

Job Description | Programme Officer: Professional Pathways

Reports to: Head of Programme: Professional Pathways

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: £30,000 to £35,000 (depending on experience)

About the role:

Professional Pathways is Ark's unique approach to delivering vocational qualifications in its thirteen sixth forms. With over 800 students on the programme, the Programme Officer: Professional Pathways role is instrumental to students securing ambitious academic and destinations outcomes.

The Programme Officer is responsible for working with the Head of Programme to deliver the Professional Pathways programme, and leading on the wrap-around provision that sits alongside students' academic study programme. Ark's bespoke work-readiness curriculum and student conference series sit at the heart of this wrap-around provision, ensuring students have the knowledge, habits, skills and mindset they need to select, secure and succeed in their post 18 destination. The Programme Officer will be responsible for training teachers to deliver the work readiness curriculum and for planning and delivering the student conference series of events, working directly with teachers and students. The Programme Officer also leads on student recruitment strategy, ensuring that Professional Pathways continues to be a main driver of growth in Ark's sixth forms and plays a key role in programme monitoring and evaluation.

Key responsibilities:

Improving destinations outcomes

- Review, and amend as required, the wrap around curriculum (Work Readiness lessons and student conference sessions) to evaluate its efficacy in preparing BTEC learners to secure high quality post 18 destinations
- Act as the strategic lead of the wrap around provision of the Professional Pathways programme, being schools' point of contact regarding wrap around provision
- Plan and deliver teacher training designed to support teacher delivery of the Work Readiness curriculum in schools
- Maintain high-quality resources to support delivery of the Work Readiness curriculum in schools, including printing and couriering resources to schools on a termly basis
- Plan, promote and deliver the student conference series (up to 16 events per year), using employer partners to support as required. Leadership of the student conference series includes:
 - Sourcing venues and liaising to discuss requirements
 - Designing and delivering session content and resources
 - Event logistics – sourcing volunteers to support the event, invitations to schools, student registration and coordinating travel as required
- Embed the Skills Builder framework and assessment tools into the Work Readiness curriculum, student conference series and wider academic curriculums

Effective partnership management

- Work with the Head of Programme and Education Partnerships Manager to maintain relationships with partners who support the BTEC curriculum and wrap around curriculum
- Source new partnerships with employers and universities, with a particular focus on developing relationships with partners who can support Business and Applied Science pathways and curriculum redevelopment as required

Improving academic outcomes and supporting curriculum development

- Work with the Head of Programme to support partner-based curriculum sessions and to develop curriculum resources as required, promoting outstanding teaching, learning and assessment practices in BTEC classrooms
- Continue to pilot embedding the Skills Builder framework into BTEC curriculums, complementing use of the framework in the wrap around curriculum
- Work with the Head of Programme in planning for Professional Pathways curriculum development (including the roll out of T Levels) as required
- Plan, promote and deliver in-school recruitment activity including assemblies, workshops and parents' evening slots to promote Professional Pathways as a positive post-16 destination. Amend recruitment resources as required to reflect curriculum development

Programme Monitoring and Evaluation

- Lead the coordination of the Professional Pathways events calendar – promoting events, sending out invites and tracking attendance – and Professional Pathways delivery guides for staff and students
- Coordinate the collection and analysis of systematic feedback from students, teachers and employers about the quality and impact of the programme
- Maintain systems and processes to store and monitor up to date data about Professional Pathways students and teachers, including downloading relevant data from Ark's management information systems including:
 - Student enrolment/attendance/retention
 - Intended and final destinations data
 - Attendance at Professional Pathways events
- Ensure that data is stored securely and in line with Ark's GDPR regulations – ensure there is a process in place for archiving data effectively at the appropriate times
- Process and log invoices and programme expenditure

Other

- Contribute to the work of the wider Sixth Form and Destinations team as required
- Contribute to network meetings (central team and schools) as required
- Undertake any reasonable responsibilities and actions as requested in line with the JD for the role

Person specification | Programme Officer: Professional Pathways

Qualifications

- QTS, PGCE, or training/teaching experience

Knowledge & Skills

- Understanding of the challenges facing BTEC students and students from disadvantaged backgrounds when progressing to Higher Education and competitive apprenticeships
- Experience planning and delivering high quality events
- Experience managing and organising multiple projects or work strands at the same time
- Delivery against ambitious and stretching goals
- Experience of working with a variety of stakeholders, including external partners
- Knowledge of the post 18 destinations landscape and supporting students to be 'work-ready'
- Experience of curriculum or resources development, such as working with or in schools
- Excellent communication and interpersonal skills
- Strong track record of being able to manage own workload and be a self-starter
- (Advantageous but not required) Knowledge of the Skills Builder Framework, effective assessment and the curriculum

Personal Qualities

- Able to demonstrate a commitment to the mission of improving educational opportunities for underprivileged children
- A passionate advocate for the role of technical and vocational education in supporting social mobility aims
- Highly organised, detail orientated and systematic in delivering against ambitious objectives
- Able to see the big picture but also deliver on the detail
- Flexible in approach and able to adapt to changing circumstances and priorities. Able to respond positively to setbacks
- Confident, proactive and a team player

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](#).