**Next Steps South West In-School Coordinator**

Total working hours: 10 hours per week (term time only)

Grade: C

**Responsible to:** Senior Leadership Team

* Working hours: 4 hours per week (during term time only)
* Organise work experience for all year 10 & 12 students
* Identify students from data team (postcodes)
* Organise raising aspiration events e.g. Aim Higher

**Responsible to:** Next Steps South West School Liaison Officer

* Working hours: 6 hours per week (during term time only)
* The following is only an outline of the duties and responsibilities of the post. The duties may be altered from time to time following consultation with the post holder in line with the changing needs of Next Steps South West (Next Steps SW).

Main purpose of the role: Assisting with the organisation and administration of Next Steps SW projects and activities within the school, supporting specific groups of students from Y9 – 13 to take part in Next Steps SW activities. Liaising with teachers, parents and external providers as required. Under the direction of senior staff within the school and supervision from the Next Steps SW School Liaison Officer and the Next Steps SW Institute Officer, develop the Next Steps SW offer within the school.

**Support for students**

1. Support students in accessing Next Steps SW activities and events, coordinating with senior staff and the Next Steps SW Institute Officer.

2. Monitor students’ attendance at Next Steps SW events and activities, in and outside of school.

3. Help to raise students’ aspirations through engagement, motivation and regular contact with them.

4. Support the learning of students and small groups as appropriate for Next Steps SW activities, including motivating students to participate, preparing them for the activity and debriefing them afterwards.

5. Support selected students in maintaining a Learner Diary.

6. Organise transport for students to attend events at universities and colleges, where appropriate.

**Support for the school**

1. Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.

2. Be aware of, and support, difference, ensuring all students have equal access to opportunities to learn and develop.

3. Contribute to the overall aims and ethos of the school.

4. Assist in the selection of individual students in identified cohorts.

Closing 17th September 2018