



## INTO SCHOOL PROGRAMME MANAGER

Job Title	INTO SCHOOL PROGRAMME MANAGER
Hours of Work	9.30 AM – 5.30 AM   MONDAY TO THURSDAY (28 HOURS PER WEEK)
Responsible for	ESOL TUTOR, VOLUNTEERS AND INTERNS
Reports to:	HEAD OF YOUTH PROGRAMMES
Salary band:	£30,000 - £35,000 (FTE)
<p>This post is restricted to women only as a genuine occupational requirement under Schedule 9 paragraph 1, Equality Act 2010.</p> <p>Closing date: 6<sup>th</sup> March 2024 Interviews: We will be conducting rolling interviews meaning we will invite suitable applicants in for interview as they apply.</p> <p>Application Process: Completed application forms only no CV's or covering letters. Applications to be emailed to <a href="mailto:recruitment@baytreecentre.org.uk">recruitment@baytreecentre.org.uk</a></p>	

### ENVIRONMENT

The Baytree Centre (registered charity no 1175145) is a social inclusion project for local women and girls based in the heart of Brixton.

Inspired by Catholic Social Teaching, we aim to build confidence and self-esteem, promote aspirations, broaden horizons, and help our beneficiaries to improve life chances for themselves, their families, and their communities. Our programmes include academic activities and education support; one-to-one coaching and mentoring; skills development; and positive and well-being activities.



We recognise the positive value of diversity, promote equality and challenge discrimination. We welcome and encourage job applications from underrepresented groups and those with lived experience of the challenges faced by girls and women, growing up in the wider Brixton area.

We are looking for a hardworking, motivated, and innovative person to be part of our successful and dedicated Education & Youth Service Teams. The successful candidate will have experience of working with young people and will work with and support the teams to strengthen and improve the service. They will be a collaborative team-player.

Critical to their success will be their genuine empathy and commitment to Baytree's core principles and values. While our clients' needs are central to what goes on at the Centre, we also believe in inspirational staff. What we do, how we behave, what we deliver and how we deliver it, are all fundamental to ensuring that our clients' best interests are served.

## OVERALL PURPOSE OF ROLE

The role of the Into School Programme Manager is to ensure the programme facilitates & supports the transition of newly-arrived girls aged 11-19 into the UK education system. The project offers support to girls in our local community and beyond, who have recently arrived in the UK and have no school place.

The three key outcomes of the programme are:

- **Education:** to provide an all-round curriculum which fosters the girls' English language development (listening, speaking, reading, and writing) in addition to other academic skills necessary in mainstream schools and colleges
- **School Applications Mentoring:** Provide crucial Support to families throughout the school/college applications process This includes guiding families through the application procedures, liaising with schools and local authorities, and ensuring timely follow-up on applications.
- **Integration:** Trips and workshops to help the participants' integration into their new environment and community. These activities provide valuable opportunities for the girls to familiarise themselves with their surroundings, engage with their community, and build connections with peers and mentors.

## KEY DUTIES & RESPONSIBILITIES

By working collaboratively with the ESOL tutor, ensure that all elements of the programme are integrated seamlessly and effectively to meet the participants' needs for language acquisition, integration into their new community and to secure school/college placement.

- **Regular Communication:** Maintain open and regular communication with the ESOL tutor and any volunteer tutors engaged in delivering classes through regular meetings, weekly updates regarding participants, discuss the progress of the programme, identify any challenges, and brainstorm solutions together.
- **Onboarding of Participants:** Interview and register new participants
- **School Applications Mentoring:** Supporting families with making school applications and liaising with school and the local authority in addition to following up on the applications in a timely manner; giving information about their right to appeal and complain if procedures are not followed by the local authorities or the schools and directing them to agencies for legal help if needed.
- **Alignment of Curriculum:** Work together to align the ESOL curriculum with the broader goals and objectives of the programme. Ensure that language learning activities are relevant to the participants' needs and support their overall integration.
- **Integrated Activities:** Through partnerships implement integrated activities that combine language learning with practical skills development and cultural immersion. This could include creative arts, physical/wellbeing sessions, group discussions, field trips, and community engagement projects that reinforce language skills in real-life contexts.
- **Feedback and Evaluation:** Regularly seek feedback from the ESOL tutor regarding the effectiveness of the programme and any adjustments needed.
- **Professional Development:** Support the professional development of the ESOL tutor by providing opportunities for training, workshops, and peer learning experiences working closely with the Women's Service Educational team.
- **Network Development:** Develop & maintain a strong network of like-minded organisations that enable referral pathways, sharing of good practice and information
- **Progression Pathways:** To support mentors, parents / guardians and girls in the school application process, following up applications and contacting relevant people on their behalf

## GENERAL

- Attend regular training and development to maintain an up-to-date knowledge of safeguarding, health and safety and local policy developments.
- Working with the Head of Youth Programmes develop and implement an inclusive community outreach programme including marketing and engagement strategies.



## STANDARDS & QUALITY

The jobholder will be expected to:

- Adopt and encourage best practice and support of procedures to protect & safeguard children, young people & vulnerable adults.
- Carry out duties and responsibilities according to Baytree’s Culture and Values, Equality, Diversity & Inclusion commitment, Health & Safety Policy, and all other policies, working practices & procedures.
- Ensure delivery meets the London Youth Silver, Matrix, and Investing in Volunteers quality standards.
- Set a good example in terms of punctuality, manner, attendance, and presentation.
- Maintain a clear enhanced DBS check.
- Positively participate in staff development, information, and other team meetings.
- Ensure that beneficiaries’ data is kept confidential in compliance with Baytree’s policies.
- Support and demonstrate the core principles and values of the Baytree Centre, which you can find detailed on our [website](#).
- Perform such other duties as may be reasonably required of them.

## PERSON SPECIFICATION

KNOWLEDGE & EXPERIENCE	ESSENTIAL/DESIRABLE
<p>QUALIFICATIONS</p> <ul style="list-style-type: none"> <li>➤ Educated to degree level</li> </ul>	<p>Essential</p>
<ul style="list-style-type: none"> <li>➤ Experience of working with young people from varied backgrounds</li> <li>➤ Understanding of the needs of newly arrived girls and young women</li> <li>➤ Good Knowledge and understanding of British education system including application process</li> <li>➤ Understanding and experience of safeguarding and health and safety procedures and regulatory frameworks relevant to the delivery of youth services</li> <li>➤ Experience of building and nurturing strong and productive relationships, internally and externally</li> <li>➤ Highly organised with good written &amp; verbal communication skills</li> <li>➤ Knowledge &amp; understanding of other agencies involved in the delivery of services to young people</li> <li>➤ Positive, friendly, welcoming, and pro-active</li> </ul>	<p>Essential Essential Essential Essential Essential Essential Desirable Essential Desirable</p>

<ul style="list-style-type: none"> <li>➤ Awareness and understanding of the realities and challenges of providing services to young people and families in a community context.</li> <li>➤ Local knowledge including an understanding of and empathy for the challenges faced by local young people.</li> <li>➤ A flexible, inclusive, and non-judgmental approach to people and work.</li> </ul>	<p style="text-align: center;">Desirable</p> <p style="text-align: center;">Essential</p>
<ul style="list-style-type: none"> <li>➤ Excellent written and verbal communication and as well as people skills</li> <li>➤ Computer literate</li> <li>➤ Ability to supervise volunteers, to work as a member of a team and on own initiative</li> <li>➤ Excellent organisation and time management</li> <li>➤ Experience of working in a community setting or similar</li> <li>➤ Good communication skills in Spanish, Portuguese, Somali, Arabic or another language widely spoken in Lambeth</li> </ul>	<p style="text-align: center;">Essential</p> <p style="text-align: center;">Essential</p> <p style="text-align: center;">Essential</p> <p style="text-align: center;">Essential</p> <p style="text-align: center;">Desirable</p> <p style="text-align: center;">Desirable</p>

<b>KEY COMPETENCIES/BEHAVIOURS</b>
<p><b>SETTING DIRECTION</b></p> <p><b>Seeing the Big Picture :</b> Understand how your work and the work of your team supports wider Baytree objectives and meets the needs of stakeholders. Keep up to date with the issues that affect your work area. Take a keen interest in expanding knowledge in areas related to your work. Focus on overall goals and not just specific tasks to meet priorities.</p> <p><b>Making Effective Decisions :</b> Take responsibility for making effective and fair decisions, in a timely manner. Analyse and research further information to support decisions. Talk to relevant people to get advice and information when unsure how to proceed. Explain how decisions have been reached in a clear and concise way. Demonstrate the consideration of all options, costs, risks and wider implications, including the diverse needs of end users.</p>
<p><b>ENGAGING PEOPLE</b></p> <p><b>Leadership :</b> Show pride and passion for your work and positive and inclusive engagement with your team. Understand your areas of responsibility and display awareness of the wider impact of your actions. Proactively role model and promote an inclusive workplace, promptly dealing with any inappropriate language and behaviours, including discrimination or misconduct. Give appropriate praise and credit to colleagues and stakeholders.</p> <p><b>Communicating &amp; Influencing :</b> Communicate clearly and concisely both orally and in writing. Take time to consider the best communication channel to use for the audience, including making the best of digital resources and considering value for money. Interact with others in an enthusiastic way. Express ideas clearly and with respect for others. Listen to and value different ideas, views and ways of working. Respond constructively and objectively to comments and questions. Handle challenging conversations with confidence and sensitivity.</p> <p><b>Working Together :</b> Be a collaborative, team player. Work together with and support peers in the Coaching team, Women’s Services team and the broader Baytree organization. Develop a range of contacts outside own team and identify opportunities to share knowledge, information and learning. Show genuine interest when listening to others. Follow up on their expressed needs. Be kind, polite and smile. Ensure it is clear that bullying, harassment and discrimination are unacceptable. Offer support and help to colleagues when in need, including consideration of your</p>

own and their wellbeing. Change ways of working to aid cooperation within and between teams to achieve results.

## DELIVERING RESULTS

**Delivering a Quality Service** : Work with users to understand their needs and expectations. Create clear plans and set priorities which meet the needs of both the users and Baytree. Clearly explain to users what can be done and what cannot. Keep colleagues and stakeholders fully informed of plans and progress. Identify common problems that affect service, report them and find possible solutions. Deliver good user service which balances quality and cost effectiveness.

**Delivering at Pace** : Follow relevant policies, procedures and legislation to complete your work. Have a positive and focused attitude to achieving outcomes, despite any setbacks. Regularly check performance against objectives, making suggestions for improvement or taking corrective action where necessary. Ensure that colleagues are supported where tasks are challenging.

**Changing and Improving** : Regularly review own and team's work and take the initiative to suggest ideas to make improvements. Give feedback on changes in a constructive manner. Take a positive, open approach to the possibility of change and encourage others to do the same. Help others to understand changes and the reasons they are being put in place. Identify and act on the effects changes are having on your role and that of the team. Look for ways to use technology to achieve efficient and effective results. Consider accessibility needs of the diverse range of end users.