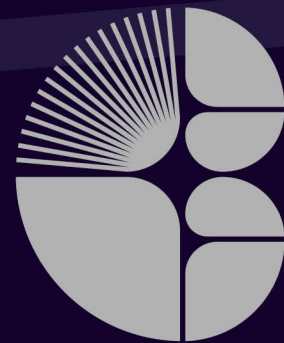


# PROGRAMME MANAGER

Creative Education Trust

September 2020



*Creative  
Education  
Trust*



## Dear Colleague

**Thank you for your interest in the role of Programme Manager based at Creative Education Trust Head Office.**

Our network consists of eleven secondary and six primary academies in the Midlands and Norfolk plus a central team. Further schools are in the pipeline and our medium-term ambition is to be a trust of 25 schools.

As an academy sponsor, Creative Education Trust is focused on the quality of the educational experience it provides for its students.

In addition, in joining a growing group of schools, you will have the opportunity to have an impact on how the wider network develops, to collaborate closely with our team and the Chief Operating Officer and to influence Creative Education Trust's ethos and processes.

Those of us who have set up Creative Education Trust come from a wide variety of professional backgrounds in education, academia, business and the creative industries. What unites us is the desire to improve educational prospects and life chances for children who have not always had the schools they deserve, nor had access to the knowledge and skills that will equip them to be successful in the world they will encounter when they leave full-time education.

Our schools pursue a rigorous and continuous programme of educational improvement, but they also aim to provide pupils with a rich programme of co-curricular activities. In addition, our unique Knowledge Connected approach teaches pupils to analyse and understand their curriculum of study through the application of six key concepts, encouraging them to identify and solve problems in practical and creative ways that give them a sense that they can have impact on the world around them.

You can watch a short video on what it means to be part of Creative Education Trust, illustrating our 'Knowledge Connected' approach to learning on our YouTube channel: [www.youtube.com/user/creedacad](http://www.youtube.com/user/creedacad).

Our Senior Regional HR Advisor, Vanda Roy, would be delighted to discuss this role with you and is available on [vanda.roy@creativeeducationtrust.org.uk](mailto:vanda.roy@creativeeducationtrust.org.uk).

I look forward to receiving your application.

Yours sincerely,  
Marc Jordan - CEO

**“We are seeking an exceptional individual to support our Director of Programmes on a fixed term basis”**

You can find out more at:  
[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)

# ABOUT CREATIVE EDUCATION TRUST



**Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.**

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare pupils for their transition to adult life and employment.



## Our aims for our students are to:

- ★ Raise their attainment in exams and tests through outstanding teaching
- ★ Make them intellectually curious with a sense of confidence
- ★ Increase their participation in HE, FE and apprenticeships
- ★ Ensure they have employable skills and attitudes
- ★ Create rounded individuals through a wide choice of co-curricular activities



## We are achieving our aims through:

- ★ Educational rigour
- ★ Organisational effectiveness
- ★ Financial efficiency
- ★ Partnership & recognition of local identity
- ★ Respect for autonomous leadership
- ★ Quality not quantity
- ★ Promoting practical creativity



You can find out more at:  
[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)

# PROGRAMME MANAGER

## JOB DESCRIPTION AND PERSON SPECIFICATION

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### LOCATION

Holborn Office, London (with regular travel to Trust's schools)

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Full time, 9 months Fixed Term (Maternity Cover)

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### SALARY

£35,000 plus LGPS pension

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### THE ROLE

In collaboration with teachers and professional experts, and complementing a rigorous approach to academic improvement, the Programme team leads the development of 'Knowledge Connected', the creative entitlement which enhances the curriculum for every pupil in our schools. Knowledge Connected is a framework of key concepts which encourages conceptual links between different academic subjects, promotes practical skills and fosters personal development in preparation for adult life and the world of work.

Working with a small number of specialist agencies, professionals and partner institutions, we also devise and plan a substantial calendar of cross-trust enrichment events and competitions to widen horizons and introduce healthy competition between the schools.

The Programme team takes responsibility for marketing and communications, including the stewardship of the Creative Education Trust brand through corporate and school platforms; and for designing and producing events and resources to support internal communications across the network of schools.

In the coming year, and in the context of very uncertain employment prospects for young people graduating from formal education, the Programme team is intensifying its focus on careers, training and progression to the world of work. In particular, we will work with the school staff to design a co-ordinated approach to Careers Information, Education and Guidance; ensure that schools are informed about opportunities arising in the local market for vocational training and apprenticeships; and increase the opportunities for pupils to encounter professionals and experience workplaces.

You can find out more at:

[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)

### KEY RESPONSIBILITIES

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- Identify how the Programme team can best add value to what each school is able to offer in terms of Careers Information, Education and Guidance; particularly with respect to the Creative Industries
- Research and compile information about informed local and national opportunities for vocational training and apprenticeships, including the relevant employment and careers fairs and events; particularly with respect to the creative industries
- Identify new opportunities for pupils to encounter professionals and experience workplaces, not confined to the creative industries but in all potential sectors
- Assist schools in identifying and approaching local business partners and employers with opportunities to be involved in education; again, this should not be confined to the creative industries
- Organise the Year 8 Knowledge Connected Reps programme – cross-Trust group visits combining professional organisations with cultural exhibitions and experiences
- Develop the 6<sup>th</sup> form leadership programme, with a focus on skills for employability.
- Manage a pilot programme of exposure to careers in the law.
- Develop Creative Education Trust's network of alumni in preparation for its launch in 2021, which is the tenth anniversary of the founding of Creative Education Trust

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This job description is not necessarily a comprehensive definition of the post and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the trust at the reasonable discretion of the Director of Programmes, and may for example, include tasks relating to impact assessment and/or marketing-communications.

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Qualified to A level or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to degree level or equivalent professional experience</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Practical experience of project delivery and event management</li> <li>• Responsibility for developing and delivering programmes for young people.</li> <li>• Experience of office financial and administrative processes</li> </ul>	
<b>KNOWLEDGE AND UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>• Knowledge of the skills and employability agenda acquired through work</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• Demonstrable understanding of secondary CIEAG practice – the role may be particularly suited to candidates who have taught, considered teaching or trained as teachers, but who are looking for a different way to work with schools and young people</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the creative industries acquired in a working context: design, architecture, engineering, film, media, publishing or performing arts.</li> </ul>
<b>SKILLS AND PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Ability to translate conceptual ideas into practical propositions</li> <li>• Creativity and an appetite for invention</li> <li>• Rigorous organisational and administrative skills</li> <li>• Research skills</li> <li>• Excellent communication skills, including the ability to write and speak fluently and authoritatively about creativity, careers and employability</li> <li>• Competence with Microsoft Office, content management systems and social media platforms</li> <li>• Commitment to the vision of Creative Education Trust</li> </ul>	
<b>EQUAL OPPORTUNITIES</b>	<ul style="list-style-type: none"> <li>• A demonstrable commitment to supporting and promoting safeguarding, equality and diversity</li> </ul>	
<p>This job description will be reviewed regularly and may be amended according to changing requirements such as responsibility for additional CET Academies, as agreed between the post holder and the Trust.</p> <p>Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.</p>		