

## **JOB DESCRIPTION**

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**TITLE:** Enrichment Coordinator

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**GRADE:** Support Scale 4

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**RESPONSIBLE TO:** Lead Pastoral Tutor

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### **PURPOSE OF JOB:**

- 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.

### **MAIN TASKS AND RESPONSIBILITIES:**

#### **1. In common with all other staff:**

- 1.1 To support the College's mission, vision, values and strategic objectives.
- 1.2 To implement the College's Equality and Diversity policies and to work actively to overcome discrimination on grounds of all protected characteristics; sex, race, religion/belief, disability, sexual orientation, age, pregnancy/maternity, gender reassignment status, marriage/civil partnership status.
- 1.3 To take responsibility for one's own professional development and participate in relevant internal and external activities.

- 1.4 To implement the College's safeguarding policies and practices.
- 1.5 To implement your health and safety responsibility in line with the College's Health and Safety policy.
- 1.6 To contribute to the College's commitment to continuous improvement as identified in the College's quality assurance systems.
- 1.7 To ensure that data is handled in line with the General Data Protection Regulations.

## **2. In common with all other staff:**

- 2.1 To participate in College-wide projects and tasks.
- 2.2 To work in other support services areas to meet the specific needs of workload peaks.
- 2.3 Such other duties of a similar nature commensurate with the grade as may be required from time to time. This may/will require working in other campuses of the College.

## **3. Particular to the Post:**

### **The Enrichment Coordinator will:**

- 3.1 Plan, deliver and facilitate a range of enrichment activities for students as per the campus plans.
- 3.2 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.
- 3.3 Supervise students in common areas and when undertaking enrichment activities including common rooms. Maintain records and registers of student attendance and engagement as required.
- 3.4 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.
- 3.5 Support students in accessing internal support and signpost students to external support agencies where required
- 3.6 Support students with initial safeguarding declarations and use "My Concern" to record these.

- 3.7 Work flexibly and undertake necessary duties related to administration, and documentation to support the quality of the provision.
- 3.8 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.
- 3.9 To build and maintain positive relationships with young people
- 3.10 Maintain records of interventions with students on Pro-Monitor including logging students' enrichment hours.
- 3.11 Maintain records of interventions with students on Pro-Monitor including logging students' enrichment hours.
- 3.12 Support students in accessing internal support and signpost students to external support agencies as required
- 3.13 Support students with initial safeguarding declarations and use "My Concern" to record these.
- 3.14 Work flexibly and undertake necessary duties related to administration, and documentation to support the quality of the provision.
- 3.15 Obtain student feedback via surveys, face to face interactions and focus groups as and when required.

#### **4 General Administration**

- 4.1 Effective IT and general administrative skills via Microsoft Office, Outlook, Teams and OneDrive.
- 4.2 A thorough understanding of and commitment to Equality & Diversity and Safeguarding & practical ideas for their implementation in this post.

#### **5 Person Specification:**

- 5.1 Level 3 Award in Education and Training (Previously PTLLS) or working towards
- 5.2 Appropriate safeguarding and mental health first aid training to support young people.
- 5.3 Ability to effectively communicate and form positive working relationships with young people.

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

## **6 Skills:**

- 6.1 Proficient IT skills to use MS Office software and IT databases and student record software packages.
- 6.2 Excellent presentation and communication skills.
- 6.3 Organised with the ability to prioritise effectively to meet deadlines.
- 6.4 Ability to build and maintain effective working relationships and work as a member of a team.
- 6.5 Ability to support others and use own initiative.

## **7. Knowledge:**

- 7.1 Working knowledge of the Personal Development elements of the OFSTED Education Inspection Framework.
- 7.2 Working Knowledge of the DfE requirements of Study Programmes and particularly the tutorial element.
- 7.2 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.

## **Additional Information:**

This job description will be regularly reviewed to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.