

CANIDATE PACK

Hastings and East Sussex
Children's University Officer



Start date:
Autumn 2026

Location:
Flexible across Hastings and the
wider East Sussex County, with
regular travel between Schools
and community partners

Part of

Our Mission

Passionate about potential, we promise to realise the unique talents and abilities of the children and young people entrusted to London South East Academies Trust.

Ambitious for every child, we will work tirelessly to ensure that progression and their 'next step' is always in reach. We recognise and respect the diversity and strength that our different schools bring to our community, within the school and beyond.

Our mission is to create a network of outstanding schools that:

- Promote excellence
- Celebrate diversity
- Enable personal development and achievement
- Foster social value in their communities





Our Vision

Our vision is to create a future where every child, in every school, can flourish every day.

- Give all children an inspirational school offer
- Ensure the educational achievement of every child and young person entrusted to us.
- Have a relentless focus on accelerating learning
- Reward ambition and high aspirations through all of our schools
- Maximise the strength of our diversity
- In areas of social and economic deprivation we will improve the life chances of children and young people
- We will actively challenge social inequality
- Create a diverse network of high performing schools



Hastings and East Sussex Children's University is a new and ambitious programme, supported by East Sussex County Council and Hastings Borough Council.

Based on the successful Children's University model that has been facilitated by LSEAT in Bexley since 2018, the programme will work with schools, families, community organisations and employers to increase access to enriching learning opportunities, raise aspirations and support positive outcomes for children and young people across East Sussex with a focus on the Hastings area.

We are delighted that Dame Jacqueline Wilson, the acclaimed children's author, has agreed to be Chancellor and sponsor for the East Sussex project. The Hastings and East Sussex CU Project Officer will work closely with Dame Jacqueline to help raise the profile of Children's University, engage key stakeholders and inspire children and young people to take part in the programme

Job Description

Job Title: Hastings and East Sussex Children's University Officer

Salary: SP21 to SP28 on the LSEC Harmonised Pay Scale

Hours: This is a part-time, term-time only position (3-4 days per week). *Working hours are flexible and can be arranged to meet the needs of the programme, although occasional evening and weekend working will be required with time off in lieu.*

Working Pattern: Term Time Only

Reporting To: Liz Lake, Director of Trust Development

About the vacancy:

The Hastings and East Sussex Children's University (CU) Officer will play a central role in coordinating, developing and delivering the Children's University programme across East Sussex

Working in partnership with schools, the local authority and community organisations, the postholder will support children and young people to access high-quality learning beyond the classroom to raise aspiration and improve outcomes.

This is a part-time, term-time only position (3-4 days a week), requiring excellent organisation, prioritisation and the ability to manage a broad and varied workload within reduced hours.

The postholder will drive awareness, engagement and recruitment activity to establish a strong pipeline of student participation, ensuring sufficient reach and impact to enable students to progress through the programme and achieve graduation by Summer 2027.

The Children's University encourages participation in enrichment learning beyond the classroom, with children collecting hours through validated activities and celebrating through graduation ceremonies.

The primary purpose of the Hastings and East Sussex CU Project Officer role is to develop the CU programme in Hastings and East Sussex from a standing start, embedding the CU brand and offer within the local community.



Job Description

Key Responsibilities

Programme Coordination and Delivery:

- Lead the day-to-day coordination of the Children's University programme across East Sussex
- Manage delivery within a part-time timetable, ensuring priorities are effectively planned across the academic year
- Organise and deliver:
 - School launches and assemblies
 - Training for school CU leads
 - Engagement activities for pupils and families

Core operational duties include:

- Managing communications with schools and parents
- Overseeing Children's University Online (CUO)
- Supporting schools with engagement and data
- Producing monthly challenges and enrichment activities
- Coordinating holiday activity offers and communications
- Supporting ongoing delivery across the academic year

These reflect the current established delivery model for the programme



Partnership, Development and Stakeholder Engagement

- Build strong relationships with:
 - East Sussex Careers Hub
 - Schools and CU Leads
 - Pupils and families
 - Community Organisations
 - Employers and sponsors
- Develop and maintain Learning Destinations (activity providers)
- Engage potential sponsors and partners to support sustainability and growth
- Represent Children's University at meetings, events and local networks

Communication and Engagement

- Deliver clear and engaging communication to stakeholders
- Manage and develop
 - Social media channels
 - Parent communications
 - School engagement materials
- Deliver presentations, assemblies and briefings
- Promote Children's University across the borough

Data, Impact and Quality Assurance

- Support schools to use CU Online effectively
- Monitor participation and engagement data
- Produce impact information and case studies
- Ensure delivery meets Children's University standards
- Maintain quality assurance of Learning Destinations

Events and Engagement

- Plan and deliver
 - Graduation ceremonies
 - Community and family events
 - Workshop and enrichment activities
- Develop creative opportunities to extend participation within a term-time delivery model, maximising engagement within available hours



Our Values

SUCCESS

Success is for all. We create a culture of continuous improvement, encouraging all learners and staff to strive to be better, and succeed.

TEAMWORK

We work together to maximise the talent and abilities of all, with our learners central to every choice we make.

ACHIEVEMENT

We have ambition for our learners and staff so that they can achieve and exceed with courage, resilience and determination, realising their own unique potential

RESPECT

We empower our learners and our staff to be respectful, to value diversity and to maximise this as a talent and strength.

SERVICE

Our purpose is to serve our learners and our communities. Leaders at every level serve with integrity, ensuring our learners achieve and progress in society.

What we offer

- Friendly, enthusiastic, delightful pupils and students who teach us something new every day
- A committed and caring staff team who support and develop each other A proactive and supportive SLT who are actively mindful of workload
- A collaborative approach to planning and problem-solving
- A comprehensive induction and an ongoing extensive CPD programme
- Opportunities to develop your skills and talents
- Small class sizes with high staff/pupil ratio
- Free parking on site
- Advantages of belonging to a multi-academy trust, e.g. discounts on gym and wellbeing services, access to free and confidential Occupational Health and Employee Assistance Programmes
- Excellent Pension Schemes - Including employer contributions to the Teachers' Pension Scheme, Local Government Pension Scheme, or Nest.
- Professional Development - Access to high-quality training, leadership development, and career progression opportunities
- Employee Assistance Programme - Providing free, confidential support.
- Travel Support - annual season ticket loan and cycle-to-work scheme.
- Well-being and Lifestyle Benefits - including access to gym discounts, discounts in our in-house college restaurant, and reduced-price hair and beauty treatments.
- Free mortgage and financial advice - Get 15% off wills with Radnew and Mortgages.

Specification	Desirable	Essential
Skills and Abilities		• Excellent communication skills, able to engage effectively with: ◦ Schools ◦ Parents and carers ◦ Children and young people ◦ External stakeholders and employers • Strong organisational skills with the ability to prioritise effectively within a part-time role • Ability to manage multiple tasks and deadlines • Confident presenter and facilitator • Strong partnership and networking skills • Creative and proactive approach to programme delivery
Experience		• Experience of working with children and young people • Experience of working with schools or education settings • Experience in programme or project coordination • Experience of stakeholder engagement and partnership development • Experience of delivering activities, workshops or events
Knowledge and Understanding		• Understanding of enrichment and its role in raising aspiration • Awareness of barriers relating to disadvantage and inclusion • Understanding of educational settings and systems • Awareness of partnership working across sectors • Knowledge of the East Sussex Area

Specification	Desirable	Essential
Personal Qualities		• Passionate about improving outcomes for children and young people • Highly organised and self-motivated • Confident communicator • Flexible and adaptable • Committed to inclusion and widening participation
Additional Requirements	• Ability to travel across Hastings area would be a benefit • Ability to travel across East Sussex	• Availability to work: • Term-time only (no requirement to work school holidays as standard) ◦ Part-time (minimum of 22.2 hours up to 29.6 hours per week) ◦ Willingness to work occasional evenings and weekends for events (time off in lieu applicable) • Willingness to work occasional evenings and weekends for events (time off in lieu applicable)



How to apply

If you wish to discover more about this exciting opportunity, request a copy of this candidate pack or an application form please contact:

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