

GARTH HILL COLLEGE - JOB DESCRIPTION

SALARY GRADE: TLR 2C plus £1,425 out of hours allowance

POST TITLE: Enrichment Lead and Educational Visits Coordinator (EVC)

AIMS/PURPOSE:

1. To lead and develop a wide and rich provision of extra-curricular and enrichment activities across the whole College (years 7- 13) to extend and enhance all students' educational experience in line with the College's vision.
 - including leading the Duke of Edinburgh's Award Scheme in the College.
2. To proactively encourage students to get involved in the wider life of the College so that they all benefit from valuable and positive life-changing experiences in their time in school.
3. To ensure pupils gain a good range of experiences and life skills, including leadership and employability skills, and actively monitor, promote and celebrate their engagement, participation and achievement.
4. Maintain a highly visible presence across the College, encouraging, supporting and leading by example to inspire a sense of responsibility and community in our students.
5. As a senior central leader, to be fully involved in the whole life of the College, taking a full share of responsibility for developing, maintaining and celebrating the successes and reputation of the College in line with the College's policies and aims.

RESPONSIBLE TO: Member of SLT as appropriate

LIAISON WITH: Members of the College's Leadership Team as appropriate, Governors, Clerk to the Governing Body, key pastoral staff, trip leaders, STEM leads, Trench Lead/s, faculty/subject leaders including PE and Creative Arts, SENDCo, other key SOSL staff, Home College Liaison Officer, Family Support Adviser, Marketing and Publicity Officer and other support staff, external partners and organisations, pupils and parents/carers.

- To work with staff, students and parents/carers to develop, co-ordinate and supervise the College's programme of extra-curricular and enrichment activities.
- To schedule a calendar of enrichment activities and opportunities to all students in school, working with local and national providers and organisations and external guest speakers as required.
- To develop positive links with the wider community, including individuals, groups, businesses and other organisations, to ensure the College's offer to students is relevant and engaging, and purposefully prepares students for life.
- As EVC, lead the coordination of trips and activities for students and act as lead liaison with staff trip leaders.
- Act as assistant to the college EVC, leading the coordination of trips and activities for students and act as lead liaison with staff trip leaders.
- To ensure that all trips and enrichment activities go ahead in accordance with the College's policies and all external requirements including health, safety and supervision, including ensuring completion of all the necessary visit forms and risk assessments in relation to the agreed enrichment delivery (eg. via Evolve)
- As EVC, provide specialist information, advice and guidance to all staff in respect of organising and leading trips and visits.
- Lead, manage and administer Garth Hill Xtra in planning, running and monitoring the College's programme of clubs, activities and events and ensure students' participation, achievement and certification at various 'step' levels.
- Monitor the participation and progress of individuals and groups, and pro-actively intervene to develop this as appropriate.
- To lead and/or facilitate the Duke of Edinburgh's Award Scheme at all levels for students in all years as appropriate.
- Lead on World Challenge and developing international school partnerships.

- To work alongside College Council, student representative groups and staff to facilitate the participation of students in a range of activities, events and competitions, individually, by house and/or representing the College.
- To work with staff in organising, and sometimes leading, community and charity special events and/or fundraising.
- To work collaboratively with staff, external partners and organisations to develop a coherent approach to wider curriculum offer, including STEM (for example Greenpower Challenge), employability and leadership development opportunities.
- To seek support and endorsement from external partners and organisations including sponsorship of Garth Hill Xtra, working closely with the College's Marketing and Publicity Manager to ensure strong marketing and celebration of our sponsors (eg. to increase value of Garth Hill Xtra brand).
- To celebrate and showcase student success, working closely with the College's Marketing and Publicity Officer, using various communication channels, including social media, assemblies and celebration events.
- Through Garth Hill Xtra, map, signpost and publicise information for students on the range of enrichment activities available.
- Regularly monitor and review take-up and participation of enrichment activities. Produce regular reports to middle and senior leaders as required, which also informs annual extra-curricular and enrichment improvement plan.
- To monitor, review and evaluate extra-curricular and enrichment outcomes and participation, including how these contribute effectively to SMSC, personal development and well-being, safeguarding and the securing of equal opportunity and access.
- To lead and/or facilitate EPQ (Extended Projects) at all levels for students in all years as appropriate.
- To keep abreast of local and national developments in the operation and funding of the wider enrichment and personal development curriculum.
- Play a key role in organising 'drop down' curriculum days for students across all years (eg. at least one per academic year per year group with more at key stage 3 as required).
- To assist with general student promotional and enrichment activity, including special promotional and celebration events such as open evenings, key stage transition events and Celebration of Success. Keep
- To be a member of the College's MYTP / IAG Working Group and work with other key leaders in maintaining an overview of the personal development curriculum as it is experienced by pupils. To advise leaders and other key staff of potential areas of difficulties and opportunities for further development.

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Principal, with agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

SIGNATURES:

The College will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed

Dated

Person Specification – Enrichment Lead and EVC

	Essential	Desirable
EXPERIENCE	<ul style="list-style-type: none"> • Extensive experience working in a school (typically minimum four years in a secondary school). • Good pastoral leadership experience and working knowledge of pastoral care and support. • Good experience leading off-site trips/visits/activities <u>and</u> experience as lead or supporting member of staff on residential trips, including abroad. • Understanding of and commitment to the requirements of safeguarding children and young people. 	<ul style="list-style-type: none"> • Trip leader residential trips. • Experience of World Challenge. • Experience of leading physical educational / outward bound activities. • Experience of leading/supporting Duke of Edinburgh's Award Scheme.
SKILLS	<ul style="list-style-type: none"> • Ability to interpret advice/statute and to devise policy/practice. • Analytical skills, particularly assessing and interpreting risk. • Excellent interpersonal skills, including listening and communication skills • Excellent skills of organisation and administration. • Can leads, enthuse and motivates others. • Demonstrates initiative. 	
PERSONAL QUALITIES AND ATTITUDES	<ul style="list-style-type: none"> • Highly self motivated • Confident, calm and assured • Personal authenticity • Enterprising, creative and innovative • Confidentiality and discretion assured • Commitment to their own development • Commitment to the organisation's operational aims, vision, goals, and securing 'excellent value, service and care' 	
EDUCATION/ QUALIFICATIONS	<ul style="list-style-type: none"> • Qualified teacher (UK QTS). • GTC Registered • Degree 	<ul style="list-style-type: none"> • Higher Degree • Additional qualifications and further training related to educational management.
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • Satisfactory DBS clearance. 	