

NORTHFLEET SCHOOL FOR GIRLS

JOB DESCRIPTION

Post:	Dream Big – WEX, Clubs and Dream Big Coordinator
Reporting to:	Assistant Headteacher – Whole Person
Post Level & Grade:	Kent Scheme 6
Hours:	37 hours per week / Term Time + 1 week for Summer School Monday to Thursday 08:00 – 16:00 Friday 08:00 – 15:30

Purpose:

To support in the smooth running and development of the Dream Big Programme, with a particular focus on developing links with external organisations, support with organising Dream Big events, managing the club timetable and coordinating the work experience (WEX) programme for KS4 students.

This role will involve working closely with the Dream Big- Trips and Events Co-ordinator to ensure a coherent overall Dream Big Package as well as working as part of the wider administration team.

Main (Core) Duties:

Work Experience

- Facilitating work experience learning opportunities for KS4 students.
- Facilitating bespoke work experience packages for vulnerable students with a key focus on supporting PPG and bridge students.
- Ensuring a smooth work experience programme which effectively prepares students for work and ensures they evaluate their learning afterwards.
- Preparing and maintaining schedules and databases to support school, business and the community.
- Provide data as requested on the delivery and impact of work experience.
- Actively seek exciting opportunities for students, working closely with the Careers Advisor to ensure a comprehensive WEX offer.
- Work closely with the KS5 WEX Coordinator to ensure the placing of students is efficient.
- Develop and utilise software to be used for WEX and other Dream Big encounters.

Dream Big support

- To work with the Senior Leadership Team to develop external links for the Dream Big programme, with a particular emphasis on career aspiration, skills development and raising aspirations.
- Support with general administration in the smooth running of Dream Big days.
- Support with the administration of wider Dream Big events, including visiting speakers.
- Proactively investigate opportunities which help us to develop and enrich the Dream Big programme.
- Acting as the initial point of contact for Dream Big events (except clubs/trips) in the school.

Clubs Co-ordination

- Support with the administration of club portals, including uploading the offer termly to Arbor.

- Work with the AHT whole person to develop a wide range of clubs and activities which develop as many talents and interests as possible
- Ensuring participation in clubs is appropriately registered and trends tracked via Arbor.
- Work with pastoral and wider staff on strategies to increase uptake in clubs, including reviewing any barriers to participation
- Support Pastoral staff in encouraging vulnerable students to engage
- Ensure strong promotion and celebration through social media and the school website (Working with marketing leader)

Other Duties

- To undertake any duties that the Headteacher may reasonably request.
- Provide an efficient and professional reception and telephone service ensuring that enquiries and visitors are directed to the appropriate member of staff in accordance with school procedures.
- Support the Dream Big Trips and Events Coordinator as required.
- Work closely with the Admissions Officer and Summer School Lead to maximise summer school take-up and overcome any barriers presented to ensure the maximum number of students attend.
- Provide reception and administrative support during the summer school week.

Note:

1. The above responsibilities are subject to the standards, general duties and responsibilities contained in the statement of Conditions of Employment, having due regard to the requirements of the curriculum, the school's aims, objectives and schemes of work and any policies of the Governing Body.
2. This job description is not necessarily a comprehensive definition of the post. It will be reviewed and may be subject to modification or amendment at any time after consultation with the post holder.
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ORGANISATION:

Assistant Headteacher for Whole Person
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Dream Big and Work Experience Co-ordinator

Signed (Post-holder): _____

Dated: _____

Signed (Line Manager): _____

Dated: _____

Person Specification

Qualifications	<ul style="list-style-type: none"> GCSE in English and Maths at a minimum of a Grade C – or equivalent
Experience	<ul style="list-style-type: none"> Operational experience of administration and office systems Working with the public and dealing with confidential issues Working in an educational environment or setting Organising events including planning, launch and evaluation
Skills and Abilities	<ul style="list-style-type: none"> Ability to organise and prioritise workload to achieve deadlines Good communication, interpersonal, organisational and administrative skills Being friendly and welcoming at all times to students, staff, parents and visitors Good problem solving, time management and organisational skills Demonstrate high standards and attention to detail, following tasks through to ensure good outcomes Effective use of ICT and other specialist equipment/resources. Including ability to produce a range of documents, spreadsheets and reports, using Microsoft Office Software, Excel spreadsheets and database functions Ability to work under pressure and work efficiently to meet deadlines Ability to work confidentially Display commitment to the protection and safeguarding of students
Knowledge	<ul style="list-style-type: none"> Knowledge of MS office, Word, Excel and Teams is essential Knowledge of a range of applications and software commonly used in schools including SIMs Up to date knowledge of current online safety standards Awareness of Data Protection and confidentiality issues
Behaviours	<p>Behaviours which are compatible with our school vision, including:</p> <ul style="list-style-type: none"> We achieve the best outcomes when all staff work together in a supportive collaborative environment High expectations in all aspects of our work Staff and students can 'enjoy the journey' <p>In addition, we expect the following</p> <ul style="list-style-type: none"> A 'can do' attitude where all possible avenues are explored to achieve the best outcomes for students Flexibility to work as required to achieve the best outcomes for students Integrity and professional pride to do the job properly Rigorous, consistent and logical approach to ensuring all procedures and policies are followed Good sense of humour and ability to relate to colleagues, parents and students