



JOB TITLE:	Academic Coordinator
HOURS:	Part-time: 28 hours per week of which these will include Saturdays 10 – 1pm. This contract is for the academic year only (39 weeks)
RESPONSIBLE TO:	Youth Manager
RESPONSIBLE FOR:	Academic tutors

ENVIRONMENT

The Baytree Centre is a women's social inclusion project based in the heart of Brixton, working to support local women and girls in Lambeth through positive activities; skills development; academic support and character education.

We are looking for staff that will be able to engage with our beneficiaries and inspire them to achieve goals they hadn't dreamt of by raising their horizons and motivation. While the girls' learning is central to what goes on at the Centre, we also believe in inspirational staff. What we do, how we behave, what we teach and how we teach it, are all fundamental to ensuring that our students learn and learn well.

JOB PURPOSE

You will work within an exciting and innovative team and coordinate the delivery of engaging Maths and English provision. Your role will be to help young women and girls with a diverse range of needs and abilities to achieve their academic best and nurture their lifelong love of learning. This will be accomplished through the development and delivery of educational sessions and line managing volunteer academic tutors. Through befriending, coaching and mentoring you will offer vital guidance and support to young people as they make key decisions about their future studies.

Most of our academic clubs' function as additional after school support for children who are in education. However, during the day, the academic coordinator will also support girls and young women who are not in school. On Saturday morning, you will be the lead staff member and will be responsible for the smooth delivery of our weekend provision.

MAIN DUTIES & RESPONSIBILITIES

Academic coordination and Service Delivery

- To co-ordinate and oversee our Maths and English syllabus, resources and lesson plans in line with the national curriculum



- To ensure the syllabus in place is used effectively by all tutors, to support tutors in the implementation of the syllabus and to make amendments to the syllabus when necessary
- To lead dynamic and engaging academic sessions
- Conduct occasional one-to-one sessions with NEET girls and young women when needed
- To provide students with learner centred, impartial and confidential information, advice and guidance that contributes to the development of further learning and/or employment
- Manage the organisation and logistics of Saturday clubs and mentoring

Monitoring and evaluation

- To assess the initial level of the girls' English and Maths when they join the programme
- To fill out termly evaluation forms and monitor the girls' progress
- To monitor students' attendance and progress in accordance with Baytree's attendance procedure
- Follow good quality assurance practice e.g. Matrix in line with Baytree's Quality Assurance cycle
- Assist in preparing funder reports in line with the specified requirements

KEY CANDIDATE ATTRIBUTES

- Proficient in maths and English, minimum GCSE grade A*- B English or equivalent qualification/experience (English does not need to be first language)
- A strong commitment to young people, an understanding of the factors affecting their lives and dedication to helping them overcome barriers they face
- Excellent interpersonal skills, with the ability to establish good relationships with young people from a diverse range of backgrounds and with a diverse range of needs, and their families
- Patience, tolerance and flexibility
- Excellent attention to detail, ability to listen to, understand and follow instruction

PERSON SPECIFICATION

- Minimum two years of teaching experience
- Experience of monitoring and evaluation student progress
- Excellent organization and time management skills
- Computer literate, with excellent written and oral communication skills.
- Ability to work as a member of a team but also use own initiative.
- Willingness to develop skills in youth work and keen to learn more about the charity sector



STANDARDS AND QUALITY ASSURANCE

- Ensure that the Matrix Standard is embedded in the service
- Adhere to all Baytree Policies
- Encourage best practice and support of procedures to protect children and young people
- Be proactive in matters relating to safeguarding and health and safety
- Set a good example in terms of dress, punctuality and attendance.
- Attend team and staff meetings.
- Undertake professional duties that may be reasonably assigned by your Line Manager.
- Willingness to submit application for enhanced DBS check
- Willingness to support the aims and ethos of the Baytree Centre.
- Participate in termly INSET days comprising various strands: philosophical, theological and educational.
- Commitment to equal opportunities for all and to own continued development

*The Baytree Centre ("the Baytree Centre") is committed to achieving a working environment which provides equality of opportunity and freedom from unlawful discrimination on the grounds of race, colour, nationality, ethnic origin, gender, marital status, disability, religious beliefs, age or sexual orientation. Please note that this role is open to **women only** (exempt under the Equality Act 2010, Schedule 9, Part 1), and subject to enhanced DBS checks.*