

**Adviser: Supplementary Education & Out of School Settings  
£45k pro rata (0.6 FTE)**

**About Camden Learning**

Camden Learning is a local education partnership established in 2017 and jointly owned by Camden Council and Camden's schools. A company limited by guarantee, it was created for the benefit of all our children and schools, with a core focus on school improvement. We have made good progress in building Camden Learning and developing greater capacity locally for a school-led system. We have a strong relationship with schools and have worked closely with leaders to put the architecture in place to provide stronger and more creative connections between them.

Camden also has a strong and vibrant supplementary school sector, which is reflective of the diversity of communities that make up Camden, as well as a wide range of out of school settings. This post will work with those supplementary schools, out of school settings and VCS organisation to deliver quality education to their communities and ensure children are safe. The postholder need to have an awareness of supplementary schools and effective safeguarding arrangements. They will also need to be organised, self-motivated, be able to work independently and be able to engage with a diverse range of people.

Out of school settings is an overarching term that refers to any organisation that is providing educational support or activities to children under the age of 18 outside of school hours, including supplementary schools and other organisations.

**Role Purpose**

The Adviser: Supplementary Education & Out of School Settings will:

- Lead on developing and implementing Camden's Out of School Settings Strategy, ensuring compliance with DfE guidance, with a specific focus on safeguarding arrangements.
- Lead on the provision of support, information, advice and networking opportunities for supplementary schools, with an emphasis on quality of education and safeguarding.
- Maintain close relationships with community support organisations and other teams in Camden who work with supplementary schools and out of school settings in order to streamline messages and support available.
- Build strong and mutually beneficial relationships with supplementary schools and out of school settings and encourage engagement with Camden schools and services.
- Lead on the implementation of LA systems and processes relating to illegal schools, including liaising with the Department for Education (DfE) and Ofsted's Unregistered Schools Team where appropriate.

**Example outcomes or objectives that this role will deliver:**

The Advisor: Supplementary Education & Out of School Settings leads Camden's work in relation to supplementary schools and out of school settings. They are responsible for supporting the sector, particularly in relation to safeguarding and building improvement capacity.

To achieve this the post holder will:

- Lead on the development and implementation of Camden's Out of School Settings Strategy.
- Support new school set up and strengthening, existing school management in order that safeguarding practices can be robustly maintained.
- Lead on ensuring supplementary schools and out of school settings are aware of their safeguarding responsibilities and that they implement policies and procedures to keep children who attend their setting safe.
- Work with leaders in out of school settings to improve educational outcomes and aspirations, with a particular focus on improving the outcomes of those groups who are disproportionately affected in relation to attendance, exclusion, attainment and progression.
- Undertake safeguarding reviews and audits at supplementary and out of school educational settings.
- Lead on identifying and sharing good practice across all out of school settings.
- Raise awareness with parents/carers of expected safeguarding arrangements in out of school settings, how to choose a safe setting and raise concerns.
- Prepare and present high-level written and verbal briefings on Camden's Out of School Settings Strategy to Senior Management Teams and Boards, councillors, a range of external organisations, DfE, other Government departments and stakeholders.
- Maintain a register of Camden out of school settings with their permission, including location, key contacts, purpose, and other relevant information to offer support and strengthen the sector.
- Facilitate and grow the out of schools setting forum and lead on developing and delivering training related to safeguarding and educational achievement.
- Liaise and work closely with Camden's safeguarding, exploitation and Prevent teams to raise awareness of how children may be harmed and promote strong practice in these areas.
- Develop and maintain effective relationships with LA teams, VCS organisations and community groups that support families and children.

#### **Qualification Requirement:**

##### **Essential:**

Educated to Degree Level in a relevant subject or professional qualification of an equivalent level in education, health, youth or social care.

##### **Technical Knowledge and Experience:**

- Knowledge of safeguarding guidance such as Keeping Children Safe in Out of School Settings, Keeping Children Safe in Education, Working Together to Safeguard Children, The Prevent Duty and other guidance that is relevant to the sector.
- Knowledge of what constitutes an effective supplementary school or out of school setting, particularly in relation to safeguarding and health & safety arrangements.
- Experience of working with supplementary schools, out of school settings and community groups to keep children safe, raise aspirations and support educational achievement.
- Ability to build networks and relationships to influence out of school settings to raise standards in organisations external to Camden Learning and the Council.

- Knowledge of national priorities, legislation and guidance relating to supplementary schools and out of school settings, including that relating to unregistered and illegal schools.
- Ability to operate independently, making high level decisions on behalf of Camden Learning within a fast paced and complex environment.
- Ability to provide appropriate challenge to settings to ensure that their safeguarding approach is appropriate, that all statutory requirements are met, and that the education provision is of an appropriate quality.
- Ability to work with a range of teams and organisations within Camden, including the voluntary sector.
- Ability to represent Camden Learning and its expectations for high-quality supplementary education for Camden's children and young people.
- Understanding of local context and initiatives; including their impact on different communities within Camden.
- Ability to analyse and interpret data and utilise findings effectively.
- Excellent interpersonal and communication skills, with the ability to communicate at all levels within organisations.
- Ability to inspire and influence others to develop effective practice.
- High level training, presentation, and facilitation skills in order to influence practice and outcomes.
- Ability to use initiative, organise and prioritise work, meet tight deadlines and work both independently and as part of a team.
- Strong practical problem-solving and project management skills and the ability to effectively use ICT to support and enhance the work.
- Seek out and develop new ideas, innovative practice and partnership opportunities.
- Explore opportunities to generate additional income for Camden Learning beyond the service level agreement for support.
- Demonstrate a commitment to their own personal and professional development and to developing and coaching others.
- Adhere to Camden Learning's policies on equal opportunities and be responsible for the promotion of these policies in every area of work.
- Champion diversity and equality in all aspects of service delivery and people management.
- Commit to the well-being of staff and actively promote Camden Learning's Health & Safety policies.
- Carry out any other duties commensurate with the grade of the post, as may be required from time to time, including attending meetings outside of normal working hours.

### **Work Environment:**

The post holder will be based in 5 Pancras Square but may need to attend meetings at various other Camden offices. The post holder will also work with and at out of school settings and partner agencies in the local area. This will include out of hours work at evenings and weekends, requiring flexibility to visit out of school settings, attend meetings, events and briefings. Out of hours work should be pre-planned or reasonable notice given. The post holder is expected to be flexible wherever possible and available to spend in the region of one third of time on out of hours work.

**People Management Responsibilities:**

No line management responsibility.

**Relationships:**

The post holder will be responsible for cultivating and maintaining excellent working relationships with internal and external stakeholders at varying levels of seniority including the following:

- Leaders in Camden out of school settings
- Internal members of staff across Camden Learning, especially the School Improvement Team
- Staff from across Camden Council including those who work with out of school settings, social care and other children's service staff
- Volunteer and paid members of staff from Camden out of school settings.
- Parents/carers and community representative groups
- External agencies such as the National Resource Centre for Supplementary Education, Faith Associates, Young Camden Foundation, UNICEF, the DfE, Ofsted's Unregistered Schools Team, other government departments and organisations who can work in partnership to develop the sector
- Politicians within LB Camden and nationally

The post holder will operate as the first point of contact within Camden Learning for all out of school settings and they must be able to must represent the organisation effectively.

**Diversity & Inclusion**

We want Camden Learning to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do.

**Asking for Adjustments**

Camden Learning is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at [camdenlearningrecruitment@camden.gov.uk](mailto:camdenlearningrecruitment@camden.gov.uk) or post to 5 Pancras Square, London, N1C 4AG,