

JOB DESCRIPTION

Job Title	Student Enrichment Lead
Salary Scale/Grade	Grade 6, point 11
Responsible to	Vice Principal Student Services
Date of Job Description	Sept 2022

Purpose

The key purpose of this role is to lead on the College's agreed E6 Personal Development Programme, ensuring that the offer provides students with a variety of choice (optional strands) as well as providing them with a comprehensive core E6 entitlement model.

The E6 Lead will be required to work closely with the Director of Student Services in relation to implementing an agreed E6 Personal Development Programme and the entitlement model. In addition the E6 Lead will coordinate the work of the E6 team on a day to day basis.

Main Duties and Responsibilities:

- Lead and coordinate the implementation of the agreed E6 Personal Development Programme (core entitlement model and optional elements), ensuring that they are delivered to a high standard
- Lead and coordinate agreed strategies for developing and increasing work experience and placement capacity
- Support the Director of Student Progress with:
 - Vision and direction of the E6 Personal Development Programme
 - Policy, Strategy and resources for E6
 - Preparing reports on E6 provision for senior leaders and governors
 - Reviewing and evaluating E6 provision (Self Assessment Report and Improvement Plan)
 - Completion on any monitoring forms linked to external funding e.g Capacity Development Fund (CDF)
 - Duke of Edinburgh Quality Assurance activities
- Lead on:
 - Daily operation of the E6 Personal Development Programme
 - Coordinating the work of the E6 team
 - Planning schemes of learning for the Personal Development Programme and liaise with the champion for PDBW
 - Coordination of the work of external organisations/individual's used for delivery within the E6 programme
 - Monitoring attendance to E6 sessions and ensuring that suitable interventions are in place for persistent non-attenders
- Establishing and developing links with employers to support increasing the capacity of work experience and placement capacity

- Collaborate with the Careers Lead to maximise opportunities for CEIAG to be embedded within the E6 Personal Development Programme
- Liaise with curriculum managers with regards to E6 activities that would compliment subjects and enhance progression opportunities

Quality, Standards and Compliance:

Continuous Improvement.

- To participate in and attend fortnightly 1:1 meetings to receive feedback, discuss performance and recognise achievements
- To attend and participate in monthly team meetings
- To work as part of the team to create an inspiring environment with an open communication culture
- To encourage, support and engage with all members of the team working to achieve goals and priorities within a positive, developmental and inclusive team culture.

Personal Development

- Participates in, and co-operates with, own Talent Development Review to ensure that job-related targets are met and ongoing staff development in line with the College's aims.
- Carries out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates.
- Work within the security guidelines and any relevant codes of practice and rules laid down by the College.
- Complies with the College's Code of Conduct for employees and any regulations which apply to the role/work area

Diversity and Inclusion and College values

- It is the responsibility of the post holder to promote equal opportunity values, College values and recognition of diversity and inclusion throughout the College
- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to equal opportunity, diversity and inclusion and College values

Safeguarding and PREVENT Responsibilities

- It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of students within the College
- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to safeguarding, PREVENT and promoting the welfare of children

Data Protection and Confidentiality

- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to Data Protection and confidentiality

Health & Safety

- The post holder will undertake their duties in full accordance with the College's Health and Safety policies, procedures and risk assessments
- Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or

omissions. In addition, you must co-operate with the College on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare

Additional Duties

- To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the area.

GENERAL:

The job description is a current statement of the duties and tasks required of the post holder concerned. The nature of the job description will change from time to time and its terms are always governed and over-ridden by the post holder's Contract of Employment. The duties outlined in this document do not constitute a comprehensive or exclusive list of duties, and duties may be varied from time to time provided they do not change the general character of the job level or responsibility entailed.