

# Enrichment Programme Manager

## Recruitment Pack

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## Principal's Welcome Letter



Dear Applicant,

Thank you for taking the time to find out more about this opportunity to work with us at the University Academy of Engineering South Bank. This recruitment pack gives you information about the role and the school which will help you in completing an application.

The University Academy of Engineering (UAE) is a happy school with high standards of behaviour where students feel safe and secure. Our teachers build strong relationships with every individual student, they nurture their personal growth and through carefully designed experiences support them to become confident, ambitious and socially responsible young men and women.

We have thought hard about what we need to teach and how we need to teach it. Through our curriculum students explore a rich body of knowledge across a broad range of subjects. We supplement this with an extensive enrichment curriculum of contextualised projects, educational visits, lectures, community work and a range of additional clubs and societies.

The importance of developing STEAM (Science, Technology, Engineering, Art and Maths) skills in schools has been well documented in the media over recent years but here at UAE we feel passionately that the confidence and creative mind-set that the Arts engender in our students is equally crucial to their development. To this end, we are proud to be a STEAM school where cutting edge technology, an exciting Arts curriculum and strong teaching all help our students develop the knowledge, skills and confidence needed to enable them to fulfil their ambitions and make their mark on the world.

Our students are given significant opportunities to make decisions about their learning in lessons and in the enrichment activities they participate in. We know how important it is for students to take ownership of their education as it increases their engagement in it. Our commitment to this is implicit in our statement that in our school you 'Create your future'. We are sponsored by London

South Bank University (LSBU) and this partnership provides our students with an extensive range of activities and support throughout their time at our school.

As a teacher at UAE you will become part of our Professional Learning Community. Through this you will take ownership of your own professional development and benefit from collaboration with your colleagues across the school.



John Taylor  
Principal

### **Advertisement**

#### **University Academy of Engineering**

#### **Enrichment Programme Manager**

**Reporting to:** Senior leader with responsibility for enrichment

**Salary Range:** £26,512 to £30,300 depending on experience

**Type of Contract:** Permanent – Full time

**Deadline for applications:** Thursday 24<sup>th</sup> May

**Interview:** Tuesday 5<sup>th</sup> and Wednesday 6<sup>th</sup> June 2018

We are looking to appoint an ambitious and driven Enrichment Programme Manager to join our team. This is an exciting opportunity allowing you to be at the heart of shaping the future success of the school.

University Academy of Engineering South Bank is a rapidly growing, mixed 11 - 18 school located in the heart of London. The school opened in September 2014 and is sponsored by London South Bank University. The school is part of the South Bank Academies Trust.

Our school is a safe haven where every child enjoys their own journey of discovery, creativity and imagination and develops a love for their learning. The students leave our school not just with qualifications showing their academic success, but also with the capacity to think clearly and deeply, a desire to act with integrity and to show kindness and empathy to others, and with the character and experience they need to thrive in the world.

As Enrichment Manager you will be responsible for developing and ensuring the success of our very extensive programme of enrichment activities for all students in the school. This includes after school clubs and societies as well as our unique programme of cross curricular projects, community tasks and educational visits. From September every student from year 7 to year 10 will engage in extra-curricular activities for 1 day every fortnight.

The Enrichment Manager will line manage an assistant manager. This is a new and very exciting role within the school.

#### **We are looking to appoint someone who:**

- has a passion for working with young people and the impact this can have on their lives.
- has a range of high quality organisational skills and a commitment to continually strive to improve and develop these skills.
- has imagination and is able to take the initiative in developing ideas.

- is engaged in current issues, ideas and research around secondary education.
- is able to set out and articulate a coherent vision for how enrichment opportunities can support the development of confidence, ambition and a sense of social responsibility in young people.
- has highly developed inter-personal skills who can develop and maintain effective working relationships with a wide range of external community groups, charities, businesses and individuals to ensure a sustainable enrichment offer for a large number of students.
- can work with teachers and support staff to develop their ideas and programmes.

### **Enrichment at the University Academy of Engineering South Bank**

The enrichment programme is designed to support the school in achieving its aims of increasing the breadth of experience and interest of its students, developing their ambition and their cultural capital, increasing the confidence and developing a clear sense of social responsibility.

Situated in the heart of London, we aim to take advantage of all the opportunities our location presents.

As the Enrichment Manager you will be responsible for ensuring the effective delivery of our after school enrichment programme and our new 'Day 10' programme.

### **Day 10**

This is a new programme which you will be responsible for setting up and developing. It is an incredibly exciting opportunity and central to the success of the school moving forward.

For 1 day in 10 each year group from Y7 to &10 spends most of the day out of their curriculum lessons engaged in alternative activities. These activities can be broadly grouped into project based learning in school, community work both in school and out of school, and educational trips and visits.

Project based learning:

During the course of the year all students in Years 7-10 will complete 6 discrete four hour projects as part of the Day 10 curriculum. Each project will be delivered to a third of the year group at a time so they will be repeated 3 times each to ensure every student has the opportunity to complete all six.

The projects will be designed and delivered by both teaching staff and external agencies. Below are some examples of possible projects:

Projects delivered by external agencies:

- InventEUrs programming and robotics project – delivered by LSBU
- Solar powered cars project – delivered by LSBU
- Prosthetics project – delivered by Blatchford Group

Projects delivered by teaching staff:

- Aquaponics project – Science
- Forest Diversity project – Science
- Smoothies project – Maths
- Artist in Residence – Art

- Build an App – Computer Science
- Learn to Sew – DT
- How to start a Business – Business Studies

## **Community Work**

During each Day 10 a third of a year group will be participating in a Community Project. The Community projects have been categorised in the following:

School based: These projects will be held at school and will involve creating projects to improve the schools learning environment. Here are some examples of projects:

- Create an Urban 'Growing garden'
- Create a mural in the playground
- Department assistance (smaller projects identified by Departments; categorising PE equipment, maintaining equipment, supporting display work)

Commercial: These projects will relate to partnership work with products being produced and sold around the local area. Here are some examples:

- East Street Market stall support (including the running of a UAE stall) working with the East Street Market Association/Southwark council
- Fair Foods (Borough Market) creating ethical products and learning about the production, sourcing and producing of edible products

Care / Community: These projects involve working directly with different community groups in the local area. Here are some examples:

- Companionship at Burgess Park Care Home and Anchor Waterside Care home
- St Peter's Church gardens and building maintenance
- Notting Hill Housing (Aylesbury projects: various)
- Creation Trust (Burgess Park projects: various)

Transition / learning: These projects relate more directly with the sharing of knowledge and learning. Here are some examples:

- 'Old School house' IT/Tech teaching and sharing with older residents
- Paired reading with Michael Faraday PS / Robert Browning PS / Crampton PS
- Sports Leader programme with Michael Faraday PS / Robert Browning PS / Crampton PS

## **Educational visits**

To ensure that we take full advantage of the excellent location of our school and enhance learning Day 10 includes educational visits. During each Day 10 a third of a year group will be participating in an educational visit from break time to the end of the day (11.30am – 3.40pm). This will rotate so that all students in each year group experience the same visits.

Each student will experience 6 pre-organised educational visits each academic year, that have been chosen by Heads of Department and Subject Leaders to complement and enrich learning in lessons. Teachers will have Day 10 on their timetables and be responsible for leading the visits. Some possible visits are listed below:

- London Dungeon - History
- Nature reserve/ Kew gardens- Science/Geography
- Neasden Hindu Temple- Art/R.E
- City Hall – Citizenship
- London underground – Engineering /Computer Science
- Greenwich Meridian- Geography
- London Waste Recycling board – Engineering
- London Zoo – Science
- British Library- English
- Royal academy of Music- Music
- The Globe theatre- Drama/History/English
- The Crystal – Engineering/Science

### **After school enrichment programme**

On three days a week we run a comprehensive after school enrichment programme of courses, clubs and activities which are aimed to broaden the students experience. These are run, or supervised, by school staff and often involve external adults working with the students. The programme changes every term and we expect every student to attend at least one of the after school enrichment activities a week.

## **Job description**

Managing the Enrichment Programme Administrator:

- Manage the Enrichment Programme Administrator to maximise the engagement in and impact of the Day 10 and after school enrichment programmes for all students.

Managing the after school enrichment programme:

- Ensure the smooth delivery of the schools after school enrichment programme
- Develop the after school enrichment programme such that it supports the aims of the school, particularly in increasing social mobility through the development of ambition, cultural capital and a sense of social responsibility in the students.
- Monitor attendance at after school enrichment activities and ensure all students meet the minimum engagement expectations.
- Liaise with external individuals, groups and organisations to support their continued contributions to the after school enrichment programme.
- Develop new relationships with individuals, groups and organisations such that they contribute to the after school enrichment programme.

Managing the day 10 programme:

- Develop the Day 10 programme such that it supports the aims of the school, particularly in increasing social mobility through the development of ambition, cultural capital and a sense of social responsibility in the students.
- Ensure the smooth delivery of the Day 10 programme.
- Administer travel arrangements, risk assessments and school lunches for students on Day 10.
- Support teachers and non-teaching staff to develop and realise their ideas for projects, community work and educational trips.
- Liaise with external individuals, groups and organisations to support their continued contributions to the Day 10 programme.
- Develop new relationships with individuals, groups and organisations such that they contribute to the Day 10 programme.
- Ensure that the school adheres to all relevant legislation and good practice, particularly when students are taken off the school site.

Managing the budget and reporting to others:

- Prepare and manage the enrichment budget throughout the year adhering carefully to the school's financial management processes and expectations.
- Prepare and present reports to the leadership line manager, the Principal, governors and others.

Other duties and responsibilities:

- Carry out other duties that the Principal may reasonably request.

## Person Specification

Essential	Desirable
<b>Qualifications and background</b>	
<ul style="list-style-type: none"> <li>• A degree (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>• A continuing engagement in current issues, ideas and research around secondary education and social mobility</li> </ul>
<b>Relevant Experience</b>	
<ul style="list-style-type: none"> <li>• Work with 11 to 16-year-old students in a school setting</li> </ul>	<ul style="list-style-type: none"> <li>• Has set up and led initiatives which develop the character of young people outside of the school curriculum.</li> <li>• Line management experience of a team or individual staff.</li> </ul>
<b>Personal values and skills</b>	
<ul style="list-style-type: none"> <li>• Commitment to the values of the University Academy of Engineering South Bank</li> <li>• An understanding of the impact an outstanding school can have on the whole community</li> <li>• Enthusiasm, energy and dedication for the role</li> <li>• A range of high quality organisational skills and an attention to detail.</li> <li>• Good interpersonal and collaborative working skills.</li> <li>• Effective and appropriate communication skills for a wide range of audiences</li> <li>• Appropriate use of ICT and an interest in developing this</li> </ul>	<ul style="list-style-type: none"> <li>• A developed personal commitment to continue to evaluate and improve your work and the success of the enrichment programme at the school.</li> <li>• An ability to set out and communicate a coherent vision for enrichment to a range of stakeholders.</li> </ul>

## **Disclosure**

This position is exempt from the Rehabilitation of Offenders Act (1974). As such, shortlisted candidates will be required to declare full details of any criminal background, regardless of whether the conviction is spent, and the Academy will be required to apply for a standard or enhanced disclosure (a criminal records check) from the Disclosure and Barring Service in relation to the successful candidate.

A criminal record will only be taken into account for recruitment purposes, where the conviction is relevant to the position being applied for, and whether this is the case, will not necessarily bar candidates from employment. Any decision will depend on the precise nature of the work, the circumstances and background to the offence(s). The same procedure will be followed for Academy staff applying internally for a vacancy.

Further information about the Disclosure scheme can be found at: [www.gov.uk/db](http://www.gov.uk/db) Copies of the DBS's Code of Practice and the Academy's Recruitment Policy for posts requiring disclosure are available on request.

## **Safeguarding recruitment statement**

The University Academy of Engineering South Bank is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All appointments will be made subject to an enhanced Disclosure and Barring Service (DBS) clearance.

**Period of Appointment:** Permanent  
**Salary:** £26,512 to £30,300 depending on experience

## **5. Information for Candidates**

### **Equal opportunities**

The University Academy of Engineering South Bank recognises that equality of opportunity and the recognition and promotion of diversity are integral to its academic and economic strengths. The following principles apply in respect of the school's commitment to equality and diversity:

- To provide and promote equality of opportunity in all areas of its work and activity;
- To recognise and develop the diversity of skills and talent within its current and potential community;
- To ensure that all school members and prospective members are treated solely on the basis of their merits, abilities and potential without receiving any unjustified discrimination or unfavourable treatment on grounds such as age, disability, marital status, pregnancy or maternity, race, religion or belief, sex, sexual orientation, trans status, socio-economic status or any other irrelevant distinction;
- To provide and promote a positive working, learning, and social environment which is free from prejudice, discrimination and any forms of harassment, bullying or victimisation;
- To promote good relations between individuals from different groups.

### **Applicants with disabilities**

University Academy of Engineering South Bank is keen to increase the number of disabled people it employs. We therefore encourage applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application please contact the HR Department [Komal.Bassi@uaesouthbank.org.uk](mailto:Komal.Bassi@uaesouthbank.org.uk)

### **Travel expenses**

The school will reimburse reasonable travel costs, for example standard class rail fare, to and from interview within the United Kingdom if agreed in advance.

### **Response**

We very much regret that due to limited resources and the large number of applications we currently receive; we are only able to inform short listed candidates of the outcome of their application.

If you do not hear from us within four weeks of the closing date, please assume that you have been unsuccessful on this occasion. We would like to assure you, however, that every application we receive is considered in detail and a shortlist only drawn up after careful reference to a detailed person specification.

If therefore, your application is not successful, we hope that you will not be discouraged and will still apply for other suitable vacancies at University Academy of Engineering South Bank as and when they are advertised.

Thank you for your interest in the University Academy of Engineering South Bank.

## **6. How to Apply**

### **Closing date:**

Thursday 24<sup>th</sup> May 2018

### **Interviews:**

Tuesday 5<sup>th</sup> and Wednesday 6<sup>th</sup> June 2018

### **Informal Discussion:**

Applicants, who wish to have an informal discussion about the role can contact John Taylor, Principal on 020 7277 3000 or via email [john.taylor@uaesouthbank.org.uk](mailto:john.taylor@uaesouthbank.org.uk)

### **Applying:**

If you wish to apply for this post, please complete the TES online application form together with a letter of statement (no more than two sides of A4) telling us why you wish to be considered for the post.