

## Job Description

<b>Job Title:</b>	Schools Manager
<b>Service:</b>	Coram Shakespeare Schools Foundation
<b>Reporting to:</b>	Head of CSSF
<b>Manages:</b>	Programmes Managers
<b>Salary:</b>	Circa £28,000
<b>Work Pattern:</b>	We are open to full- or part-time applications Flexitime (core hours 10am-4pm)
<b>Location:</b>	Coram Campus (Central London) and remote Some travel within the UK will be required
<b>Contract Type</b>	Fixed term (12 months) with possibility for extension

### About Coram

At Coram, the UK's first children's charity, we never stop making change happen to create better chances for children. Step by step, child by child, Coram fights for children's legal protection today and enables them to gain the skills they need for tomorrow, giving them the chance to shine.

We see ways that the policies and decisions which affect children's lives could be fairer and more effective. So we tackle the bigger picture too. Inspired by the views and experiences of children themselves, we galvanize professionals to improve the systems, which will allow better chances for future generations of children.

But this is not enough. Creating a world in which all children can have the best possible chance in life means breaking the cycle of injustice. Coram is seeking to expand its delivery and policy impact and launching the new Institute for the Future of Children to share insights, convene stronger concerted action and make a fundamental shift to a society that cares about children.

### About Coram SSF

We transform lives through the unique power of Shakespeare.

Coram Shakespeare Schools Foundation (CSSF) is a national cultural education charity that exists to instil curiosity and empathy, aspiration and self-esteem, literacy and teamwork - giving young people the confidence to stride onto whatever stage they choose. Our programmes follow a rigorous and supportive process to train teachers and young people in an active and ambitious way of working with Shakespeare.

Our objectives are:

- To promote life skills, social cohesion and ambition
- To promote educational attainment - especially in literacy and performing arts
- To provide a unique cultural and creative experience to young people from disadvantaged

backgrounds

## **Job Purpose**

CSSF's Management Team is responsible for creating a thrilling and transformative experience for all young people participating in our programmes. We believe that Shakespeare is for everyone and our work takes place anywhere we can make it happen. These roles manage the team of Programme Coordinators and Assistants who are responsible for the implementation of our programmes and projects across the UK.

The Schools Manager will be responsible for schools' overall CSSF programme journeys, ensuring a high-quality experience for every registered school. The Schools Manager will work closely with our Theatres & Staffing Manager, Sales & Marketing Manager and Workshops & Inclusion Manager to ensure that all participants have everything they need for a high quality, impactful experience and that our core team and delivery partners have the tools and knowledge they need to make this happen.

## **Main Duties & Responsibilities**

### Programme Management

- responsibility for schools' overall CSSF programme experience
- ensure a high-quality experience for every registered school including trouble- shooting and complaint handling
- manage communications to participating schools throughout the year
- manage and motivate the Programmes Team to recruit returning schools to our programmes (working closely with Theatres & Staffing Manager and Sales & Marketing Manager)

- support with the scheduling and logistics of programme workshops across the UK (working closely with Theatres & Staffing Manager)
- plan and manage the school scheduling process including training the team
- analyse feedback and data from schools, implementing programme change and improvements where necessary
- ensuring high levels of data stewardship throughout the year
- maintain confidentiality of information; it will be necessary to comply with all requirements related to the Data Protection Act/ General Data Protection Regulations (GDPR)

#### Inclusion, Equality & Diversity

- ensure inclusion remains at the heart of all planning and logistics, including delivery of an excellent experience for our SEND schools and for Pupil Referral Units (PRUs)
- support on the development of specialist Foundation Projects
- recognise and challenge all forms of discrimination and prejudice in the workplace
- treat everyone with respect, dignity and fairness and to acknowledge and celebrate diversity

#### Resources

- oversee our resource offering to ensure Teachers have all the resources they need to take part in our programmes, including applying teacher feedback and planning new resources
- curate and commission new resources, where required, which integrate our programmes with the curriculum
- research Shakespeare and literacy curricula to keep our work current, relevant and innovative

#### User Voice and Evaluation

- work with the management team to develop and implement the organisation's evaluation plan
- manage opportunities that arise to evaluate the impact of CSSF's curriculum resources
- use data to develop our programme experiences and resources

- develop and manage structures to integrate the voice of young people in our programmes
- lead the development and management of SSF's network of Teacher Ambassadors
- create and maintain partnerships in the education sector

#### Team

- working closely with the Management Team, recruit, manage and train Programmes Team staff
- line management of Programme Coordinator(s)
- develop and deliver relevant training for the team on UK national curricula
- recruit and manage team Assistants (working closely with Theatres & Staffing Manager)
- maintain an awareness of your own and others' health and safety and comply with Coram Group Health and Safety policy and procedures.

#### Devising & Delivery

- work with the colleagues to devise workshops including education and corporate offerings
- support with the development and devising of workshops which align with the curriculum
- coordinate sessions with creative associates to gain input on our programmes
- deliver workshops to teachers and students as required

## Person Specification

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Coram Shakespeare Schools Foundation is excited to meet candidates from a range of backgrounds.

**We are looking for** an inspiring manager who has experience working with schools, managing people and building relationships with sector partners and stakeholders. You will combine excellent communication and organisation skills with creativity and innovation. You'll identify with SSF's mission and values and be able to advocate for the organisation to teachers, education leaders and partners. You will be flexible, organised and able to work under pressure with a variety of systems.

### Candidates must show evidence of:

- exceptional organisational skills, with an ability to prioritise and show flexibility
- eloquent written and verbal communication
- ability to build relationships with a wide range of internal and external stakeholders
- motivation and drive to hit targets and encourage others to do the same
- calmness under pressure
- a creative approach to problem-solving
- a professional and warm attitude and the ability to deal effectively with people in a wide range of scenarios and levels of seniority

### Essential Experience or Skills:

- leading a motivated and effective team, including training and development programmes
- overseeing complex programmes or large events on a national or regional scale
- understanding of the UK education landscape
- operational line management experience
- management of a customer/client experience
- data collection and analysis, data-led decision-making

- operational or project management – planning, implementation and evaluation

**Desirable Experience or Skills:**

- an understanding of arts within the UK educational system
- knowledge of UK nations curricula
- building partnerships in education sector
- tracking and managing project costs against budget
- event risk management and mitigation
- inclusive practice and working with young people with SEND
- working knowledge of Microsoft Office, Outlook and OneDrive
- working knowledge of Salesforce CRM database
- experience of or an interest in Shakespeare