

Classics Hub Coordinator Job Description

Main Objective: Offer a focal point, website, social media, communications, administrative, and office presence where teachers, schools, Classics for All, University of Liverpool and others can share resources, seek support and exchange good practice and resources.

Responsible for: organising training, building a website and social media presence, marketing the offerings of the hub to schools and policy makers, and performing the administrative co-ordinating functions for the project to succeed. Implementing the strategies and achieving the targets set by the advisory board.

Reporting to: Classics Hub Advisory Board

Working Time: 78 days per annum from July 1 2016 to July 1 2017 – hours to be agreed

Place of Work: Office space provided at Liverpool College.

Remuneration: £10,000

DBS: Enhanced

Mission:

- To make the case for Classics through school visits, participation in the Liverpool Learning Partnership, and presentations to teachers and headteacher groups throughout Merseyside.
- To build partnerships between University of Liverpool, Classics for All and Liverpool College to deliver the activities of the Classics Hub.
- To place Classics at the centre of the Liverpool Challenge.

Communications:

- To create and manage social media and website content for the Classics Hub.
- To market the activities and opportunities of the Classics hub to schools, teachers, pupils, parents and prospective classics teachers.

Operations:

- To act as administrator and point of contact for the Liverpool Classics Hub, organising its activities.
- To organise a successful Greek Academy which prepares pupils for GCSE Greek.
- To organise a Classics summer programme.
- To act as clerk to the advisory board.
- To track and monitor the impact of the Classics Hub towards achievement of the success criteria.

Teacher Training and Curriculum:

- To increase the number of primary schools and secondary schools teaching Latin, Greek, Classics or Ancient History in Liverpool.
- To support the development of an initial teacher training programme for Secondary Classics through School Direct.

Person Specification

E-Essential D - Desirable

A. Qualifications and Training		Assessed in:
1.	Honours Degree (or equivalent) in Classics, Latin, Greek or Ancient History (E)	Application

B. Experience		Assessed in:
1.	A proven track record of successful project development and delivery. (E)	Application, interview process
2.	Successful experience of organising conferences and/or other large scale events. (E)	Application, interview process
3.	Demonstrable evidence of effective working in partnership with: colleagues, parents and guardians, other professionals and the local community. (E)	Application, interview process
4.	Demonstrable evidence of effective use of digital and social media to market events and programmes. (E)	Application, interview process

D. Professional knowledge and skills		Assessed in:
1.	The ability to efficiently manage resources to deliver the programmes of the Classics Hub, achieving best value and high quality outcomes. (E)	Application, interview process
2.	Engages in a dialogue with colleagues and other professionals to build partnerships and consensus (E)	Application, interview process
3.	Knowledge and comprehensive understanding of the requirements for effective safeguarding of children and a commitment to safeguarding and promoting the welfare of children. (E)	Application, interview process

E. Personal Attributes and Skills		Assessed in:
1.	Communicates effectively at all levels in written and oral contexts and with a diversity of audiences. (E)	
2.	Self-motivated with solid organisational skills and the ability to prioritise workload effectively. (E)	
3.	Enthusiastic and reliable with personal impact and presence. (D)	

4.	Approachable and enjoys being highly visible to children, parents, colleagues and partners. (E)	These attributes and competences will be assessed through the application and interview process
5.	Demonstrate that they: <ul style="list-style-type: none"> • seek advice and support where necessary • work under pressure and to deadlines. (E) 	
6.	Demonstrate professionalism, loyalty and integrity. (E)	
7.	Adaptable to changing circumstances and new ideas. (E)	
8.	Inquisitive and able to think creatively, solve problems and make decisions based on sound judgement. (D)	

This post is subject to an Enhanced Disclosure & Barring Service (DBS) check.