

Job Description: Recruitment Coordinator - Ark Teacher Training

Reports to: Recruitment Advisor

Location: West London – currently operating an agile working policy with two core days (Mon and Weds) in the office

Contract: Permanent

Pattern: Full Time (standard hours 9am – 5.30pm)

Salary: circa £30,000

About the role:

An incredible opportunity for you to be a part of our outstanding Ark Teacher Training recruitment team. We are currently expanding our efforts to attract more talent to Ark Teacher Training (ATT), and we have identified several key areas where this role can make a significant impact:

1. Develop a comprehensive pre-programme strategy that includes creating pathways from Graduate Teaching Assistant roles to becoming trainee teachers
2. Provide assistance in university outreach initiatives, such as attending career fairs, posting job opportunities, promoting our programme during lectures, coordinating with our ambassadors, and establishing valuable partnerships with universities
3. Support international students seeking opportunities in education (teaching assistant roles in the UK that may lead to trainee teacher offer)
4. Support STEM applications and pull through onto the ATT programme

By joining us, you will play a crucial role in these endeavours, helping us enhance our attraction efforts and make a meaningful difference across the Ark network of schools and to thousands of young people's lives.

Key Responsibilities:

Developing a comprehensive pre ATT-programme strategy:

- Work with existing school account managers to identify roles that would be suitable for Graduate Teaching Assistants (GTA)/sandwich course placements) with the overall aim of facilitating a smooth transition into trainee teacher positions
- Conduct in-depth research and analysis to identify the most effective pathways for transitioning Graduate Teaching Assistants into trainee teacher roles within Ark Teacher Training
- Consider the design and implementation of a mentorship programme that pairs experienced teachers with Graduate Teaching Assistants to provide guidance and support throughout their journey towards becoming trainee teachers
- Support the creation of targeted communication materials, including informational brochures and online resources, to educate Graduate Teaching Assistants about the opportunities and benefits of pursuing a trainee teacher role
- Collaborate with HR and recruitment teams to streamline the application and selection process for Graduate Teaching Assistants interested in transitioning to trainee teachers.
- Monitor and evaluate the effectiveness of the pre-programme strategy through regular data analysis, feedback collection, and continuous improvement initiatives

University outreach initiatives:

- Identify relevant universities and educational institutions with good potential for GTA/sandwich course (STEM focus) candidates to establish partnerships and collaborations
- Coordinate and attend career fairs and recruitment events at universities to showcase the opportunities available through Ark Teacher Training and Ark schools
- Post GTA job opportunities and sandwich courses listings on university job boards and career portals to reach a wide pool of potential candidates
- Engage with university faculty and administrators to deliver presentations or guest lectures about Ark Teacher Training, highlighting the benefits and career prospects for aspiring teachers
- Work closely with student ambassadors to coordinate outreach activities, such as organising information sessions or Q&A sessions for interested students
- Maintain regular communication with university contacts to foster strong relationships, address any concerns or inquiries, and explore additional opportunities for collaboration
- Support the tracking and effectiveness of university outreach initiatives through metrics such as application rates, programme interest, and feedback from university partners, and use this data to support making informed adjustments and improvements to the outreach strategy

Person Specification: Recruitment Coordinator - Ark Teacher Training

Knowledge & Skills

- Candidates with prior experience in university attraction, early career recruitment, education sector, or education recruitment will be highly valued and considered advantageously
- Highly articulate and intuitive when it comes to people; an ability to build rapport quickly
- Systematic, organised, and able to balance multiple projects at once
- Comfortable working with partner organisations and building mutually beneficial business propositions
- Strong communication and interpersonal skills, comfortable and confident working with internal and external stakeholders at all levels
- Strong administrative and organisational skills

Personal Qualities

- Genuine passion for and a belief in the potential of every student and making a difference
- Hard working, dynamic and ambitious
- Flexible and able to multi-task and prioritise work to meet deadlines
- Thrives in fast paced and often ambiguous environments, with the ability to multi-task and prioritise competing deadlines
- Customer driven, pragmatic, action-oriented style

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).