



FRAMWELLGATE
SCHOOL DURHAM



Turning potential into performance

**Enterprise and STEM Enrichment Officer (part time)
From September 2016**

Candidate Information Pack



1. Advertisement

**Enterprise and STEM Enrichment Officer
From September 2016
Part time - 3 full days
Term time plus two weeks
Grade 8 (£23,935 - £25,694
pro rata to weeks and hours worked)**

We are looking for an experienced, dynamic and innovative individual to contribute to our support team, providing a critical service to the senior leadership team to support the Assistant Headteacher and other senior colleagues in coordinating and managing the Academy STEM, enterprise, enrichment, and internship programmes and to promote the use of the Sjøvoll Centre in liaison with school staff and external partners, agencies and clients. This is an exciting opportunity to coordinate work experience and careers opportunities for students and to support leaders in the coordination of student focussed activities.

If you believe that you have the professional characteristics and experience that we require, please contact the school:

**The Excel Academy Partnership
at Framwellgate School Durham
Newton Drive
Durham
DH1 5BQ
Tel: (0191) 386 6628
Email: Sarah.Dawson@fram.durham.sch.uk**

Please visit the school website on www.fram.durham.sch.uk for further information and a full application pack for this post.

Closing date for receipt of applications: **Monday 4 July 2016 9.00am**

Any offer of employment to this post will be subject to receipt of a satisfactory disclosure from the Disclosure and Barring Service



2 Headteacher's welcome

Framwellgate School Durham is a place where education is viewed as a lifetime pursuit and skills for learning are seen as vital tools to shape young peoples' futures. The experience of learning here is designed to inspire students to explore their talents and provide them with intellectual challenges and the support they need to meet them.

Framwellgate School Durham has high expectations of both staff and students. We believe our results are founded on a track record of excellent provision, high quality pastoral care and community aspiration. We achieve results through a balance of traditional academic rigour and pragmatic innovation. We are a school that delivers more than examination results: there is an exceptional range of opportunities available for students to engage with beyond the classroom and the wider responsibility that a school has to foster reflective, responsible and proactive citizens is one that we take seriously.



Being a member of the staff at Framwellgate School Durham is both demanding and rewarding. You will find colleagues who are creative, supportive and dedicated. You will find students who are eager to learn and who respect the school and each other.

You will be part of the drive to build on the improvements that are already underway following the recent inspection and will have a real opportunity to make a difference to the school and its students.

This is therefore an important post for us. We are looking for a well-qualified, enthusiastic and innovative individual who wants to make that difference and to make a contribution to our future success.

If you think this is the post – and the school – for you, I invite you to proceed with your application.

I look forward to receiving your application.

Alisdair Nicholas
Headteacher



3 Information about the school

At Framwellgate School Durham we are fully committed to the students in our care, and work to ensure that both the pastoral provision and quality of teaching is the very best. We are an inclusive school, and we place a high priority on the development of our students as inquisitive thinkers with enquiring minds.

We are the founding school of the Excel Academy Partnership and through the trust, education services are provided to other schools in the region, and there is the capacity to include other primary or secondary schools in our family of schools.

We would highlight the following strengths to prospective candidates:

Professional Development

We place a very high priority on developing our staff professionally. As such, there is an extensive programme of CPD opportunities which seeks to support teachers and other staff to identify their development needs and move forward in their practice. Through the annual conference, CPD pathways and individual bespoke programmes the successful candidate will be fully supported in their role.

The Achievement Centre

Our intake is above the national average, and we ensure that provision offered stretches and challenges our more able students. In addition, we are very aware that all students have individual learning needs, and some have more significant barriers to learning. We are an inclusive school, and through the work of the Achievement Centre, we seek to remove or minimise any barriers to learning that our students may have, be they emotional, physical or academic. Our pastoral system is caring and responsive.

Focus on the craft of teaching

Developing the craft of teaching is at the centre of everything we do as a school. There is a 'buzz' about teaching within the staff. Teaching conversations are supported through staff meetings, learning focus groups, appraisal and professional dialogue. This school is an excellent environment for colleagues who are passionate about teaching.

Academic Structure

From the start of the academic year 2016/17, there will be eight curriculum directorates at Framwellgate School Durham:

English, Literacy and Media Studies	Social Sciences
Mathematics and Numeracy	Modern Foreign Languages and the International Dimension
Science	PE, Health and Sports Science
Humanities	Technology and Applied Arts



The following is a brief description of the curriculum on offer:

Year 7	Broad banding - grouped accordingly to current performance in KS2 (informed by pastoral information)
Year 8	Students are setted in Mathematics, English and Languages; broad banding for all other subjects
Year 9	Students are setted in Mathematics, English, Science and Languages, broad ability bands for most other subjects
Year 10 / 11	Students are placed in one of three routes and follow a combination of core subjects and option choices core subjects (60%) and option choices (40%) (numbers are approximate and route dependent)
Year 12	Students choose from AS Level & Btec courses
Year 13	Students choose from AS & A2 & Btec courses

Pastoral Structure

All students are placed in tutor groups, and their tutor is the first port of call for them through their school career. Tutor groups are vertical in nature. Key Stage 3 tutor groups are home to students in Year 7 to Year 9, Key Stage 4 tutor groups house students in Years 10 and 11, and Key Stage 5 tutor groups, the sixth form. We have an active Student Leadership Group and, through the house system, students of all ages regularly take part in a variety of activities which promote community and school cohesion.



4 Information about the post

Job Description

Post Title	Enterprise and STEM Enrichment Officer
Main Purpose of the Role	<ul style="list-style-type: none"> (i) To support the Assistant Head teacher and other senior colleagues in coordinating and managing the Academy STEM, enterprise, enrichment, and internship programmes (ii) To promote the use of the Sjøvoll Centre in liaison with school staff and external partners, agencies and clients (iii) To coordinate work experience and careers opportunities with appropriate school staff (iv) To support leaders in the coordination of other student focused activities
Main Duties and Responsibilities	<ul style="list-style-type: none"> ▪ STEM, enterprise and enrichment programmes <ul style="list-style-type: none"> ○ To be the first point of contact for the Academy for external agencies in relation to STEM, enterprise and enrichment programmes ○ To maintain and develop a network of appropriate external contacts within business, industry and social enterprise ○ To support Curriculum Directors of Science, Mathematics and Technology to plan enrichment and engagement events/activities ○ To support and coordinate designated specialism outreach programmes and enterprise activities ○ To promote the work of the school specialisms amongst STEM and enterprise education networks ○ Be responsible for seeking and applying for additional funding and partnership arrangements to facilitate STEM, enterprise and internship programmes. ○ To support Curriculum Directors in the development of enterprise skills across the curriculum ○ To support the Assistant Head teacher in organising and coordinating STEM and Enterprise school visits, including residential. ▪ Sjøvoll Centre <ul style="list-style-type: none"> ○ Support the school in maximising income generation through letting of the Sjøvoll Centre. ○ Maintain a calendar of activities across the year for the Sjøvoll Centre liaising with the community, external agencies, parents, students and local businesses. ○ Publicise the Sjøvoll Centre to internal clients and outside agencies and coordinate activities from booking through to event delivery. ○ Maintain and update the Sjøvoll Centre website. ▪ Work Experience <ul style="list-style-type: none"> ○ To liaise with Durham Education Business Partnership, local employers and other Directorates on work experience related issues ○ To inform staff and students of work experience protocols and procedures ○ To maintain records on work experience ○ To locate work experience placements specific to student needs ○ To evaluate work experience provision from student and employer feedback and provide reports as appropriate ○ To advise and contribute to STEM careers education information when appropriate.



	<ul style="list-style-type: none"> ▪ General <ul style="list-style-type: none"> ○ To generate publicity material for publication both internally and externally, and to highlight the face of the school in the local community. ○ To manage resources within a small budget, and generate income including through promotion of events and activities ○ Coordinate and deliver external visits and activities, including residential including completing visit and evaluation paperwork in line with the EVOLVE system. ○ To attend related training, dissemination and celebration events ○ To work with the Assistant head responsible for internships to coordinate and implement the Academic Internship Programme. ○ To liaise with external project managers to implement relevant grant funded schemes ○ Manage and coordinate projects with young people eg Science Buskers, Primary transition ○ Present information in assemblies and staff briefings when appropriate ○ To oversee the KIT club programme
<p>General responsibilities of all staff</p>	<ul style="list-style-type: none"> ▪ Safeguarding, Equality & Diversity and Health & Safety <ul style="list-style-type: none"> ○ To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures. ○ To carry out your duties with full regard to the Academy's Equality Policy and Race Equality Scheme. ○ To comply with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others. ○ To comply with the Academy's requirements for safeguarding and vetting checks. ▪ Other <ul style="list-style-type: none"> ○ The post holder may be required to undertake any other duties as directed by their line manager and/or senior management, commensurate with the grade and level of the role. ▪ Compliance with Policies <ul style="list-style-type: none"> ○ The post holder is required to comply with all Academy policies, including the No Smoking Policy.
<p>Notes</p>	<ol style="list-style-type: none"> 1. The above responsibilities are subject to the general duties and responsibilities contained in the relevant Conditions of Service. This is a "job description" and not the Conditions of Employment. 2. This job description allocates duties and responsibilities but does not direct the amount of time to be spent carrying each of them out. 3. The post will be reviewed at least once every two years and it may be subject to amendment at any time, after consultation with the post holder.
<p>Responsible to</p>	<p>Assistant Headteacher, Senior Leadership Team</p>
<p>Salary</p>	<p>Part time – 3 full days ; GRADE 8 (term time + two weeks) £23,935-£25,694 pro rata to weeks and hours worked</p>
<p>DBS Disclosure</p>	<p>Enhanced</p>



5 Person specification

Attributes	Essential	Desirable	Method of assessment
Education Qualifications	<ul style="list-style-type: none"> ▪ HNC/HND/Level 4 ▪ GCSE English (or equivalent) – Grade C or above ▪ GCSE Mathematics (or equivalent) – Grade C or above ▪ GCSE C or above in another STEM related subject 	<ul style="list-style-type: none"> ▪ Degree ▪ A Level Mathematics ▪ A Level in a further STEM related subject 	<ul style="list-style-type: none"> ▪ Application form
Knowledge and Experience	<ul style="list-style-type: none"> ▪ A detailed understanding of school STEM, enrichment and enterprise programmes ▪ Recent experience of working with schools and external agencies around such projects ▪ Ability to work in a team, and using own initiative ▪ A proven track record of successfully leading on projects ▪ Experience of networking with external agencies and having positive results ▪ Experience of income generation through activity promotion and project management ▪ Experience of supporting and guiding individuals around their career paths 	<ul style="list-style-type: none"> ▪ Working recently in an educational environment 	<ul style="list-style-type: none"> ▪ Application form ▪ Interview ▪ Presentation
Skills and Abilities	<ul style="list-style-type: none"> ▪ Excellent communication skills both verbal and written ▪ Ability to persuade and negotiate ▪ Excellent skills with MS office packages, especially Excel ▪ Experience of marketing and promotion including website maintenance ▪ Ability to present information in a logical, clear and concise format using a range of techniques ▪ Excellent problem solving skills ▪ Work accurately and flexibly under time pressure ▪ Strong team player with diplomacy ▪ Excellent organisational and time management skills ▪ Ability to work flexibly to support the needs of the school 	<ul style="list-style-type: none"> ▪ Proven research skills 	<ul style="list-style-type: none"> ▪ Application form ▪ Interview ▪ Presentation



6 Information about the appointment process

Closing date for receipt of applications: 9.00am on **Monday 4 July 2016**

Guidance on completing the application form:

Complete the attached application form in full. There is a section towards the end of the form that offers the opportunities to provide any extra detail not covered in your form to demonstrate how you meet the criteria included in the Person Specification.

You are encouraged to email your application to Sarah.Dawson@fram.durham.sch.uk or post it to Mr A Nicholas, Framwellgate School Durham, Newton Drive, Durham DH1 5BQ.

Any offer of employment to this post will be subject to:

- receipt of a satisfactory disclosure from the Disclosure and Barring Service
- completion of a health questionnaire