

Hackney City Farm



1A Goldsmith Row, Hackney, London E2 8QA

T: 020 7729 6381

E: farm@hackneycityfarm.co.uk

www.hackneycityfarm.co.uk

KS4 Alternative Education Manager/ Mentor – Six month Contract

This job will involve working alongside KS4 Co-ordinator 3 days a week to deliver practical projects to young people 14 -16, who have been not attending education or who have been excluded from their previous education provider. 2 days a week will be planning, managing and monitoring the project. You will need to be enthusiastic and enjoy working directly with young people.

This will be working co-operatively with the KS4 Co-ordinator and managed by the Farm Manager

If you are interested in applying please send / email your CV and a covering letter to:

farm@hackneycityfarm.co.uk
or

**Hackney City Farm
1a Goldsmiths Row
London
E2 8QA**

Closing Date: 14th January 2009

Interviews: 16th January 2009

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Job Description

Job Description: **(S)** = Sole responsibility

(J) = Jointly with KS4 Co-ordinator

- Plan and deliver activities for students three days a week **(J)**
- Meet/ liaise with The Learning Trust (LEA) about attendance and other concerns **(J)**
- Plan academic schemes of work in consultation with academic tutors **(J)**
- Budget for the project **(S)**
- Attend provider meeting **(J)**
- Plan timetable with KS4 Co-ordinator - scheme of work for the 1/2 term ahead **(J)**
- Meet with outside agencies that are providing activities / or could **(J)**
- collate healthy schools data **(S)**
- collate proof of work done at the farm **(S)**
- Attend home visits **(J)**
- Apply for further funding **(S)**
- organise the referrals of difficult students **(J)**
- organise the enrolment of new students **(J)**
- gather and collate the data required by the learning trust **(S)**
- Attend child protection meetings **(J)**
- Liaise with the Learning Trust about SEN students needs **(J)**
- Register students with exam body **(S)**
- organise for students to take exams at other colleges **(S)**
- get college prospectuses for progression routes **(S)**
- Management of other staff on the project **(S)**

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Person Specifications

We are looking for an exciting and dynamic individual to manage and deliver a unique project to vulnerable young people, who have not been attending other education providers.

Essential:

- Experience of working directly with supported young people
- Understanding of equal opportunities policy
- Experience of delivering workshops/ teaching sessions
- At least one years experience of project management
- Excellent organisational skills
- Ability to work independently and within a team
- Knowledge of literacy /numeracy curriculum levels
- Understanding of Special Educational Needs
- Competent ITC skills, particularly using EXCEL, Microsoft Word, internet research and email.

Desirable:

- Teaching qualification
- Driving license
- Practical Skills such as carpentry, horticulture or animal care
- First aid at work certification
- Child Protection Training
- SEN training
- Previous CRB check

The successful applicant will have to have an approved CRB check, in accordance with the Hackney City Farm Child Protection Policy.