



Southwark Schools

LEARNING PARTNERSHIP

Job Description – SSLP Co-ordinator (part time)

About SSLP

Southwark Schools' Learning Partnership (SSLP) is a unique collaboration between local maintained and independent senior schools supporting students from the London Borough of Southwark. SSLP and its constituent schools are committed to diversity, inclusion and anti-racism throughout its community.

The Role

The SSLP Co-ordinator is the only role dedicated to supporting the partnership and is employed through Dulwich College. This role is presently a part-time role (2 days a week during state school term-time). There may be the opportunity to do additional partnerships work for Dulwich College.

The role encompasses the following:

- Coordinating the work of the Champion teachers and Heads in relation to SSLP
- Supporting all teachers and other staff members in relation to SSLP activities
- Maintaining up-to-date contact lists for teachers involved with the SSLP
- Communicating SSLP activities to all interested audiences in an appropriate and timely way, notably through the collation and editing of a newsletter (at present a weekly publication)
- Arranging the annual launch of the partnership and its end of year dinner
- Visiting schools to meet the Champions and Heads to ensure they are aware of SSLP activities
- Attending major SSLP functions
- Minuting and arranging the termly meetings of the Champion teachers and directing Heads
- Updating the website and social media with notification and reports of all SSLP events
- Composing the annual report of the work of SSLP
- Taking the lead on applications for grants or sponsorship from external bodies who may be able to support the work of the SSLP
- Ensuring the SSLP is well-placed within independent state school partnerships nationally
- Monitoring the accounts of the SSLP, by facilitating the invoicing and payment of annual subscriptions, and the ensuring the authorisation and payment of bills as they arise
- Other reasonable tasks and duties commensurate to the role

This role is line managed by the Deputy Master External of Dulwich College in co-operation with the co-directors of the SSLP or such other person as SSLP may nominate from time to time.

All staff have a responsibility to safeguard and promote the welfare of children. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the College.

Essential Skills, Knowledge and Experience

- Educated to degree level
- Advanced skills in MS Office, Google Suite, X (Twitter) and knowledge of WordPress
- Excellent attention to detail (including proof reading) and an ability to produce high quality documentation
- Excellent written and oral communication skills
- Excellent organisational skills and the ability to prioritise



Desirable Skills, Knowledge and Experience

- Experience of working in schools
- Web editing skills

Personal Attributes

- Diligence, commitment, and patience
- Discretion and tact
- Professional manner and presentation
- A good team player who can willingly take direction and work with others
- Able to act on own initiative

Outline terms and conditions

Salary

The salary will be commensurate with the experience and qualifications of the successful applicant.

Hours of work

15 hours per week during term time, worked over two days per week. Normal working hours are 8:30am to 5.00pm with an hour's unpaid lunch break. Attendance at SSLP meetings and functions outside school hours will also be required from time to time.

Normal place of work

One day a week at Dulwich College and one day a week at Charter Bermondsey school.

Holiday (NB: Holiday pay is included in salary as unable to take during contracted hours)

Pro rata of 28 days per annum (including bank holidays), increasing to 33 days per annum (including bank holidays) after five years of continuous service. Holiday will be pro-rated for part time hours and term time only working. Holiday must be taken during College holidays and for term time only staff it will be paid.

References

The appointment is subject to receipt of references satisfactory to the College.

Police Clearance

The appointment is subject to police clearance as required by law for the protection of children and to comply with proof of identity and addresses over the last five years in accordance with the stipulations laid down by the Disclosure and Barring Service.

Probation Period

2 terms with an interim review after a term at which time the position will be reviewed. In case of illness during the probation period, statutory sick pay only will be applicable.