

Job Description

Job title:	Co-Curriculum Coordinator	Contract Type:	Full Time, Permanent
Responsible To:	Co-Curriculum Manager	Salary Range	TLR 2B
Location:	St Pauls Way Secondary School		

INTRODUCTION

The University Schools Trust (UST) is a unique partnership of six world-leading universities and four sector-leading bodies who are working together to deliver a shared vision of inclusive, high quality and transformational education delivered by schools which are deeply rooted in the communities they serve.

We take a rigorous approach – educating from nursery to university and beyond – to all aspects of our work. Our teaching practice is effective, our students are challenged to achieve their best and we use our resources efficiently. Our values of communication, investigation, participation, networking, scholarship and vision are core to all our work.

As a small, growing and dynamic trust. We are small enough to know and care about the professional development of every single employee, and through our influential trust partners we have increased the scope of our work and the opportunities available to students and our staff.

OUR VISION

To provide transformational educational opportunities for children across London, setting the agenda for social mobility and sector-wide change.

MISSION STATEMENT

Our mission at UST is to improve the outcomes of all our pupils by ensuring we train, recruit and retain the highest calibre of staff across our workforce. Our teaching practice will be research led in partnership with our academic Trust sponsors and the evidence collated will influence local, national and international policy. We will share our best practice with others, extending our success and influence. A critical mass of schools will enable a flexible, school-to-school support structure which will ensure a platform to develop school leaders. Leaders at all levels will provide a systematic succession plan for our schools.

JOB PURPOSE:

To ensure strong coverage and delivery of the wider co-curriculum. To support the three year school journey with Y7 focusing on student leadership, with Year 8 focusing on leadership accreditation and Year 9 on the Duke of Edinburgh Bronze Award. To support the school's efforts to raise students' aspirations in relation to attainment, Personal Development and CEIAG. To track and promote student participation in enrichment in the key stage. To facilitate targeted interventions with internal and external support; to lead on the academic stretch and challenge for HAP students.

MAIN RESPONSIBILITIES:

Outcomes & Provision

1. To lead on facilitating and supporting the delivery of a high quality Co-Curriculum for the key stage, ensuring connections are in place with the Taught Curriculum; this includes Personal Development, Enrichment and CEIAG.
2. To use a variety of data for the cohort in order to identify underperformance and to make referrals to other faculties and agencies as necessary
3. To coordinate intervention and enhancement strategies for targeted groups of students.
4. To have knowledge and understanding of all the different groups of students within the cohort (in particular HAP) in order to be able to monitor progress and plan appropriate interventions.

Rewards and Sanctions

1. To lead on a wide range of ways to celebrate the achievements of the Key Stage throughout the year, in particular the HAP students.

Enrichment

1. To facilitate the delivery of a comprehensive enrichment programme for the key stage, ensuring
2. connections are in place with the taught curriculum
3. To promote and track student uptake of enrichment opportunities for the key stage
4. To work with the Careers Education Advice and Guidance Manager to facilitate the delivery of an annual CEIAG programme for key stage, ensuring connections are in place with the taught curriculum

Communication with relevant stakeholders

1. To plan and run information sessions for parents according to the need of the Key Stage
2. To be a positive interface with the school for parents.
3. To participate in effective liaison with both internal and external agencies.
4. To deliver student assemblies that are relevant to key priorities.
5. To provide support to tutor time and assemblies as directed.
6. To provide support for the Extended Project Qualification (6th form)

In addition to the above, specific responsibilities, the post holder will carry out any other reasonable duties relevant to the role as directed by the Head teacher.

This Job Description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

General

1. Ensuring that all duties and responsibilities are discharged in accordance with the school's Health & Safety at Work Policy.
2. Complying with the school's Equal Opportunities and other policies and assisting with their
3. development and promotion within the school.
4. Ensuring comprehensive procedures notes are compiled for key tasks.

5. Any other duties commensurate with the grade of the post.

Additional requirements

1. The post holder must demonstrate a flexible approach in the delivery of work. Consequently, the postholder may be required to perform work not specifically identified in the job profile but which is in line with the general level of scope, grade and responsibilities of the post.
2. Carry out the work of the job in a way that is consistent with the culture, ethos, equalities and inclusion policies of the school and the University Schools Trust.
3. The Trust is committed to safeguarding, child protection and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment, recording and reporting all concerns to the appropriate person and disclosures to the relevant professional.
4. Undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Trust's Equal Opportunities policy and Use of ICT policy.
5. Complete any training required to improve performance and take part in the school performance management systems (where relevant).
6. Undertake such other duties as are commensurate with the post and which may reasonably be required by the Trust.

STAFF DEVELOPMENT

1. To continue personal development in the relevant areas.
2. To engage actively in the Performance Management process.
3. Participate in whole school and CPL programmes.

COMMON ROLES OF ALL THE TRUST MEMBERS

Leadership: Vision and Values

1. Lead by example, providing inspiration and motivation, and embody for the students, staff, governors, parents and wider community the vision, purpose and leadership of the Trust. □ To ensure equal opportunities for all.
2. To be committed to safeguarding and to promoting the welfare of all young people.
3. To assist in the development of a culture and environment in which young people thrive and to drive innovation.
4. To drive up educational standards, promote life-long learning and continually improve outcomes for all.
5. Lead and contribute to an ethos in the Trust where well-being and respect are at the heart of the Trust and each student is valued and nurtured to develop personally and educationally.

Leading and Managing Others and Self

1. Take responsibility for the day-to-day management of designated staff.
2. Develop and maintain a culture of high expectations for self and others.
3. Regularly review own practice, set personal targets and take responsibility for own development.
4. Actively engage in the performance review process.
5. Work within the Trust's health and safety policy to ensure a safe working environment for staff, students and visitors.

6. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, colleagues and visitors.
7. Adhere to Trust policies and procedures.

General

1. Check that information required by various internal and external bodies is produced within the given time scale and is of excellent quality.
2. Ensure that communications are responded to in a timely manner and agreed deadlines are met.

Equality and Diversity

1. The School has a strong commitment to achieving equality in its service to pupils, parents and the employment of people and expects all employees to understand, comply with and promote its policies in their own work.

Health and Safety

1. The post holder shall ensure that the duties of the post are undertaken with due regard to the School's Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at work Act 1974 and all other relevant subordinate legislation.

Safeguarding

1. Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding and Safe Practices policy within the school.
2. Comply with the school's Safeguarding Policy in order to ensure the welfare of children and young persons.

This Job Description is not intended to be prescriptive. The needs of the school may change and this could necessitate revision in the future and amendment at any time, following appropriate consultation

JOB DESCRIPTION AGREEMENT

The above job description may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss the proposed amendments.

EQUAL OPPORTUNITIES STATEMENT

Adhere to the Trust's Equal Opportunities policies and ensure anti-discriminatory practice within the service area.

COMMENSURATE STATEMENT

Undertake any other reasonable duties commensurate with the grade as determined by the manager.

CHILD PROTECTION

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school, the Trust. And the local authority.

HEALTH AND SAFETY

The post holder shall ensure that the duties of the post are undertaken with due regard to the School's Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at work Act 1974 and all other relevant subordinate legislation.

Signed _____ Date _____

Post holder

Signed _____ Date _____

Executive Headteacher

Person Specification

Co-Curriculum Coordinator

Knowledge and Experience	Essential	Desirable
<ul style="list-style-type: none"> Qualified to teach and work in the UK 	✓	
<ul style="list-style-type: none"> Evidence of excellent classroom practice with a proven ability to teach to a consistently high standard (can be as part of teacher training) 	✓	
<ul style="list-style-type: none"> Knowledge of the National Curriculum in subject specialism 	✓	

Skills and Abilities	Essential	Desirable
<ul style="list-style-type: none"> The ability to establish and maintain effective working relationships with parents, students, teachers and other members of staff 	✓	
<ul style="list-style-type: none"> The ability to devise and implement a programme of activities designed to raise aspirations 	✓	
<ul style="list-style-type: none"> Evidence of leading projects with a positive impact on students 	✓	
<ul style="list-style-type: none"> High level communication skills, with the ability to adapt to a range of audiences (staff, students, parents, governors, trust partners) 	✓	
<ul style="list-style-type: none"> High level organisational and record keeping skills, including the ability to prioritise as necessary 	✓	
<ul style="list-style-type: none"> The ability to interpret student data to track progress 	✓	
<ul style="list-style-type: none"> Good levels of ICT skills 	✓	
<ul style="list-style-type: none"> The ability to lead, motivate and inspire pupils, support staff and to forge positive relationships with parents 	✓	

Professional Knowledge and Understanding	Essential	Desirable
<ul style="list-style-type: none"> Understanding and appreciation of the ethos and values of the school 	✓	
<ul style="list-style-type: none"> Current statutory and educational developments in relation to the post, including the Every Child Matters Agenda and the SEN code of practice 	✓	✓
<ul style="list-style-type: none"> Critical understanding of the most effective intervention and behaviour management strategies 	✓	✓
<ul style="list-style-type: none"> Understanding of sound financial planning and best value practice 		✓



<ul style="list-style-type: none"> Understanding of the priorities of the national curriculum 	✓	
<ul style="list-style-type: none"> Understanding of the school's obligations under the Gatsby Benchmark and the Ofsted Personal Development criteria 	✓	
<ul style="list-style-type: none"> Excellent interpersonal and communication skills 	✓	

Other	Essential	Desirable
<ul style="list-style-type: none"> Commitment to equality of opportunity and the safeguarding and welfare of all students 	✓	
<ul style="list-style-type: none"> To undertake, within reason, other various responsibilities as directed by the line manager and senior leadership team 	✓	
<ul style="list-style-type: none"> This post is subject to an enhanced Disclosure & Barring Service check 	✓	