

**Deadline:** 9am Thursday 25<sup>th</sup> July 2019

**First and second interviews:** 29 July 2019 & 1 August 2019

### Programme Coordinator - Ark Teacher Training

Launched in 2013, Ark Teacher Training is a programme for committed graduates and career changers who aim to become great teachers. Trainees spend one year in an Ark school, learning as they work and supported by an inspirational group of tutors, coaches and educational experts. Ark Teacher Training was judged 'Outstanding' in all areas by Ofsted in [January 2017](#) and we aim to deliver a training programme that is continuously evolving and improving.

We're looking for a proactive Programme Coordinator with strong communication and administration skills to join our team. Delivering excellence in trainee experiences and faculty support, this wide-ranging role encompasses event management, customer service, technology and financial administration and the opportunity to take lead responsibilities for key projects within the team. For the right candidate, there is plenty of scope for growth and development in the role, as well as the opportunity to contribute to innovation and development within the team.

### Programme Coordinator, London

#### Job Description

<b>Job Title:</b>	<b>Programme Coordinator</b>
<b>Reports to:</b>	Operations Manager
<b>Contract:</b>	1 Year Fixed Term
<b>Salary:</b>	£21,000 – £25,000 (inclusive of £3k London weighting and 11% pension contribution)
<b>Start date:</b>	1 September 2019
<b>Location:</b>	London (Holborn). Ark's head office is currently based in Holborn, London, but we will be relocating to a new West London office (based in zone 2), by the end of 2019. The new location in Notting Dale, will be a short walk from Shepherds Bush (Central Line and Overground) and Latimer Road and Wood Lane (Hammersmith and City and Circle Lines).

**Main Contacts:** Internal – all staff  
External – trainees, school contacts, suppliers.

#### Our Offer

##### Flexible working

- A competitive annual leave entitlement – 25 days plus bank holidays
- A generous employer pension contribution
- Learning and development opportunities for you to take ownership of your career development with access to ARK's training calendar.
- Access to ARK Rewards scheme offering savings from over 3,000 major retailers, interest-free loans of up to £5,000 available for season tickets or a bicycles and gym discounts offering up to 40% off your local gym.

#### Main Objectives:

- Responsible for training logistics across our Initial Teacher Training (ITT) and Newly Qualified Teacher (NQT) programmes.
- Managing event logistics for programme launches, institutes & summer schools, training and development sessions, and graduation events, from planning and preparation through to delivery and evaluation.
- Providing trainees with support and information to maximise their programme progress and engagement.
- Establishing and maintaining effective systems to meet business needs, including progress tracking, work planning, reporting cycles, registrations with accreditation providers and other bodies, and compliance tasks across programmes.
- Maintaining effective communication across the faculty and with our schools.
- Working closely with the Operations team to ensure consistency of experience for the team and for trainees moving past their Initial Teacher Training year.
- Leading/delivering on key projects to support the growth and development of the faculty and its work as needed.
- Supporting the wider faculty team as needed.

### **Role Requirements:**

Some evening and weekend work to support logistical delivery of the programme.  
Some occasional travel within England to support events (particularly the South Coast, North West and West Midlands), though this role is mainly office based.  
Flexibility and commitment to meet business need during busy periods/around key deadlines.

### **Person Specification**

- Mission aligned: strong belief in, and enthusiasm for ARK's vision and mission and consistently demonstrates our values.
- Creative & innovative problem solver, able to identify solutions which maximise outcomes.
- Analytical, logical and objective, able to balance detail with the bigger picture.
- Experience of defining and implementing processes and systems that improve quality and efficiency.
- Excellent organisational skills: can prioritise multiple concurrent projects, tasks and requests and manage work effectively to meet all deadlines.
- Excellent communication, writing and editing skills: able to produce clear and insightful communications (both verbal and written).
- Able to build relationships and maintain rapport with a range of stakeholders and anticipate others' needs.
- Experience of end to end event logistics (from planning and preparation to delivery and evaluation).
- Motivation to continually improve standards and achieve excellence above norms.
- Flexibility, ability to adapt to an ever changing, growing organisation, resilient and comfortable working in a fast-paced office environment.
- High level of proficiency in Microsoft Office.
- Knowledge of education sector (desirable).

### **Values**

- Curiosity
  - Learn rapidly and eagerly
  - Seek to understand your impact
  - Get beyond symptoms and identify root causes
- Rigour
  - Accomplish large amounts of high quality work
  - Articulate what you are and are not trying to do

- Discover practical solutions to hard problems
- Collaboration
  - Skillfully give, receive and use feedback
  - Make time to help colleagues
  - Demonstrate consistently strong performance so colleagues can rely on you
- Bravery
  - Make wise decisions despite ambiguity
  - Challenge prevailing assumptions when warranted and suggest better approaches
  - Question actions inconsistent with our values
- Kindness
  - Be known for your courtesy and candor
  - Be true to your word
  - Treat people with respect independent of their status or disagreement with you

### **Education and background**

- Right to work in the UK
- This post is subject to an enhanced police check of previous criminal convictions with the Disclosure and Barring Service (DBS)

### **How to apply**

Applications must be submitted via the online recruitment portal no later than 9:00 am on Thursday 25<sup>th</sup> July 2019.

To apply for the role you will need to submit the following:

1. A cover letter (no more than 2 sides) outlining why you are interested in the role and how your knowledge, skills and experience meet the requirements of the person specification.
2. An up-to-date CV (maximum 2 pages)

Candidates must be available for first round interviews on Monday 29 July 2019 and, if successful at round one, for round two on Thursday 1 August 2019.

If you require further information, have any questions about this role or wish to have a confidential conversation about the position, please get in touch with Laura Medlock at [laura.medlock@arkonline.org](mailto:laura.medlock@arkonline.org).

ARK is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.

### **Recruitment process**

#### **Safe Recruitment Procedure**

ARK is committed to safeguarding and promoting the welfare of children and young people. In order to meet this responsibility, it follows a rigorous selection process to discourage and screen out unsuitable applicants.

#### **Disclosure**

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required,

before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

### **Probation**

All new staff will be subject to a probation period of three months. The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed.

### **Shortlisting, interviews and reference checking**

Only those candidates meeting the right criteria will be taken forward from application to a shortlist. Shortlisted candidates will be interviewed. References from the previous and current employer may be taken up for shortlisted candidates.

The application process has four stages:

1. Submit your supporting statement and CV via our online portal: <https://goo.gl/ZucyE2> before 9:00 am on Wednesday 24 July 2019.
2. Round one Interview – this will focus on your background, suitability for the role and fit with our team and will take place on Monday 29 July 2019.
3. Round two Interview – this will include a range of activities that will test different aspects of the person specification as well as further discussions about your background and will take place on Thursday 1 August 2019.
4. Disclosure and References – all disclosure processes must be complete before the post can be confirmed.

Questions or further information If you require further information, have any questions about this role or wish to have a confidential conversation about the position, please get in touch with Laura Medlock at [laura.medlock@arkonline.org](mailto:laura.medlock@arkonline.org).