

## 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:** Fixed-Term Contract (12 months)

**Pattern:** 0.8. Flexible for right candidate

**Start date:** As soon as possible

**Salary:** £28,000-£35,000

### 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 is responsible for the shape of the bespoke wrap-around curriculum that forms part of the Professional Pathways programme. The wrap-around curriculum involves a combination of weekly Work Readiness lessons (centrally authored, school delivered) and student conferences – designed to ensure students have the knowledge, habits, skills and mindset they need to select, secure and succeed in their post 18 destination. The curriculum is aligned to the Skills Builder framework, embedding the development of transferrable skills into the curriculum. 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.

Professional Pathways is evidence-led. Independent research published in October 2021 concluded: Professional Pathways students made ambitious and sustainable applications, including to prestigious universities and employers. Read the report [here](#). As the programme has grown and more subject pathways have been introduced since the publication of this report, the Programme Officer will be pivotal to ensuring that the destinations outcomes of BTEC students in Ark sixth forms remain consistently strong.

The ideal candidate will be either be from a school setting (experienced vocational teacher or careers lead) or an education programme management background (experienced Programme Coordinator or Programme Officer). Whatever their background, the ideal candidate should be looking to be part of an exciting and dynamic programme that supports social mobility aims and keen to bring their passion for delivering high-quality post-16 vocational learning to Ark's sixth forms.

The Programme Officer role will report into the Head of Programme. The role will sit as part of the wider Sixth Form and Destinations team at Ark.

### Responsibilities and Duties:

#### **The wrap around curriculum**

- Strategic leader of the wrap-around provision of the Professional Pathways programme (Work Readiness curriculum and student conference series), reviewing and updating the curriculum and supporting resources as required, to evaluate its efficacy in preparing BTEC learners to select, secure and succeed in high quality post-18 destinations.
- Lead the design, delivery and evaluation of the student conference programme, using higher education and employer partners to enrich students' experience and widen their exposure to the variety of post-18 destinations available to them. 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
- Lead training of school-based Work Readiness teachers and volunteers who support student conference session delivery.
- Be a point of contact with Skills Builder to ensure effective use of the framework, resources and assessment tools within the wrap around curriculum.
- Be schools' point of contact regarding the programme's wrap around curriculum.

### **Curriculum partnerships**

- Work with the Education Partnerships Manager to maintain relationships with partners who support the BTEC wrap around curriculum.
- Source new partnerships with employers and universities, with a particular focus on developing relationships with partners who can support the Applied Science and Sport and Exercise Science pathways.

### **Student recruitment**

- Lead the Professional Pathways recruitment strategy to ensure schools have high-quality resources to support recruitment activity at different points in the school year.
- Design recruitment resources and events to engage different audiences, including Ark students, external Year 11 students and parents.
- Design recruitment resources to promote new and existing Professional Pathways subjects (Business, Applied Science, IT and Sport and Exercise Science), with a particular focus on our newest pathway – Sport and Exercise Science.
- 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.

### **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

### Education & Qualifications

- Educated to degree level or equivalent - necessary
- Right to work in the UK – necessary
- QTS/PGCE - desirable

### Knowledge and Experience

- Experience of curriculum development, working with and in schools to create high quality resources.
- Understanding of the challenges facing BTEC students and students from disadvantaged backgrounds when progressing to Higher Education and competitive apprenticeships.
- Knowledge and experience of the post 18 destinations landscape and supporting students to be 'work-ready'.
- Experience of working with a variety of stakeholders, including school leaders, teachers, students and employer partners to plan and deliver events.
- Knowledge of the Skills Builder Framework and assessment tools.
- Curriculum and assessment experience advantageous.
- Delivery against ambitious and stretching goals.
- Excellent written communication and interpersonal skills.
- Strong track record of being a self-starter.

### Personal characteristics

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

### Other

- 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; all successful candidates will be subject to an enhanced Disclosure and Barring Service check.*

*Ark Schools are committed to attracting, developing and retaining a diverse workforce, with a broad range of backgrounds, experiences and perspectives. Please [click here](#) to learn more.*