

# WE'RE SEEKING A PRIMARY SCHOOLS LEAD

If you are enthusiastic about leading, developing, and supporting a team, with a focus on young people's wellbeing and emotional health, then we would love to hear from you!



## JOIN US IN THIS NEW ROLE!

[MATRIXTRUST.COM](https://matrixtrust.com)

Matrix | Allen House Pavillion, Guildford, Surrey | 01483 574900

Dear Applicant,

Thanks for your interest in joining the Matrix Family.

### **Why Matrix?**

We're a fun team who work hard to achieve the aim of catalysing change for young people across Guildford Borough. We're passionate about building long-term relationships and providing activities within schools and the community that nurture, inspire, connect and empower young people, helping them make the most of their lives.

Right now, post-covid, we are responding to the needs of young people by consolidating our established projects and continuing to develop new ones as the need arises. We're looking to add to our team with passionate people who are keen to invest for the long-term, willing to put in the energy needed to make a tangible difference.

### **Why Guildford?**

Don't be put off, thinking there are no needs amongst young people in Guildford, it's not what it seems on the surface. The needs of young people here are very real, amongst those who have, and those who don't – from mental health issues, to social isolation and from a lack of opportunities to poor life skills, for young people in Guildford life can be tough.

Most years we work with over 500 young people on a regular basis, providing in-depth support for needs ranging from mental health to social and emotional development, and work with 500 + other young people across a range of activities and provision. The last few years have obviously been challenging for everyone, with Covid-19 taking its toll, especially so with regard to young people's mental health and wellbeing - making this role even more vital. Take a look at our latest newsletter online to read some of our young people's stories!

### **Where does this role fit?**

This will be a brand new role at Matrix. The post holder will be responsible for running, developing and reporting on all aspects of Matrix's work in primary schools across Guildford Borough, with a particular focus on the young people's general wellbeing and emotional health, as well as reducing the impact on young people of the transition from Primary to Secondary School. Primarily this role's focus will be with Years 5 and 6.

### **Come and join the adventure!**

Thanks again for taking time to look at our vacancies and I hope that you consider applying to become part of our growing team.

Kind regards,



Misty, CEO



# PRIMARY SCHOOLS LEAD

## OVERVIEW

Matrix are a Christian organisation that deliver essential youth work to young people from all walks of life in schools & communities across Guildford Borough.

### **We're excited to offer this new Primary Schools Lead position**

*The post-holder will be responsible for running, developing and reporting on all aspects of Matrix's work across Primary Schools in Guildford Borough. We are looking for a candidate that will bring a wealth of experience and can provide support to our Head of Youth Work, ensuring the team delivers excellent face-to-face youth work.*

**Hours: 0.6 FTE, 22.5 hours per week | Salary: £24,392 - £30,755 pro rata (depending on experience)**

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## **Role Description - Primary Schools Lead**

*The role of a Primary Lead is, by nature, highly relational and is a position of great influence that enables you to nurture, inspire, connect and empower young people from all walks of life, so they can make the most of their lives. As such, it is a role which is demanding and carries great responsibility, but provides exciting opportunities to impact the lives of young people.*

### **What would I be doing?**

You will be expected to take responsibility for leading, developing, and supporting the Schools Team - working in Primary Schools across Guildford Borough - so they can nurture, inspire, connect, and empower young people so they can make the most of their lives.

### **What do we expect from you?**

The role of Primary Schools Lead is a new role that will enable Matrix to continue to grow and support the development of its wellbeing work across Primary Schools in Guildford Borough. You will be expected to take the lead in increasing the impact of and ensuring excellence across this Matrix project. You will also bring a wealth of experience and provide support to our Head of Youth Work, ensuring the team delivers excellent face-to-face youth work.

Reporting directly to our Head of Youth Work the post-holder will ideally be an experienced Children & Young People's Practitioner who is looking for a new challenge to utilise your skills of people management and excellent practice in helping the team grow to the next level.

All project leads are expected to represent the Christian values on Matrix through prayerful support of their team. The job expectations for this role will include but are not limited to the following:

### **Project Coordination & Delivery**

This role requires you to coordinate several related projects (detailed below), and you will be expected to:

- Take responsibility for the effective delivery and outcomes of each project including, but not limited to: coordinating staff and volunteers, managing programs, equipment and ensuring policies and procedures are followed
- Ensure that you work to the Youth Work Standards
- Gain feedback from young people to improve projects and empower them to make a difference in the project and their community
- Follow the Matrix model to enable young people to grow
- Ensure that all attendees feel part of Matrix and the projects they attend
- Work within the budget of each project you are leading
- Report on the effectiveness, outcomes and impact of all projects

### **Project: School Transition Coaching**

To reduce the impact of transition from Primary to Secondary School, through but not limited to the following:

- Supporting young people moving from primary to secondary school
- Conduct and organise one-to-one sessions to listen to, analyse and respond to the physical, intellectual, emotional, social and spiritual needs of young people

- Update all session plans and resources for the Transition Coach Team and monitor for their effectiveness
- Manage, monitor and evaluate caseloads as part of the one-to-one support sessions
- Liaise with and build good working relationships with Primary schools to illicit referrals from them
- Recruit, train and supervise a team of volunteers to work as Coaches within the school
- Receive, triage and delegate all referrals for transition support
- Promote the service to the community to attract new volunteers and reach the most at-risk students

**Project: *Prayer Spaces in School (Reflective Spaces)***

As part of improving wellbeing in Years 5 and 6, and helping Year 6 to transition to Secondary School effectively, we run reflective / prayer spaces. You will be expected to:

- Promote, book and organise spaces in Primary schools
- Prepare stations and activities to be undertaken in each prayer space in liaison with the school and considering current needs of young people
- Recruit a team of volunteers from local churches to support the set up and running of these spaces

**Project: *Wellbeing Sessions***

To be launched in Spring 2023, you will develop these sessions to help Primary Schools pupils learn how to look after their emotional wellbeing and mental health. You will be expected to:

- Create sessions based on need and research
- Promote, book and run sessions (and develop a volunteer team to assist)
- Evaluate and monitor sessions
- Report on the impact of this project

**Project: *Primary School Link***

- Maintain and develop current relationships with Primary Schools
- Build links with new Primary Schools
- Alongside the Head of Youth Work raise the positive profile of Matrix through networking opportunities and identify potential collaborations (to be submitted to the SLT/Head of Youth Work)
- Be responsible for gaining feedback from young people to improve Matrix’s community projects

**General**

- Contribute to, and be involved in fundraising and other activities that benefit Matrix, including whole staff workshop days, fundraising activities and the Ready 4 Action event
- During quieter periods, be involved in projects organised and run by Matrix, including Youth Hideaway, within your allocated hours and as agreed by your line manager
- Ensure you uphold the duty of care towards all young people you meet and follow Matrix Safeguarding policy and procedure

**Who are we looking for? (Personal Criteria)**

**ESSENTIAL**

- Education to a good standard (level 3 or above, e.g. GCSEs)

- Minimum of 3 years' experience of working with children, young people, and their parents
- Passionate about catalysing change in all young people's lives
- Knowledge of the wider social impact of "at risk of negative outcomes" on young people, their parents and their families
- Strong interpersonal and communication skills
- Experience of working with children or young people one-to-one
- Experience of managing a team and able to mobilise and motivate them
- Experience of successfully managing and executing projects
- Highly motivated and enjoy taking initiative
- Enjoy working in a flexible, growing, energetic team
- An ability to relate well to and build trust with children, young people, and parents
- A strong commitment to the co-production of service and activities which aim to build resilience
- Ability to assess the needs and strengths of individual children and young people
- Ability to keep accurate records of engagements and evidence of change
- An ability to record and report outcomes and impact as required
- A strong commitment to collaborative working with a range of other agencies
- Agree with and able to support and work within the Christian ethos (this job has a "genuine occupational requirement" (GOR) for the post to be filled by a Christian)
- Able to work within the values of the Matrix, including taking a 'can do' approach to your work
- Ability to travel to different locations within and outside the borough
- Can demonstrate your ability to bring ideas to the table and put them into action
- Willingness to work flexible hours, including occasional evenings where necessary
- Organised, with good IT and administrative skills, eg: Microsoft Office and Google Drive
- Experience of developing professional relationships with senior figures in schools, councils and other local organisations

#### **DESIRABLE**

- Qualification relevant to working with children, young people and families gained in education, social care or health, or equivalent specialism, such as HLTA, BEd, PGCE or diploma in Youth Work (JNC recognised)
- Project management expertise
- Experience of working with other partners and agencies in developing and implementing joint programmes
- Experience or willingness to work in depth with children, young people and their parents using a solution focused approach
- Ability to motivate and enthuse colleagues and contribute positively to a team commitment
- Ability to manage own caseload of children, young people and parents some with multiple and complex needs
- Ability to motivate and enthuse colleagues and contribute positively to a team commitment
- Knowledge of Guildford Borough and its young people and issues

- Skilled at developing and instigating processes to ensure teams and projects work effectively

## **Team Expectations**

Matrix is a small, established, but fast evolving and growing charity and there is therefore an expectation on all staff to be proactive and a fully-invested team player, supporting others in their busier seasons and the charity as a whole across the year.

### **We expect you to:**

- Fit in with our values: positive, relational, innovative, collaborative and fun
- To work from within the Christian ethos (see ethos statement)
- Be committed to and passionate about the mission to catalyse change in young people's lives
- Be a pro-active member of the Matrix team and get involved in projects which benefit the mission of Matrix (e.g.: fundraising activities/events or prayer spaces)
- Take part in whole team projects such as Ready 4 Action (annual cross-church social action project, first bank holiday weekend in May)
- Work across agencies and Matrix teams

Due to the nature of the work you may be expected to work some evenings and occasional weekends. All hours will be based at the Matrix office, working across the Borough as previously agreed. Any specific changes to your working week will be cleared through your Matrix line manager.

## **What we offer you**

- ★ 5 weeks paid holiday, plus bank holidays and the office shuts between Christmas and New Year
- ★ A mentor from a local church (if requested)
- ★ A training programme that develops your skill base, including First Aid and Mental Health First Aid training
- ★ Peer supervision
- ★ Regular line management and supervision from a senior staff member
- ★ Flexible working arrangements, where possible
- ★ A nurturing and supportive team

**Hours: 0.6 FTE, 22.5 hours pw | Salary: £24,392 to £30,755 pro rata, depending on experience**



# JOIN OUR GROWING TEAM!

## HOW TO APPLY

To apply for this post, you just need to do 2 things:

1. Complete our **Application Form**
2. Email it to **hr@matrixtrust.com**

Any questions, just give Misty a call: 01483 574900

**All applications for this role must be in by**

**End of Wednesday 24th August**

**Interviews: *the following week***

**Start date: *September 2022 / ASAP***

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