duties commensurate with your grade, and/or hours of work, as may reasonably be required of you.

Enrichment Coordinator Higher Level Teaching Assistant Person Specification & Short Listing Criteria

<p>Education, Knowledge and Experience</p> <ul style="list-style-type: none"> • Knowledge of children and young people with Special Educational Needs • Higher Level Qualification e.g. HLTA (or a commitment to obtain a qualification within 6 months of appointment) • GCSE Maths minimum grade C/4 or equivalent • GCSE English minimum grade C/4 or equivalent • Demonstrable commitment to own continuing professional development • Ability to demonstrate professional communication and interpersonal skills both written and verbal. • Experience of handling challenging and high pressured situations • Excellent working knowledge of IT • Experience of working in multi-disciplinary teams • Experience of working in a school • Ability to demonstrate knowledge of how to enhance pupil’s social independence and personal development 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p>
<p>Must be able to demonstrate high standards in the following areas:</p> <ul style="list-style-type: none"> • Excellent communication and facilitation skills with all stakeholders • A passion for working with pupils with SEN and their families • Ability to work flexibly across the school • Ability to manage and motivate staff • High level of resilience and determination • Calm and organised approach to work including times when under pressure 	

- Excellent team working
- A proactive approach to resolving practical and operational problems whilst remaining within agreed school policies and procedures including Health and Safety and Safeguarding
- Good organisational and administrative skills