

Debate Mate

Learn today. Lead tomorrow.



JOB DESCRIPTION

- Job Title:** Assistant Programme Director (6+ month FTC)
- Reporting to:** Head of Operations and Programmes, Educational Development Director, Executive Director & CEO
- Responsible for:** Assisting Programme Directors and others involved with the Debate Mate programme as and when required

The nature of tasks allocated may change as the year proceeds. We would like the candidate to be flexible and open to this.

Objectives:

- o To assist in the overall effective development and delivery of Debate Mate programmes
- o To assist with the development and delivery of individual Debate Mate programmes when necessary
- o To oversee the delivery of the Debate Mate Graduate School programme
- o To represent, develop and promote the Debate Mate brand.

Context

Debate Mate runs after-school debating clubs in areas of high child poverty, delivered by students from the top universities as mentors. Debate Mate delivers a range of innovative, cutting-edge educational programmes which focus on developing communication skills, leadership, critical and creative thinking, teamwork and self-management, as well as building confidence, resilience and self-esteem. Current Debate Mate programmes include:

- Core Programme: Debate clubs in schools, the Urban Debate League and Debate Mate Cup, working with pupils in Years 5 – 10
- Debate Mate Graduate School: Working with Year 10 – 13 pupils, including Saturday school, competitions and supporting older students in delivering community projects
- Debate Mate Plus: A programme that includes debate training, careers and UCAS advice, employer interactions and access to work placements / internships
- Debate Mate Accelerate Programme: Debate clubs focused on students deemed at risk of exclusion or with academic, behavioural or social needs
- DebateBox: An innovative behaviour intervention programme to engage students through debating and boxing
- Education UK Programmes, which include bespoke student and CPD training for teachers
- Debate Mate Jamaica: Working with teachers and students to deliver a bespoke programme

Debate Mate Schools Limited Registered UK Charity no. 1121222

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- Debate Mate International Summer Programmes: Condensed three week programmes in Nepal, Kenya and Rwanda

Key Areas of Responsibility:

1. Development and Delivery of Programmes

- o Assisting Programme Directors to deliver programmes and weekly debate clubs
- o Assisting in the training, supporting and coordinating of mentors for weekly debate clubs
- o Co-ordinating entrance and attendance to national competitions for the Graduate School students
- o Overseeing the delivery of the Graduate School programme
- o Mentoring students at the Graduate School on Saturday mornings (time in lieu will be granted for this)
- o Continuously reviewing and improving programmes with the Debate Mate team, mentors and other interested parties
- o Assisting in the development of high quality teaching resources
- o Raising the profile of the Debate Mate brand
- o Contributing to the development and improvement of the Debate Mate website, social media and online resources.

2. Management

- o Effectively support the Educational Development Director, Head of Operations and Programmes, and the Programme Directors
- o Assume responsibilities for the development and delivery of individual Debate Mate programmes where necessary
- o Regular performance and quality reporting to the Educational Development Director and Head of Operations and Programmes, and other relevant stakeholders, as required
- o Office administration duties including reprographics and collating resources.