

Ruskin Mill Trust operates nine provisions that provide innovative and experimental education for young people with special learning needs, developed out of inspiration of Rudolf Steiner, William Morris and John Ruskin.

Applications are invited for the following post that will be based within Freeman College (Ruskin Mill Trust) based in Sheffield

Pathways Coordinator

40 Hours per week, 52 weeks per year

Grade 6:7 - £19,733 to £23,871 dependent on qualifications and experience.

The Pathways Co-ordinator is responsible for arranging and monitoring enrichment opportunities (including volunteering and work experience) and transitions pathways based on the Student's needs. The role also involves providing careers advice to the students in the school where appropriate.

- To develop enrichment opportunities for the students in the school
- To build a portfolio of enrichment opportunities for students in the school
- To work with internal and external stakeholders to create a pathway to help the student develop in line with their destination goals
- To oversee the Work experience opportunities for the Students
- To record student progress and to manage the quality assurance of the placements.

This is a diverse role recognising the complexity and diversity of student issues and includes the following duties

The criteria required to undertake this position successfully include:

- Experience of managing relationships with external stakeholders
- Experience of providing careers advice for students
- Experience of working with young people with differing needs and destination aims and developing appropriate strategies to help them achieve their goals.
- Special Educational Needs training.
- Experience of working with children/young people with learning difficulties and/or learning disabilities and special educational needs.
- Knowledge and understanding of monitoring, assessing, recording and reporting of student progress.
- Strong communication and time management skills.
- Level 3 NVQ Qualification Information Advice and Guidance

Closing Date: 12 noon Friday 25th Jan 2019

Ruskin Mill Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be required to undergo an Enhanced Disclosure via the Disclosure and Barring Service (DBS).

Please note that we do not accept CV's.

The Trust is committed to becoming an equal opportunities employer.

An application pack can be downloaded from the website www.rmt.org/jobs or by contacting To request an application pack, please visit our website www.rmt.org/jobs or contact: Jozi Brough, Department of Human Resources, Freeman College, 88 Arundel Street, Sheffield, S1 2NG. Telephone 0114 252 5978 or email jozi.brough@rmt.org