

JOB ROLE: Curriculum Enrichment

PAY BAND: TLR 2a

REPORTS TO: Curriculum Director

Trafalgar School is a vibrant learning community where every member of staff understands the difference that they can make to our students' outcomes. We expect all staff to be actively involved in the personal development of our young people and to show full commitment to their own and the school's professional development.

Trafalgar School and its Governing Body are committed to safeguarding and promoting the welfare of children and young people; and they expect all staff to share this commitment.

Key Purposes:

To lead the development and promotion of a wide range of exciting curriculum enrichment opportunities, which includes, but isn't restricted to the running of clubs, trips and visits and House competitions.

To liaise with external speakers and providers, lead careers events and the organisation of the annual activity's week for the faculty so that all students excel in the curriculum no matter what their starting points.

To promote and monitor the engagement of disadvantaged students and students with SEND to ensure equity of opportunity, overcoming any barriers to participation.

To be part of the leadership of the annual Activities Week, working collaboratively with the Assistant Headteacher: Curriculum and other relevant post holders.

Accountabilities:

1. To develop a broad extra-curricular offer which enhances the formal curriculum for all students.
2. To promote high participation in the curriculum enrichment programme, including organising rewards, social media campaigns and effective communication with students and parents.
3. To organise and deliver PD Day activities to support curriculum enrichment experiences.
4. To seek student voice in the creation of an exciting and extensive extra-curricular programme that runs during the school day and beyond.
5. To coordinate a range of clubs and experiences delivered by faculty staff members.
6. To liaise with external providers, parents and students regarding curriculum enrichment opportunities.
7. To seek and secure funding opportunities to remove any financial barriers to enrichment participation for all our students.
8. To lead the development of a careers programme that introduces students to the range of opportunities available to them for further study and work linked to the curriculum area.
9. To organise and deliver regular activities that challenge high ability students in the curriculum area.
10. To arrange for additional staff to accompany the trips if ratios require this.
11. To write the risk assessments for trips and visits on EVOLVE in a timely manner.
12. To provide accurate information to the Finance Team relating to the budgeting and charging of enrichment activities in a timely manner.
13. To keep the Curriculum Director informed about issues and progress, including any concerns and developments.
14. To ensure that effective policies are in place so that the needs of all students, including those with particular difficulties, disabilities or other needs are met as appropriate.

15. To monitor and evaluate the quality and effectiveness of the curriculum enrichment programme.
16. To proactively target disadvantaged and SEND students to ensure high participation in the curriculum enrichment programme.
17. To coordinate the delivery of a wide range of enrichment experiences, in collaboration with the Curriculum Director and Assistant Headteacher: Curriculum.
18. To be a key member of the curriculum leadership team for planning and delivering the personal development curriculum including Activities Week, PD Days, assemblies and parents' evenings with the aim of recruiting students.
19. At the discretion of the Executive Headteacher, to undertake other activities from time to time agreed to be consistent with the nature of the role.

This job description is subject to annual review and/or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.

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