

Job Description – Primary Programme Assistant (term time only)

Reporting to:	Primary Programme Manager
Location:	Junior Achievement Office, Middle River, Douglas
Hours:	Part time term-time only 2 days per week between the hours of 8am – 4.30pm. These days will be Tuesday, Wednesday or Thursday but on rare occasions you may be asked to work another day in the week.
Salary:	Two days per week (term time only) £6,300 - £7, 200 Full time equivalent of £21,000 - £24,000
Transport:	You will be required to travel round the Island therefore a clean driving licence and use of a car is essential
Non Smoking:	Junior Achievement is a non-smoking office therefore provision is not made for paid smoking breaks outside of your lunch hour
Benefits:	Pro-rata 25 days paid holiday, 10 days Bank Holiday, parking space, petrol allowance and an excellent working environment

How to apply

Please post your CV and a covering letter to: Sue Cook, Chief Executive, Junior Achievement, Suite 2, Peterson House, Middle River, Douglas. IM2 1AL. Or e-mail your completed application to suecook@jaiom.im. Contact telephone number: **01624 666266**.

Please note that if you send your CV without the rest of the required information you risk not being considered for the role. Closing date for applications: Friday 4th October 2019.

Shortlisted candidates will be asked to complete an application form and may be required to complete a personality profile.

Overview of the role

Junior Achievement is a Manx registered charity that each year supports 5,500 young people in education to develop skills for the workplace.

We are looking for a special person to join our small team to work alongside the other Programme Managers to assist with the delivery of our range of programmes in the Island's primary schools.

Your role will be to work in the classroom with Year 6 students (10 – 11 year olds) where you will lead groups of students through the Junior Achievement programme 'Our World'.

You will work alongside a Primary Programme Manager and must be confident enough to stand up in the classroom and deliver the programme.

In this role you will be the face of Junior Achievement and will be liaising with schools, businesses and volunteers. The ideal candidate will be confident enough to work with young children and some classroom experience would be an advantage.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. An enhanced criminal record check is required for this post.

Hours of work

Hours of work will be between 8.30am and 4.00pm

You will be working in every primary school in the Isle of Man. This will mean extensive travel. Applicants must be able to reach any school on the Island by no later than 8.45am regardless of its location in order to set the class up for the day.

The role will require someone who is reasonably fit to be able to lift and move boxes of student materials. Anyone applying for the role should be aware of these requirements.

Responsibilities

Programme Delivery

- Foster the growth and development of young people through participation in Junior Achievement programmes
- Encourage inclusive learning for all students
- Lead Junior Achievement programmes in the classroom
- Ensure that schools are satisfied with the service being provided by Junior Achievement
- Collate programme feedback from students, volunteers and teachers
- Become an expert in Junior Achievement programmes

Volunteer Management

- Looking after volunteers who may be assisting with the programme
- Providing guidance and support
- Training volunteers to deliver Junior Achievement Programmes
- Act as a point of contact for volunteers
- Keep volunteers motivated by ensuring they stay informed and appreciated
- Volunteer health and safety

Administration

- Keep accurate records of all Junior Achievement activities
- Maintain a calendar of activities and keep other staff informed
- Put together packs of materials and make up boxes for schools
- Transport students materials to schools

Other duties

- Act as a spokesperson to help play a part in building the charity's profile
- Willingness to attend Junior Achievement fundraising events outside of normal hours
- Keeping your work area tidy and help with cleaning the office
- To undertake any other reasonable duty as required
- The above description is not exhaustive and will be reviewed from time to time

Person Specification

E = Essential D = Desirable

<p>Qualifications</p> <ul style="list-style-type: none"> • Teaching qualification • Training Qualification • Previous experience of working with primary school children • Minimum of five GCSEs or equivalent of which one must be English and Maths 	<p>D D E D</p>
<p>Experience</p> <ul style="list-style-type: none"> • Working with children in a teaching capacity either paid or voluntary • Ability to teach effectively using a variety of different strategies • Be familiar with how children learn • Excellent and engaging presentation skills • Experience of working with volunteers • Experience of communicating easily with a wide range of audiences on a face to face basis as well as by telephone, post, e-mail or any other appropriate means • Able to establish productive working relationships with pupils, acting as a role model 	<p>E D D E D D E E</p>
<p>Knowledge and Skills</p> <ul style="list-style-type: none"> • Able to work as part of a team • Enthusiastic and highly motivated • Possess drive and passion to constantly meet and exceed expectations • Excellent organiser • Ability to engage with and motivate volunteers • Ability to prioritise, plan and organise own workload • Confident to work on own initiative with minimum supervision but knowing when to consult with and inform others 	<p>E E E E E E E E</p>
<p>Other</p> <ul style="list-style-type: none"> • Clean licence with access to your own vehicle for work • Preference will be given to applicants not requiring a work permit • Willing to be flexible in your work • Reasonable level of fitness as a number of events require you to be on your feet for long periods of time or move boxes from one location to another • Non-smoker • Reliable and able to demonstrate a good attendance record 	<p>E E E E D E</p>