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| **Job Title** | Education and Community Engagement Co-ordinator – Partnerships |
| **Reports to** | Head of Educational Opportunities |
| **Location** | The office base will be Dudley, West Midlands. The role will involve a mixture of working from a shared office, working from home and travelling to schools within a 10-15 mile radius of the centre of Dudley. The Education and Community Engagement Co-ordinator will be expected to travel to Eton College for meetings at least once a month. |
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**Job Purpose**

The Education and Community Engagement Co-coordinator will play a pivotal role in realising Eton College's vision of forging robust networks of school and community partners in the location of Dudley, West Midlands. In conjunction with our partners Star Academies we aim to provide exceptional educational opportunities to students, teachers, and schools and to establish long lasting links with the community, third sector and local leadership. The role will seek to implement the educational goal of the Eton Star Partnership and whilst employed by Eton College the individual will be supporting the Eton Star Partnership to realise the potential when the best of the state sector and the best of the independent sector combine, to offer outstanding education in the broadest sense to young people. We firmly believe that this partnership, framed around the three new free schools but with ambitions that go much broader, can set a ground-breaking agenda to show what might be possible through the power of partnership and shared goals.

In this capacity, the role seeks to establish enduring connections within the realms of teaching and learning 'thought leadership,' research, and practical support through supporting our development of regional CiRL (Centre for Innovation and Research in Learning) hubs. The successful candidate will bring their extensive experience and knowledge to help establish our presence in these regions as our flagship anchor institutions are established.

The successful candidate will support Eton College's strategic engagement efforts with schools, community groups, local government, and the broader education sector. Their mission is to deliver an unparalleled partnership experience.

Collaboration with Eton colleagues and Star Academies is fundamental, ensuring increased awareness and support among these communities and stakeholders.

This role will be pivotal in providing local school leaders with the requisite support and guidance to facilitate student engagement and applications to these innovative sixth forms.

This role provides an exciting opportunity to work within the growing Partnerships team at Eton College.

**Key Tasks and Responsibilities**

**Educational Partnerships**

* Facilitate Educational Activities: Actively participate in delivering Eton College Partnership activities, including potential workshops for students and teachers, EtonX implementation, speaker events, and supporting CIRL CPD activities. Take ownership of these activities to ensure their successful execution.
* Work with the Head of Educational Opportunities to grow partnership networks beyond existing schools and identify new relationships to build and cultivate;
* Develop relationships with senior leaders within our partnership schools working closely to deliver outreach initiatives and opportunities; including coordinating EtonX implementation and delivery, supporting the Head of Educational Opportunities to deliver Subject Awards and organising External Speaker events and other programmes for students at partner schools;
* Build, maintain and develop relationships with local education groups;
* Sector Engagement: Develop and maintain relationships with other organisations that share our educational interests, and similar entities. Foster collaborations that benefit our partnership schools.
* Activity Monitoring: Track, monitor, and report on partnership activities and their outcomes. Provide valuable insights to improve our programs continually.
* Deliver on agreed media strategy and provide frequent content for website and social media.

**EtonX**

* Partnership Development; identify and establish partnerships with schools to promote EtonX courses and educational offerings.
* Collaborate with curriculum specialists, teachers, and senior leaders to understand their needs and align our programs with their educational goals.
* Digital and In-Person Learning Workshops; design and deliver engaging and interactive workshops for students, utilising but not limited to EtonX courses.
* Monitor and evaluate workshop participation, ensuring students' active engagement and progress.
* Promote EtonX courses within partner schools, emphasising the benefits and advantages of our digital learning platform.
* Provide guidance and support to students interested in enrolling in EtonX courses.
* Collect feedback from students, teachers, and school leaders to continuously improve our programs and offerings.
* Ensure the quality and effectiveness of digital learning experiences delivered to students.
* Pedagogical Collaboration; work closely with teachers and senior leaders to develop and deliver high-quality pedagogical approaches to digital learning.
* Provide training and resources to educators to enhance their digital teaching skills.

**Community Partnerships**

* Develop relationships with key staff within local authorities, councils and other community stakeholder groups and other influential bodies, with the ability to articulate powerfully the benefit of Eton College and Star Academies partnership and outreach programmes;
* To devise, implement and monitor regional community engagement strategies, contributing to discussions around programming and integrating community engagement where possible;
* To foster and maintain existing relationships with key stakeholders, including local organisations, charities and third sector groups.
* To devise and project manage community projects throughout the year, including securing facilitators, planning logistics and engaging;
* To actively devise and engage outreach and marketing plans to reach participants for all engagement activity;
* 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 2023 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**

We are looking for a dynamic individual to join our team, bringing a diverse skill set that encompasses various aspects of education, workshop delivery, digital learning experience, and more. We encourage applicants with proficiency in some of these skills to apply, as we aim to build a well-rounded team with complementary abilities.

**Essential**

* **Educational Expertise:** Possess a proven track record within the education sector, demonstrating a deep understanding of the school environment and its challenges.
* **Communication Mastery:** Exhibit exceptional verbal and written communication skills, including the ability to lead workshops effectively, negotiate, influence, and actively listen.
* **Curriculum Design:** Demonstrate the ability to design and develop engaging educational content and curriculums, tailored to diverse learner needs.
* **Relationship Building:** Showcase experience in nurturing and managing relationships with external partners, fostering collaborations that drive educational initiatives.
* **Innovative Mindset:** Possess the confidence to explore new technologies, pedagogical techniques, and educational strategies to continually enhance our offerings.
* **Technical Proficiency:** Excel in technical skills, including strong and persuasive communication abilities, proficiency in IT tools (e.g., MS Word, Excel, PowerPoint), solid numeracy skills, and exceptional record-keeping capabilities.

**Desirable**

* **Social Media Content Generation:** possess a comprehensive understanding of various social media platforms and how to optimise content for maximum engagement
* **Digital Learning Experience:** Have hands-on experience with digital learning tools and platforms, utilising EtonX technology to enhance the learning experience.
* **Interdepartmental Collaboration:** Prove your capacity to work collaboratively with cross-functional teams within Eton College, supporting the wider partnerships team on key initiatives.
* **Data-Driven Decision Making:** Showcase experience in interpreting data to identify trends and insights, which inform future strategies and improve learning outcomes.

We are committed to building a diverse team where each member contributes unique strengths, so if you possess expertise in some of these areas and are motivated to grow and learn in others, we encourage you to apply. Together, we will create an impactful and comprehensive educational experience for our partners.

**Working Pattern**

* The role will involve 35 hours per week during state school term time. This represents a total of 39 weeks annually. Exact working hours will be agreed with the Head of Educational Opportunities;
* There may be some flexibility to work fewer hours or days per week. In this case the salary will be pro-rated accordingly;
* Paid holiday entitlement is 5.6 weeks including bank holidays. However, when a bank holiday falls during a school term the post holder may be required to work on that day and will be entitled to an additional day’s paid holiday in lieu. The full statutory holiday entitlement is required to be taken (including any additional days in lieu) during periods outside of the required 39 working weeks.

**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.**