

# Capel Manor College

## School Visit Leader

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### Job Description & Person Specification



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### JOB DESCRIPTION

<b>Post</b>	School Visit Leader
<b>Scale</b>	Business and Learning Support
<b>Grade</b>	SO1
<b>Responsible to</b>	Fundraising and Events Manager
<b>Location</b>	Enfield and Forty Hall Farm
<b>Contract</b>	Casual

#### Key Responsibilities:

The School Visit Leader will work within the College's Events team to teach young children visiting the College's Enfield Campus and Forty Hall Farm about nature, plants and habitats. The post holder will be responsible for building effective relationships with key school contacts to maximise promotional opportunities. They will oversee primary school visits to the gardens at the Enfield Campus and Forty Hall Farm.

This is a casual role and hours are variable and subject to the demand for school visits to the College's Enfield Campus and Forty Hall Farm. Normally the majority of school visits occur from March to July.

#### Responsibilities:

1. Promote and raise awareness of the College's courses to primary school children
2. Deliver educational school visits to promote the College
3. To deliver educational school visits aimed at primary school children including EYFS, KS1 and KS2
4. Work closely with other school visit leaders to plan tailored activities for each session based on educational objectives of the topics being taught in class
5. Deliver an excellent customer experience to schools and school children
6. Meet and greet students, teachers and group leaders upon arrival at the College
7. Develop and maintain relationships with school teachers and group leaders to maximise promotional opportunities and build essential links
8. Continuously develop new and creative school liaison activities and initiatives to engage schools and their students
9. Work with the rest of the Events team to ensure smooth running of school visits
10. Deal with problems and emergency situations should they arise
11. Set-up and pack down of rooms
12. Collect evaluation forms from the teachers and group leaders
13. Ensure the safety and well-being of students at all times
14. Adhere to Capel Manor College's safeguarding policy and procedures

#### General Responsibilities:

1. Promote and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults
2. Participate in College programmes of staff appraisal and continuing professional development
3. Develop effective working relationships internally and with external partners
4. To operate at all times in line with the College's values and behaviours
5. Undertake other duties as may reasonably be required in the interests of the efficient functioning of the College

### PERSON SPECIFICATION

#### Qualifications

- Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period
- Evidence of continuous professional development

#### Experience

- Experience working with primary school aged children would be advantageous
- Experience working with groups with additional needs
- Experience delivering engaging learning activities to young people would be beneficial
- Experience organising trips and visits

### **Skills, Abilities and Knowledge**

- The ability to develop positive working relationships with individuals at all levels
- Effective communication/organisation skills and ability to work on own initiative and as part of a team
- The ability to communicate effectively orally and in writing
- Effective organisation skills and ability to work on own initiative and as part of a team
- An understanding of and interest in animals, plants and the environment would be advantageous
- An interest and understanding in gardening and horticulture

### **Other Factors**

- An understanding of and commitment to safeguarding young people and vulnerable adults
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults
- Emotional resilience
- The ability and determination to promote equality, diversity and inclusion throughout all aspects of College life, including employment and service delivery
- Should the position involve regular driving, a clean driving licence is required