

## Educator Job Description

<b>Job Title:</b>	<b>Educator</b>
<b>Service:</b>	<b>Life Education East Midlands</b>
<b>Reporting to:</b>	<b>Team Leader</b>
<b>Salary Range:</b>	<b><i>Probation: £19,500 - £24,00 on completion of training (pro - rata )</i></b>
<b>Work Pattern:</b>	<b>Full Time during training, 3 Day Post on completion</b>
<b>Contract Type</b>	<b>Permanent</b>
<b>Purpose of the role:</b>	

To support schools' provision of wellbeing education, through an effective, planned programme encompassing PSHE (including drugs and Sex and Relationships) education through a structured series of age-appropriate education programmes and resources (SCARF).

The programmes and SCARF are designed to develop children's knowledge, skills and attitudes in relation to their physical and emotional health and wellbeing and will support schools in achieving health and wellbeing outcomes for children, including National Curriculum, PSHE and Ofsted requirements in relation to these (in particular SMSC). Please refer to CLE's Outcomes Evaluation Framework for more details.

Programmes are delivered:

- Face-to-face, at the children's school, nursery (or other educational establishment), LifeBase Interactive Facilities; or LifeSpace.
- Remotely via video platform from the educator's home or a designated studio (SCARF Live Online).
- Set up SCARF licences for new schools and subscribers and maintain follow up support at least once a term to include problem solving and prompting renewal discussions.
- Ensure that schools contracting the Coram Life Education service are fully prepared to receive and maximise the benefit from the service, each time they use it, through effective planning, scheduling, timetabling and thorough preparation work with teachers.
- Ensure that school staff are fully equipped to integrate SCARF (including the CLE programmes) into their existing provision for children's mental health, wellbeing, safeguarding and PSHE education by delivering whole-staff training.

- Update database central record of prospects, sales and renewals, alerting central team to strategic observations. Maintain up-to-date records of correspondence with schools.
  - Secure opportunities to promote our work at professional events, school cluster meetings, twilights etc. Undertake activities as required by the employer to support fundraising, the awareness of the service and the uptake of the service by schools and other responsible bodies.
  - Ensure that parents and carers are given an opportunity to become aware of the content and purpose of the Coram Life Education programmes to enable them to support children in the implementation of their learning from the Coram Life Education programmes.
  - Undertake ongoing professional development including Coram Life Education CPD events) to ensure that the post holder is fully conversant with the developments and changes in children's mental health, wellbeing, safeguarding and PSHE education and their impact on the strategies and policies of Coram Life Education.
  - Ensure at all times, and have as a priority, the health and safety of children and adults in relation to safe operating practices of LifeBase, LifeSpace and SCARF Live Online Interactive (equipment, appropriate online methods and safeguarding).
  - Ensure and promote the consistent use of recommended systems for; evaluating and monitoring programmes, SCARF activity and customer relationship management. Respond to requests by employer and CLE Central Team for evidence and trends.
  - Where trained and requested to do so by the CLE Central Team, contribute to delivery of Educator induction/CPD, and curriculum resource development.
1. Recognise and challenge all forms of discrimination and prejudice in the workplace.
  2. Treat everyone with respect, dignity and fairness and to acknowledge and celebrate diversity.
  3. Maintain an awareness of your own and others' health and safety and comply with your employer's Health and Safety policy and procedures
  4. Maintain confidentiality of information; it will be necessary to comply with all requirements related to the Data Protection Act/ General Data Protection Regulations (GDPR).

## Job context:

The role of the Educator is as the main delivery resource of the Life Education Programmes (including SCARF). The programmes seek to make young people aware of the physiological and psychological challenges facing them as they develop. They provide a range of interactive teaching strategies, including drama and puppetry (for which full training will be given), and activities to develop pupils' knowledge, skills and personal attitudes about health, including the misuse of drugs (including medicines, alcohol and tobacco) and sex and relationships education, and the choices they have in relation to these.

Where a school contracts the service it is the responsibility of the Educator to ensure:

- ❖ Full integration of the visit by ensuring that contracting schools are fully prepared to receive and maximise the benefit from the service, *each time they use it*. This is achieved through effective planning – where content is matched to schools' needs – scheduling and timetabling;
- ❖ Briefing of managers and thorough preparation work with teachers (in the form of Coram Life Education designed Inset) prior to the visit;
- ❖ Working to ensure that the programme is integrated into schools' existing provision for PSHE by additional means, if appropriate.

Face-to-face programmes use specially designed visual aids, models and interactive, positive teaching strategies that will encourage interest and build decision-making and critical thinking skills amongst the class of children in relation to a range of issues.

Our remote delivery (SCARF Live Online) uses video streaming from the educator's home or a designated studio to deliver specially designed programmes using PowerPoint, screen-sharing, visual aids and interactive, positive teaching strategies.

Programmes last between 30 and 90 minutes, according to age, and are delivered to class groups, usually of no more than 30 children. There are separate programmes for each of the age groups between 3 and 11 years old.

Programmes can be delivered on school premises using LifeBase or LifeSpace using Interactive equipment and environment. The Educator is responsible for overseeing the delivery setting-up and packing away the LifeSpace (which will involve transporting 2 large bags with wheels weighing circa 18kg each) and for its maintenance and security whilst on the site; and setting up the SCARF Live Online studio from which to operate these workshops.

When working remotely via video platform from the educator's home or a designated studio (SCARF Live Online), the educator is responsible for providing the school staff with the information and guidance needed for a successful and safe virtual delivery.

The Educator has an accountability to actively promote the Coram Life Education service to potential schools with the objective of securing future business. Whilst this is predominantly to schools, relationships are also formed with Local Authorities, youth groups and other organisations catering for the wellbeing of young people.

Educators receive a full ten-week training programme on all aspects of the role including technical and presentational issues.

NOTE: part or all of this training may have to take place out of the successful candidate's area, depending on availability of a suitable trainer. Training may also take place online.