



St Mary's
University
Twickenham
London

JOB DESCRIPTION

Job Title:	First Star Assistant Director, St Mary's Academy Institute of Education
Faculty:	Education, Humanities and Social Sciences
Reports to:	First Star St Mary's Academy Director
Grade:	Band H, spinal point 30
Salary:	£33,797 per annum
Hours:	36 hours a week, with significant work at weekends, including a 4-6 week residential scheme in the Summer
Term:	12 months fixed term, renewable depending on funding

Job Purpose:

St Mary's has a long tradition of providing opportunities to those from backgrounds who might not normally have accessed Higher Education. We have a high proportion of students who are the first person in their families to go to university and have introduced a ground breaking programme to create more opportunities for children living in foster care to enter higher education: the First Star Academy. Inspired by the success of First Star in the USA, this programme works with young people in foster care from the age of 14 – 18 to help them develop socially, emotionally and academically, and equip them with skills to thrive in Higher Education.

We are seeking to recruit an Assistant Director to support the ongoing running and expansion of the Academy, with particular focus on academic elements of the programme

You will work alongside the academy Director to develop a programme of academic support for academy students, liaising with subject tutors and mentors regarding programme delivery.

You will also assist in several other areas of the running of the academy, including supporting the recruitment of looked after children to the programme, liaising with local authorities, children's and social services and schools, help organise monthly sessions throughout the year for First Star students at St Mary's campus, leading to an annual four-week Summer residential course. Liaising with the Director, Academic Tutors, Youth Coaches and Volunteers will assist in overseeing the support our students receive throughout the year,

And will be involved in the recruitment, appointment, training and management of mentors, youth coaches, teachers, volunteers and other staff and liaise with other stakeholders including children's services, schools and foster carers from time to time.

You will bring Secondary Education skills and experience to the role to co-design the academic curriculum and your social pedagogy / inclusion skills will help to design the life-skills and aspirational / experiential elements of the programme

Main duties and responsibilities:

Organising Academies

- Assist the Director in the development and implementation of long-term and annual strategies for the summer and Saturday Academies with particular focus on academic support elements of the programme
- Work with the First Star Director, colleagues in the University and others to help develop a curriculum programme to achieve the strategic goals of the academy including academic attainment and developing skills to thrive at university
- Assist the Director in developing sessions for foster carers in order to sustain the work of the academy and boost placement permanency.
- Assist in the recruitment and management of staff, standing in for the director as required
- Build relationships and establish effective working practices with relevant third sector organisations, local authorities, children's services and schools as necessary to ensure delivery of the First Star programme.
- Help to develop and co-ordinate timetable for summer and Saturday Academies, including academic, recreational, life skills, meals, "down-time," and off-campus activities.
- Co-ordinate logistics for Summer and Saturday Academies, such as booking rooms, arranging transportation, planning meals etc.
- Work with local authorities, including Directors of Services, schools and third sector organisations to recruit, interview, select and retain students.
- Help to develop protocols with local authorities, social services and foster carers for the recruitment of young people to this programme.
- Manage, monitor and mediate disciplinary issues that may arise between students.
- Assist in the recruitment, training and management of peer mentors (mostly from amongst St Mary's students / alumni).

- Assist in ensuring compliance with relevant safeguarding policies and legislation, and ensure policies are kept up to date.

Case Management

- Work with foster carers, social workers and schools to gather school records and identify students' education strengths and areas for development.
- Build relationships with social/children's services schools and foster carers, including visiting schools regularly if appropriate.
- Track students' educational progress throughout year to ensure they remain on track and work with social workers, schools and foster carers to support an integrated approach to development.
- Maintain regular contact with schools, foster carers and social workers to identify concerns with the students' well-being and help ensure placement is maintained.
- Assist in the design and implementation of intervention strategies (if required) to support academic and personal well-being development.
- Provide monthly updates to those involved with the students as appropriate, including a report at the end of the summer residential

Liaison Responsibilities

- Co-ordinate with children's services and others to ensure you have all necessary permissions for students' participation.
- Ensure support for and compliance with care orders for students as needed during Academies.
- Build relationships with third sector organisations to identify services, support and advice available to looked-after children and foster carers.
- Work with further and higher education providers to ensure students engage with the potential of higher education and that they understand admissions requirements.
- Work with other providers of further education opportunities including apprenticeships to ensure appropriate provision and guidance for young people's careers.
- Support students when applying to university, including supporting the students as they prepare UCAS personal statements.
- Liaise with academic colleagues as appropriate to support research relevant to the programme, and ensure lessons identified in research benefit the programme

Training and Supervision

- Assist in the recruitment and supervision of teachers, youth coaches, mentors, academy leaders and volunteers (mostly from among St Mary's students)
- Arrange, schedule co-ordinate and co-design training workshops for staff and volunteers
- Undertake other responsibilities and duties as assigned by the Director.
- Work with academic staff to help develop and implement an appropriate curriculum.
- Develop protocols to observe and assess the effectiveness of the academic-support programme, supporting change where necessary
- Implement University policies and procedures as they apply to staff and young people

PERSON SPECIFICATION

Essential

- Experience working with secondary school age young people
- Experience of working with the national curriculum, specifically relating to GCSEs, A levels and other assessment forms in the UK educational system.
- Excellent understanding of and ability to monitor, intervene and develop assessment, impact and progression monitoring.
- Excellent interpersonal skills, with the ability to relate to and build professional relationships with staff at all levels across the University, external professionals, foster carers and young people in foster care.
- Experience of working with looked-after children.
- Excellent organising skills with experience in timetabling and lesson / session planning
- Experience of establishing and managing relationships with third sector (local authorities, parents, careers, schools and children's services) at the highest level.
- Ability to work with diverse range of people from different cultural or ethnic backgrounds, socio-economic and educational backgrounds and expectations.
- Excellent written and oral communication skills, including confidence speaking one-on-one and presenting to groups.
- Experience of developing individual and group intervention strategies to support young peoples' educational and well-being development.

- Strong understanding of the care and educational provision for looked after children and its impact on pupil engagement, aspiration and resilience.
- Ability to prioritise and plan effectively, coping with competing demands.
- IT skills including Microsoft office suite.

Desirable

- Social Pedagogy skills and experience of designing social pedagogy / social pedagogy influenced programmes programmes
- Experience of writing analytical reports and proposals.
- Experience handling discipline issues.
- Knowledge of current UK school curriculum.
- Knowledge of Further Education and Higher Education admissions requirements.
- Understanding of issues that lead to out of home placements and the impact it may have.
- Experience of managing staff and volunteers, including team building and leadership development
- Experience of managing budgets and preparing financial reports for stakeholders.
- Experience of working in an education-inclusion or SEND context

University Policies and Procedures

All staff are expected to undertake their work in an inclusive, fair, safe and respectful manner, particular consideration should be given to the University values.

Disclosure and Barring Service check

Candidates should note that a disclosure from the Disclosure and Barring Service will be requested in the event of a position being offered. St Mary's University supports the Disclosure and Barring Service Code of Practice (a copy is available upon request). Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offence(s). More detail is available in the attached policy on the employment of ex-offenders.

St Mary's University reserves the right to change and amend this job description/person specification in accordance with the changing requirements of the organisation.



Policy Statement on the employment of ex-offenders

- As an organisation using the Disclosure Barring Service (DBS) disclosure service to assess applicants' suitability for positions of trust, St Mary's University complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- St Mary's University is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.
- We actively promote equality of opportunity for all with the right mix of talent, skills, and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
- A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate and confidential cover to a designated person within St Mary's University and we guarantee that this information is only be seen by those who need to see it as part of the recruitment process.
- Unless the nature of the position allows St Mary's University to ask questions about your entire criminal record we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.
- We ensure that all those in St Mary's University who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.

- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.