

# JOB DESCRIPTION

## Educational Visits Coordinator – Harrow Farm



DEPARTMENT	Shaftesbury Enterprises
REPORTS TO	Director of Shaftesbury Enterprise
RESPONSIBLE FOR	None
WORKING PATTERN AND SALARY	Approximately 16 hours per week as agreed, term time only 33 weeks per year (your employment contract will give full details)
ISSUE/REVISION DATE	September 2025

## BACKGROUND

Harrow School is one of the world's most famous schools. Founded in 1572 by a local yeoman farmer, John Lyon, under a Royal Charter granted by Queen Elizabeth I, it is located on a 324-acre estate encompassing much of Harrow on the Hill in north-west London. Around 830 boys aged 13 to 18, who come from all over Britain and across the world, live in the School's 12 boarding Houses, and there are about 120 academic staff and over 500 support staff.

All members of staff work to a single, uniting purpose: to prepare boys with diverse backgrounds and abilities for a life of learning, leadership, service and personal fulfilment.

Shaftesbury Enterprise brings together much of Harrow's philanthropic, charitable, outreach, and partnership work. Through this initiative, the School actively collaborates with partner schools on educational projects designed to have lasting impact. Alongside our work with other youth organisations, these efforts make a meaningful difference across the borough and beyond.

Partnership is central to Harrow's future. We gain as much as we give, with many Harrovians describing their involvement in Shaftesbury Enterprise as among the most rewarding commitments they make.

Combining major new partnership projects with an innovative volunteering programme for our boys, Shaftesbury Enterprise enables Harrow School to help improve educational outcomes for young people both locally and further afield. Our vision is to continue building genuine, long-term partnerships with our community.

## ABOUT HARROW FARM

Our farm is more than just a working agricultural space — it's a hub for learning, wellbeing, and community connection. We are committed to:

- Educating and inspiring people of all ages about sustainable farming, food production, and environmental stewardship.
- Creating inclusive opportunities for schools and community groups to engage with nature and experience the benefits of outdoor learning.
- Promoting wellbeing and resilience through meaningful interactions with animals, plants, and the land.
- Building stronger communities by fostering partnerships and providing accessible, enriching experiences for all.

## THE ROLE

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We are excited to launch a brand-new opportunity for a passionate and enthusiastic individual to join our Shaftesbury Enterprise (SE) team as our Education Visits Co-ordinator.

This role is central to our mission of opening up the farm to regular visits from schools and local community groups, helping to inspire and educate the next generation about farming, sustainability, and the natural world.

## KEY RESPONSIBILITIES AND DUTIES

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This job description reflects the core activities of the role and is subject to change as the department and the post holder develop. The School expects that the post holder will recognise this and will adopt a flexible approach to work. In addition, the post holder will be expected to undertake such other duties within the scope of the role as may be required by the line manager.

## KEY DUTIES AND RESPONSIBILITIES

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- Take a proactive approach to coordinate and manage all educational visits to the farm, acting as the main point of contact for schools, colleges, and community groups.
- Liaise with teachers and group leaders to plan and tailor visits that meet curriculum needs and group objectives.
- Develop engaging educational resources and activity plans that align with learning outcomes and enhance the visitor experience.
- Promote the farm's educational offer through outreach, marketing materials, and local networks.
- Collaborate with farm staff and volunteers (including the Harrow School community and boys) to deliver high-quality, interactive learning experiences.
- Monitor and evaluate the impact of visits, using feedback to continuously improve the programme.
- Providing administrative assistance in establishing and co-ordinating the allotments on the site, as required.
- This is an evolving role with the opportunity for input into the development of the Farm project.

## COMMUNITY ENGAGEMENT RESPONSIBILITIES

- Actively build and maintain relationships with local schools, youth organisations, charities, and community groups to encourage regular visits and long-term partnerships.
- Develop and promote inclusive programmes that reflect the diverse needs and interests of the local community.
- Represent the farm at local events, forums, and networks to raise awareness of its educational and community offer.
- Work collaboratively with local stakeholders to co-create learning opportunities and community-led initiatives.
- Support the development of volunteering opportunities linked to educational visits and community engagement.
- Ensure that all community engagement activities are welcoming, accessible, and aligned with the farm's values of inclusion, sustainability, and wellbeing.

## HEALTH AND SAFETY RESPONSIBILITIES

- Ensure all educational visits are delivered in line with the farm's health and safety policies and procedures.
- Conduct and maintain comprehensive health and safety risk assessments for all activities and visiting groups.
- Provide clear safety briefings to visiting groups and ensure all participants understand and follow farm safety rules.
- Maintain accurate records of incidents, near misses, and visitor feedback related to safety.
- Work closely with the farm's Health and Safety Officer to ensure compliance with relevant legislation and best practice.

## **SAFEGUARDING RESPONSIBILITIES**

In line with Keeping Children Safe in Education 2025, the postholder will:

- Promote a child-centred and coordinated approach to safeguarding, ensuring the welfare of children is always the top priority.
- Be familiar with and adhere to the farm's safeguarding policies and procedures, including reporting concerns promptly to the Designated Safeguarding Lead (DSL).
- Ensure that all activities and visits are planned with safeguarding in mind, including appropriate supervision, safe recruitment of volunteers, and secure environments.
- Complete and maintain safeguarding training appropriate to the role and participate in regular updates as required.
- Conduct safeguarding risk assessments and update all documents related to safeguarding and child protection regularly.
- Ensure that all visiting groups and third party providers are aware of safeguarding expectations and procedures during their time on site.
- Understand and act in accordance with the principles of information sharing, early help, and multi-agency working as outlined in statutory guidance.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection policies and procedures at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to his/her line manager or the School's Safeguarding Lead.

This position is subject to an enhanced check with the Disclosure and Barring Service in the event of a successful application. Copies of the School's Code of Practice and Policy on the Recruitment of Ex-Offenders is available from the HR Team. It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.

## **QUALIFICATIONS, EXPERIENCE AND ATTRIBUTES**

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### **KNOWLEDGE AND EXPERIENCE**

#### **ESSENTIAL**

- Experience in education, youth work, or community engagement.
- Knowledge of the national primary school curriculum and/or outdoor learning frameworks.
- First Aid and safeguarding training (or willingness to undertake).
- Familiarity with health and safety and safeguarding legislation relevant to educational visits.

### **SKILLS AND ABILITIES**

#### **ESSENTIAL**

- Passionate about education, the environment, and community engagement.
- A confident communicator with excellent organisational skills.
- Experienced in working with children and young people, ideally in an educational or outdoor learning setting.
- Creative and resourceful, with the ability to design and deliver inspiring learning experiences.
- Comfortable working in a farm or outdoor environment.

- Able to work independently and as part of a collaborative team. This is a small team and the suitable candidate would need to be a self-starter and proactive.

## OTHER REQUIREMENTS

- Identify opportunities and contribute to the wider work of Shaftesbury Enterprise where possible and appropriate.

## SCHOOL VALUES AND BEHAVIOURS

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All staff are expected to conduct themselves in line with the School's values which are: **Courage, Honour, Humility** and **Fellowship**. While the School's values set out what matters most to us, the behaviours below are intended as a shared set of expectations to refer to, and standards to aspire to, in our dealings with others. They are the practical application of our values.

### COURAGE

- We remain optimistic and purposeful in a disrupted world.
- We take responsibility for our decisions, even the hard ones.
- We always challenge poor behaviour in ourselves and others.  
We are open to new ideas, and seek fresh challenges.

### HONOUR

- We keep our promises.
- We act with integrity – doing the right thing, even when it is difficult or when no one is watching.
- We respect and value our traditions whilst setting them in the context of today.

### HUMILITY

- We work hard to serve others within the School and across our wider communities where possible putting their interests before our own.
- We give and seek honest and appropriate feedback, reflect on our failures and learn from them.
- We support each other through challenges and whatever the outcome, we celebrate those that took part.

### FELLOWSHIP

- We respect each other and value our differences, knowing that we are more effective and more resilient working together.
- We are kind and inclusive; we value the contribution that each of us makes.
- We role model the behaviours that we would like to see in others; we ask only of others what we would be prepared to do ourselves.