

Job Description: Enrichment and Trip Coordinator & Academy Community Pioneer

Thank you for your interest in applying for Enrichment and Trip Coordinator & Academy Community Pioneer of Co-op Academy Florence MacWilliams.

Co-op Academy Florence MacWilliams opened its doors in September 2024 in temporary accommodation, welcoming our founding cohort of 120 Year 7 students. Through collaboration with the Local Authority and the DfE's Free School program, Co-op Academy Florence MacWilliams is an important addition to Stoke-on-Trent's educational landscape. For September 2025, we will transition into our state-of-art facility, expanding each year until reaching full capacity of 1150 students in 2030.

Why Choose Co-op Florence MacWilliams?

Thriving in a Collaborative Community: Joining Co-op Academy Florence MacWilliams means becoming an integral part of the larger Co-op network, one of the UK's most successful Multi-Academy Trusts. You will become part of a dynamic community where peers connect locally and nationally sharing valuable resources, knowledge, and best practices.

Streamlined organisational Support: Our organisational structure is meticulously designed to support our staff. This strategic approach allows you the freedom to focus on your strengths, ultimately contributing to the enhancement of educational outcomes for the academy's students.

We Care: At Co-op Academy Florence MacWilliams, we are committed to creating something special, a culture of high expectations with the ways of being and our PACE principles at the heart of everything we do. Our goal is to provide an exceptional educational experience for our students and to foster a community where everyone feels valued and supported.

This innovative approach to our school day and calendar enables the incorporation of an extra two weeks of holiday into the academic year, providing both students and staff with shorter, more rejuvenating term times.

If you have what we are looking for, we would love for you to take the initiative and apply to be part of a team that is not just building a school but shaping the future of education in Stoke-on-Trent.

Enrichment and Trip Coordinator & Academy Community Pioneer

Salary / grade range	Enrichment and Trip Coordinator - FTE £35,235 - £37,938) - 4 days Academy Community Pioneer - FTE £24,790 - £27,269 - 1 day
Location	Co-op Academy Florence MacWilliams
Reports to	Assistant Headteacher: Teaching and Learning (4 days) & Regional Development Manager (1 day)

Purpose of role:

To lead, coordinate and develop a comprehensive enrichment programme across the curriculum, including the planning, risk assessment, and implementation of all educational visits and extracurricular activities. Additionally, to work one day per week as Florence's Community Pioneer, helping to create and implement a local community plan in line with the Trust's strategic priorities and the Co-op's Community Plan.

As the academy is a new school the successful candidate will be expected to carry out the full range of duties based around Florence's PACE principles:

Pride: Instilling values, PACE Curriculum & character programme.

Ambition: Effectively using assessment & data. Leading on teaching a rigorous academic, enrichment & careers curriculum.

Care: Strong discipline, pastoral care systems and safeguarding.

Excellence: Excellent teaching, collaborative planning and quality training.

Key accountabilities (and specific duties / responsibilities):

Enrichment and Trip Coordination (4 days per week full year)

1. Develop and lead a rich, inclusive, and high-quality enrichment programme across all key stages.
2. Plan, organise, and manage electives, educational visits, trips, and residentials.
3. Ensure full compliance with safeguarding, health and safety, and educational visits guidance.
4. Write and review detailed risk assessments for all relevant activities.
5. Identify, apply for, and manage external funding through bid writing and grant applications.
6. Liaise with curriculum leads and teaching staff to embed enrichment into schemes of work.
7. Communicate effectively with students, staff, parents, and external providers to coordinate logistics and permissions.
8. Monitor and evaluate participation and impact, reporting outcomes to SLT and governors.
9. Maintain accurate records of trips and activities in line with data protection protocols.
10. Promote the values and ethos of the academy through high-quality enrichment opportunities.

11. To undertake break & lunch duties
12. To perform other duties considered reasonable, that are commensurate with the grading and designation of the post.
13. Safeguarding all students, ensuring the safety and well-being of both students and staff.

Academy Community Pioneer Responsibilities (1 day per week)

1. Develop a strong understanding of the academy's local community, including its strengths and needs.
2. Support the Regional Development Manager in creating and delivering a community plan.
3. Build local capacity to support the delivery of the community plan.
4. Develop strong links with local Co-op food stores, Co-op Funeralcare, and the local businesses.
5. Identify and establish relationships with third-party organisations offering youth work, family support, or other relevant services.
6. Connect with local community groups, charities, and grassroots organisations.
Liaise with statutory and non-statutory local services to ensure the academy's role adds value to the existing local offer.
7. Identify potential funding opportunities and support applications to enhance the academy's community work.
8. Share best practices across the region via the Trust's Academy Community Pioneers network.
Provide reports and updates to the Regional Development Manager for the academy governing council.
9. Support the embedding of youth and family support within the culture of the academy.
10. Promote and grow Co-op membership across the academy community.

NOTE: This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job description and changes to it may be amended in light of organisational and service requirements.

Personal attributes required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
Qualifications <ul style="list-style-type: none"> Degree or equivalent experience EVC training or community development qualification 	Desirable	(A) (A, I)
Experience <ul style="list-style-type: none"> Experience planning enrichment or educational visits Experience writing funding bids Experience working in schools Experience of stakeholder or community engagement 	Desirable	(A, I) (A, I) (A, I) (A, I)
Skills, Ability, Knowledge <ul style="list-style-type: none"> Excellent planning, organisation, and communication skills Ability to manage multiple priorities and meet deadlines Knowledge of safeguarding and health and safety legislation Ability to build and maintain external partnerships Familiarity with the Co-op's Community Plan and Trust values Confidence in using IT systems and data tracking tools First aid qualification or willingness to train Level 4 safeguarding or willingness to train 	Desirable	(A, I) (A, I) (A, I) (A, I) (A, I) (A, I) (A, I)
Personal Qualities <ul style="list-style-type: none"> Positive, proactive and committed to inclusive education Passionate about community engagement and youth development Resilient, self-motivated and professional Able to represent the academy with integrity and enthusiasm 		(A, I) (A, I) (A, I) (A, I)
Other <ul style="list-style-type: none"> Commitment to equality of opportunity and the safeguarding and welfare of all pupils 		

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op. This post is subject to an enhanced DBS check.