

Job Profile Information: *Supplementary Schools Officer (cover for part of the Community and Vulnerable Groups Consultant post)*

This supplementary information for *Supplementary Schools Officer* is for guidance and must be used in conjunction with the Job Capsule for Job Level..... Zone..... Camden Way Category

The post is on Soulbury 11-14 +3 +3

Role Purpose:

- To support, monitor and evaluate the supplementary schools funded by Camden, with a focus on educational attainment and aspirations and safeguarding
- To work with communities and groups within Camden to raise educational aspirations
- To provide advice and information to out of school education providers* to raise children and young people's educational achievement and facilitate sharing of best practice

*out of school education providers refers to any organisation that is providing educational support or activities to children under the age of 18 outside of school hours

Example outcomes or objectives that this role will deliver:

- Supplementary schools contribute to improved standards of vulnerable groups and individual pupils.
- The good practice in supplementary schools is identified and shared across all out of school education settings
- The 8 funded supplementary schools have an impact on children and young people's educational achievement and aspirations.
- Work with supplementary schools to make sure that there is a strong working partnership with schools.
- Facilitate the supplementary schools forum and lead on training related to the safeguarding and educational achievement of vulnerable groups
- Coordinate and support projects and focussed interventions with supplementary schools to improve CYP educational achievement
- Develop and maintain effective relationships with community groups and external agencies supporting families and children
- Develop and maintain a strong partnership with the National Resource Centre for Supplementary Education

People Management Responsibilities:

- There are no people management responsibilities attached to this post.

Relationships;

- The post holder will be managed by a Senior Member of the Learning and School Improvement Service
- Work with community and voluntary groups and external agencies

Work Environment:

- Office-based work and work with supplementary schools in the local area. This will include out of hours work eg at weekends. Reasonable notice will be given and the post holder is expected to be flexible wherever possible.
- The post-holder will be required to work in an 'agile' way in line with Camden's move to a paperless and flexible work environment. Based initially in 5 Pancras Square, the post-holder will travel regularly between Council buildings, supplementary schools, partner agencies and other locations.

Technical Knowledge and Experience:

- Knowledge of what constitutes an effective supplementary school
- Experience of working with supplementary schools and community groups to raise aspirations and educational achievement
- Knowledge of effective practice in supporting supplementary schools and vulnerable groups
- Experience and sound understanding of education and safeguarding
- 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
- A proven commitment to promoting equal opportunities and supporting inclusive practices.
- Ability to inspire others to develop effective practice.
- Either: a relevant degree level qualification or a professional qualification of an equivalent level in education, health, youth or social care
- Effective training, presentation and facilitation skills
- 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

Desirable

- A good knowledge of the local area and local communities or an area with similar demographics

Camden Way Five Ways of Working

In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

- Deliver for the people of Camden
- Work as one team
- Take pride in getting it right
- Find better ways
- Take personal responsibility

For further information on the Camden Way please visit:

<http://www.togetherwearecamden.com/pages/discover-jobs-and-careers-in-camden/working-for-camden/>