

Job Description

Outreach Analyst



Working hours	Full-Time, Term-time plus 2 weeks (39 working weeks)
Salary	£27,055 - £31,208 actual (£31,544 - £36,387 full time equivalent)
Pension scheme	Local Government Pension Scheme
Start date	Autumn 2026
Contract term	Fixed term, 2 years
Line management	N/A
Line manager	Director of Chrysalis East

London Academy of Excellence Tottenham

London Academy of Excellence Tottenham (LAET) was founded in 2017 as a collaboration between Highgate School and Tottenham Hotspur Football Club, with an ambition to create a beacon of academic excellence in the heart of Tottenham. Nearly a decade on, that ambition is realised and LAET ranks as one of the top performing state sixth forms in the country for student attainment and progress.

Chrysalis East

From the outset, LAET's sponsors, trustees and staff shared a clear belief: that the school exists, first and foremost, to serve its local Tottenham community. Chrysalis East is the expression of that belief in action.

Funded by a donation from Rokos Capital Management, Chrysalis East is an outreach programme working in partnership with six secondary schools and their feeder primaries. Modelled on the Chrysalis programme at Highgate School, it aims to raise the academic attainment and career aspirations of pupils in the local area.

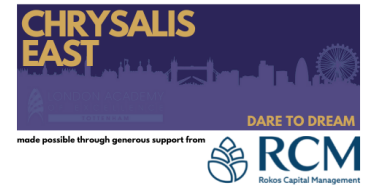
Chrysalis East has three priorities:

- **Academics:** working in partnership with families and schools to help high and middle prior attaining pupils achieve Grade 9s at GCSE.
- **Careers:** working in partnership with families and schools to help pupils understand their own strengths, and the qualifications, experiences and habits they will need to pursue the career they want.



Job Description

Outreach Analyst



- **Teacher Pipeline:** supporting the development of the next generation of teachers through the roles of Academic Coach and Outreach Analyst.

The Role

As an analyst you will work across a network of partner secondary and primary schools, teaching, evaluating and improving our programmes.

Key Responsibilities

Teaching

- To deliver high-quality small-group teaching, intervention and academic support sessions across partner schools.
- To support the implementation of KS2 and KS5 outreach programmes in English, maths, science, history and futures.
- To contribute to the evaluation of programme quality, pupil response and operational effectiveness.
- To support the testing of new programme structures, timetables and delivery models.
- To build strong professional relationships with pupils, school staff and colleagues.
- To contribute to a culture of high expectations, academic rigour and social mobility.

Evaluation and Improvement

- Capturing attendance, pupil feedback and evaluation notes after sessions.
- Feeding back patterns in misconceptions, engagement and confidence.
- Trialling agreed evaluation formats and implementation routines.
- Contributing practical suggestions to improve session structure and staffing use.
- Supporting pilots of new KS3 programme models and timetabling approaches.

Programme Operations

- Preparing resources, teaching packs and rooms before sessions.
- Supporting smooth set-up and close-down of delivery days.
- Liaising professionally with partner school staff on the day.
- Helping ensure materials, registers and data are completed accurately.



Job Description

Outreach Analyst



Development Strands

In addition to teaching, evaluation and operational work, each analyst will choose a professional development strand. Each strand is designed to develop deeper expertise in an area of strategic importance to Chrysalis East and to ensure that Outreach Analysts contribute not only to delivery, but also to LAET's wider thought leadership and organisational learning.

Analysts are supported to produce written work for publication or a portfolio of tasks that:

- raises LAET's profile as a thoughtful and evidence-led organisation
- documents significant national challenges in education, opportunity and progression
- captures insights from schools, institutions and external stakeholders
- supports future programme design and improvement
- strengthens LAET's credibility with schools, partners and funders.

The three strands for 2026-2028 are:

1. Technology

This strand focuses on the use of technology to improve teaching quality, operational efficiency and pupil access.

Analysts following this strand may explore:

- using technology to improve scheduling, evaluation or parent communication
- digital resources including AI that increase pupil fluency and independent study
- comparisons of technology use across international education settings

2. Evaluation and Policy

This strand focuses on how evidence, systems and public policy shape educational opportunity.

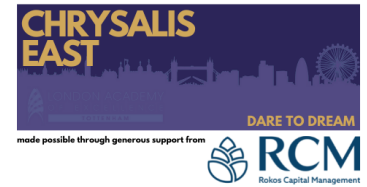
Analysts following this strand may explore:

- parent knowledge, aspirations and access to information
- how state, independent and third-sector organisations help pupils enter careers
- implications for policy at Chrysalis East, local or national levels



Job Description

Outreach Analyst



3. Teaching

This strand focuses on curriculum design, pedagogy and the long-term development of academic excellence.

Analysts following this strand may explore:

- increasing the efficacy and independence of feeder school pupils
- developing teaching opportunities for Y12 volunteers
- what high-performing schools do differently in practice

Analysts will be encouraged to organise

- 1 study day per half-term to work on a written project linked to the chosen strand
- 1 day per half-term to visit commercial organisations, public sector and charity organisation linked to their chosen strands

What success looks like in year one

- Pupils consistently attend programmes and show strong engagement
- Small-group teaching leads to visible gains in attainment and confidence
- Outreach analysts contribute high-quality written outputs linked to their strand
- Practical recommendations from analysts improve programme delivery
- External visits translate into useful insights for Chrysalis East
- Outreach Analysts develop increasing independence in delivery and project ownership

Sample Delivery Pattern

- 2 mornings each week teaching small groups of Year 7 pupils in partner schools.
- 1 morning each week teaching careers and futures sessions in partner schools.
- 2 afternoons each week teaching small groups of Year 8 and Year 9 pupils, after-school at LAET.
- The remaining time will include preparation, evaluation, mentoring, and development work as well as tasks linked to each Outreach Analysts chosen strand.

Professional development and progression

This role is designed as a two-year launchpad into:



Job Description

Outreach Analyst

- policy and public sector roles
- strategy and consultancy
- programme management
- teaching
- social mobility and widening participation

By the end of the programme you will have real teaching experience across primary and secondary settings, a track record of working with families and schools in a challenging urban context, and a piece of published or presented work that demonstrates you can think independently and contribute to a field.

Appendix 1 - Person Specification

Essential professional criteria	How these will be confirmed
<u>Qualifications:</u> - A good honours degree or equivalent - Excellent grades at A-Level or equivalent subject knowledge	Sight of original exam certificates / academic qualifications will be requested
<u>Knowledge/Experience:</u> - Strong understanding of school culture - Evidence of teaching or otherwise supporting academically ambitious young people - Evidence of continued subject and/or professional development	Confirmation of former relevant employment will be requested. To be tested at interview
<u>Skills and Qualities:</u> - An unwavering belief in the primary importance of safeguarding young people - Being able to manage a varied workload which spans across various schools and age groups	There will be opportunities at interview to discuss experiences and examples that demonstrate these.

Job Description

Outreach Analyst

- The ability to build and sustain productive professional relationships - A passion for helping young people to achieve their potential - Adaptability, agility and flexibility - A sense of humour and positive outlook - Strong communication skills - An efficient and effective administrator, able to effectively meet deadlines - A leader who is able to inspire team members to achieve their best	Referees will also be asked about these skills and qualities.
---	---

Desirable professional criteria	How these will be confirmed
<u>Qualifications:</u> - Postgraduate degree and or further relevant professional studies	Sight of original exam certificates / academic qualifications will be requested.
<u>Knowledge/Experience:</u> - Experience of education programme delivery - Experience of programme design - Experience of impact and evaluation - An understanding of Higher Education, including the UCAS process	Confirmation of former relevant employment will be requested.

Appendix 2 – Responsibilities as a Member of LAE Tottenham Staff

- To promote a culture of aspiration for all of our students

Job Description

Outreach Analyst



- To be supportive and understanding of the differing needs of young people
- To play a full part in the CPD programme, including prior to the start of the academic year
- To take part in evening and weekend events as appropriate
- To model intellectual rigour and a can-do attitude
- To support an atmosphere of openness and honesty
- To care for all other members of the school community
- To show a genuine passion for social mobility

Other Information

- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete particular duties.
- The job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the holder of the post.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- This job description may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher
- The post holder may deal with sensitive material and should maintain confidentiality in all school related matters
- This role will involve flexibility in terms of working hours and days to be discussed at interview

If you would like a conversation about this position or to visit, please email janella.ajeigbe@laetottenham.ac.uk.

Recruitment and selection policy statement



Job Description

Outreach Analyst



We are actively working to close the gap in areas within the school that are currently underrepresented. To better reflect the diversity of Haringey, we especially encourage applications from within the Black community, as well as other members of our diverse community, to further enrich all aspects of our school.

The London Academy of Excellence Tottenham is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers and the Disclosure and Barring Service.

Please note that this role 'exempt' from the Rehabilitation of Offenders Act 1974 and therefore, you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). Further information is available on the school's website.

June 2026

