



MEaP Academy Twilight School (After-School) Project Manager

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| Responsible to: | Board of Directors |
| Salary: | tbc |
| Hours: | <i>8 hours – Tuesday and Thursday Term times</i> |
| Based: | <i>MMU Brooks Building</i> |

Reports to: Board of Directors

Responsible for: Responsible for planning and delivery of the MEaP Core services - in particular the Twilight school Programme to raise the achievement of BAME pupils.

Main Purpose: To organise the MEaP Academy Twilight School and to support young people in particular but not exclusively BAME pupils in a community setting.

Main Activities:

1. Development and monitoring of individual learning targets for MEaP Academy Twilight School pupils and regular review and monitoring of pupil progress.
2. Reporting this progress to parents and to the schools, which pupils attend during the week.
3. Regular partnership meetings with the Board of Directors in order to co-ordinate the work of MEaP partnership with the rest of the team to raise the achievement of BAME pupils.

4. Identifying resources for learning for the MEaP Academy Twilight School as appropriate.
5. Provide classroom support through collaborative teaching in with staff to provide for the needs of BAME pupils.
6. Provide termly reports on progress to the MEaP Academy Twilight School Board and parents to ensure the Twilight school curriculum reflects positively the wishes and aspirations of the BAME Community.
7. Liaise with parents and teaching staff in order to identify the learning needs of pupils,
8. To support the development of appropriate materials and teaching strategies and to enhance awareness of the needs of BAME pupils in order to raise achievement.
9. Keep appropriate records of work in order in produce termly and annual reports on the achievements of MEaP Academy Twilight School pupils to MEaP and Board.
10. Develop marketing strategies to promote MEaP Academy Twilight School in order to connect with local BAME communities and relevant agencies such as schools.
11. To recruit and line manage Student Ambassadors and volunteers from the community and links with local education establishments such as the University of Manchester and MMU.
12. Any other duties commensurate with the post deemed reasonable as required by the MEaP Board.

Person Specification for MEaP Academy Twilight School Programme Manager

Experience:

- Experience working with BAME pupils, parents and community.
- Experience and a wide knowledge with of educational matters
- Experience of community work, paid or voluntary.

Practical Skills:

- Ability to build positive working relationship with children and adults
- Proven ability to effect positive change for the good of children's learning
- Proven skills in work planning report writing, verbal and written communication.
- Demonstrates knowledge of the BAME Community and culture.
- Understands the factors associated with the underachievement of BAME pupils, and what is needed to raise achievement among BAME pupils.
- Demonstrates an understanding of the National Curriculum.
- Shows commitment to equal opportunity in the classroom.