**TVLP Coordinator:** **Job description & personal specification**

|  |  |
| --- | --- |
| **JOB DESCRIPTION: Thames Valley Learning Partnership Co-ordinator**  **The Thames Valley Learning Partnership is a collaborative learning partnership of 11 schools from the state and independent sectors. Supported by a co-ordinator who works across all 11 schools, it creates educational opportunities for staff and students across the network to advance education, build collaboration and support young people.**  **The Thames Valley Learning Partnership is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment.** | |
| **Reporting to** | **Deputy Head (Partnerships), Eton College, and through this to a panel of three heads from the network – currently the Heads of St Joseph’s Catholic School, St Mary’s School, Ascot and Windsor Boys School.** |
| **Place of work** | The TVLP Co-ordinator will work partly remotely, and partly from the staff rooms of all 11 TVLP schools. A permanent desk at Eton College will be made available if the successful candidate needs it. |
| **Main responsibilities and duties:** | Leadership and Management:   * Liaise with all Headteachers and appointed TVLP Champions; * Work with the TVLP Champions to develop an annual TVLP Events Programme, to be agreed with Headteachers at the last meeting of the academic year, and to deliver this in the following academic year. Attend and lead the organisation (with the host school) of all TVLP events; * Report on the previous academic year, including the creation of the TVLP Annual Report; * Organise termly meetings for TVLP Champions, and bi-annual meetings for the Headteachers, including dinners as required; * Organise regular meetings for the TVLP Student Committee and lead on this; * Organise speaker webinars and hybrid meetings, as required; * Be an activist to make things happen in all eleven partnership schools, with each school hosting at least 1 TVLP event per year; * Organise 2-3 subject or area specific staff networks each year, including termly meetings/events for colleagues, and follow up agreed actions resulting from these; * Gain independent judges for TVLP student competitions and arrange supporting exhibitions, as required; * Liaise with Eton CIRL to organise at least six professional development events annually for staff; * Organise an annual student leadership conference; * Work hard to promote the TVLP in all partnership schools as a unique partnership bringing very special opportunities to children; * Work with teachers, guest speakers/session leaders, parents and students; * Evaluation and monitoring of provision, including the creation and analysis of event feedback forms; * Seek out and negotiate financial opportunities as they arise to further the aims and outcomes of the partnership, in particular by applying for external funding when opportunities arise.   Communication and Marketing:   * Be the public face/voice of TVLP; * Represent and promote the TVLP at internal and external events, and at tailored school assemblies; * Responsible for liaising with the press and securing positive publicity; * Responsible for taking photographs for promotional purposes (where photographic consents have been gained); * Manage and update the TVLP website; * Manage the TVLP Twitter, Instagram, LinkedIn and YouTube accounts; * Responsible for TVLP email for communication with staff, students, parents and others; * Responsible for creating/updating promotional materials including information leaflets, event booklets, and monthly, term-time newsletters; * Retention of student event history and analysis; * ISC, DfE contact for articles, help and information; * Foster relationships with other area partnership co-ordinators to share best practice and strengthen links.   Financial Oversight:   * Issue membership invoices; * Work with finance team and financial oversight structures, checking account activity; * Pay annual fee for website management; * Submit expenses monthly, as required; * Evaluate proposals from external organisations, individuals and teachers. * Commitment to and promotion of equality, diversity and inclusion; * All positions at Eton are classed as ‘regulated activity’ as per the Keeping Children Safe in Education 2022 guidance, therefore a good understanding of safeguarding procedures is essential; * Commitment to safeguarding and promoting the welfare of children, including but not limited to, completing safeguarding training as required, and ensuring any safeguarding updates issued by the College are read and understood; * Understand and comply with procedures and legislation relating to confidentiality. |

**Skills and Competencies Required**

To be successful in this role, you will need to be able to demonstrate the following:

* Experience of working within an educational environment and/or youth service;
* Strong interpersonal skills and a proven ability to develop relationships and influence others, including well developed networking skills;
* The ability to communicate effectively with a wide range of audiences e.g. staff, students, parents, supporters;
* Excellent ICT skills and competent use of Eventbrite, Zoom and Microsoft Teams;
* The ability to produce high quality written copy and presentation materials which are visually appealing;
* Event management and/or project management experience;

Ideally you will also have:

* Previous experience of delivering excellent customer services and using feedback to improve a service;
* Previous social media management experience including Twitter, Instagram, LinkedIn and YouTube;
* Video editing skills;
* Previous website management experience including the use of WordPress;
* Previous experience of public speaking and presentation skills;
* Funding application experience;

In addition to your experience, the role may be for you if:

* You are flexible with a keen eye for detail - you have the ability to juggle a variety of competing tasks, to organise your time and to prioritise effectively, sometimes working under pressure, so nothing slips through the;
* You’re confident to use your own initiative and make well-informed decisions with minimal supervision, but you also know when to ask for help and guidance;
* You are able to work collaboratively as part of a team to meet shared objectives.

**Location**

This role is based equally across each of the schools within the Thames Valley Learning Partnership, with hot desk working required from school offices and staffrooms. The Thames Valley Learning Partnership schools are:

* Beechwood School, SL2 1QE.
* Eton College, SL4 6DW.
* Herschel Grammar School, SL1 3BW.
* Holyport College, SL6 3LE.
* Lynch Hill Enterprise Academy, SL2 5AY.
* Slough & Eton C of E Business & Enterprise College, SL1 2PU.
* St Joseph’s Catholic High School, SL2 5HW.
* St Mary’s School Ascot, SL5 9JF.
* The Langley Academy, SL3 7EF.
* The Windsor Boys’ School, SL4 5EH.
* Windsor Girls’ School, SL4 3RT.

You will need to have a clean and valid driving licence and use of your own car for travel between the schools.

**Working Pattern**

* Your working hours will be 30 hours per week. The exact times and days will be agreed with the Deputy Head (Partnerships). Evening and weekend work will occasionally be required, for which time-in-lieu is provided;
* You will be working 39 weeks per year, during state school term times.
* You will be entitled to 5.6 weeks of holiday. This means you will be paid for 44.6 weeks in total. The remaining 7.4 weeks are considered unpaid leave, however you will be paid monthly over 12 months.
* You must use all your entitlement (including any lieu days) during periods of school holidays. If a bank holiday falls during a school term period, you will be required to work this day and you will receive an additional day’s holiday in lieu.

**Disclosure Checks**

**Eton College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including, but not limited to, reference checks with past employers, an Enhanced Disclosure from the Disclosure and Barring Service (including Barred List information), an online search and, where applicable, Prohibition checks. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form.  Any information disclosed will be handled in accordance with any guidance and/or Code of Practice published by the DBS. The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered as “spent” under the Act) must be declared, subject to the DBS filtering rules. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College.**