

The Albion Foundation

Primary Co-ordinator KS2– Job Specification



Purpose: To deliver or support educational sessions within the Education and Engagement team. This includes contributing to planning, monitoring and evaluation of sessions and activities while maintaining and enhancing the quality of the provision.

Responsible to: Education Manager

Duties:

- Managing, delivering, developing and evaluating a primary inclusion programme
- Ensuring partnership working with referring primary schools and other partners such as Sandwell LA
- Ensuring all provision is high quality, safe and accessible and targets those who most need it
- Managing and delivering a range of sport and classroom activities for primary pupils that are at risk of exclusion from mainstream
- Delivering classroom activities on primary school sites
- Making a measurable difference to pupils
- Implement a rewards and incentive system for participants
- Capturing a range of qualitative and quantitative data to demonstrate impact and influence programme delivery
- Ensure alternative provision and intervention programme is financially viable and spend within the budget given
- Ensure VIEWS is up to date and accurate
- Positively and proactively promoting The Albion Foundation

Person Specification

Area	Qualities	Essential	Desirable	Measured
Qualifications	Degree/A Levels or equivalent		✓	Application
	5 GCSEs at grade C or above including Maths and English	✓		Application
	HLTA/Learning Mentor qualification	✓		Application
	Experience of working with young people with challenging behaviour	✓		Application / Interview
Knowledge	Understanding of safeguarding and health and safety requirements	✓		Interview
	Understanding of KS2 curriculum requirements	✓		Interview
Skills	Able to communicate effectively with a range of people	✓		Application/Interview
	Able to work in both a team and independently	✓		Application/Interview

	Able to encourage, motivate and enthuse young people to participate	✓		Application/Interview
	Ability to collate, write reports and measure pupils/project progress	✓		Application/Interview
	Excellent planning and organisational skills	✓		Interview
	Basic IT skills to include Microsoft Office products	✓		Application/interview
Experience	A minimum of 2 years' experience working with young people in various settings	✓		Application/Interview
	Commitment to development and willingness to undertake training where necessary	✓		Application/Interview
Personal	Hold a valid driving licence and have access to own transport	✓		Application
	Striving to achieve 'The Albion Foundation's Core Values' (See attached)	✓		Application/Interview