

## Job Description

### Post: Higher Education and Enrichment Coordinator

#### Purpose

To challenge educational and social disadvantage by coordinating the enrichment programme and higher education services in order to achieve the highest possible standards and prepare all our students to lead successful lives.

#### Duties and Responsibilities

- Support students to be informed and prepared for Higher Education (HE) and career progression.
- Actively develop skills and expertise around HE and career progression.
- Develop and maintain links with key providers of enrichment, HE and career progression including the Elephant Group.
- Support students through the development of an engaging and fulfilling enrichment programme.
- Plan, deliver and run day and overnight trips to support the enrichment programme.
- Run enrichment groups.
- Support students throughout the day by fulfilling pastoral responsibilities.
- Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy's big moves.
- Attend meetings / training and carry out administrative tasks and duties as specified on the academy calendar.
- Consistently implement all academy policies.
- Contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- Carry out any other reasonable duties as requested by the Principal.

***This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.***