



# Earlscliffe

## Job Description – SCS Coordinator

### Responsibility

The SCS Coordinator is responsible for the organisation and administration of the areas of student life involving Sports, Culture and Service (SCS) to include Academic and Extra-Curricular trips, events, experiences and service to enhance a students' personal statements.

### Duties

#### Responsibilities:

- Providing all students with a balanced programme of age-appropriate sports, creative and service activities
- To publish and promote these activities, notably through the Term Card
- To promote activities at Forums; and at break times and meal times
- To oversee and staff all sports activities appropriately
- To oversee and arrange all social sports fixtures.
- To arrange regular sports fixtures with other schools
- To undertake termly feedback from students on SCS activities in order to offer a programme suited to their needs
- Coordinating with the Deputy Head, Assistant Head Pastoral and Headteacher on the balance of activities and time offered to students.
- Ensuring that sports, creativity and service activities offered to students, meet the ethos of the school and fulfil the requirements of the school's policies
- Ensure Health and Safety, safeguarding, and all other relevant policies, including Risk Assessments, are adhered to and completed before undertaking any activity, trip, event or sport
- Maintain accurate and up-to-date records of all students' participation in SCS
- Provide the Senior Leadership Team with accurate and up-to-date records of students' involvement in SCS activities
- Organising and supervising such visits, trips and expeditions as may be required to enable students to meet the school's requirements; liaising with the Compliance Manager with regard to logistics as required
- Promoting events and activities within the school community and securing the involvement of colleagues in the running of some of these activities
- Cost planning for events and trips; retaining trip and event lists of participants for invoicing; retaining receipts, and liaising with staff members accordingly
- Work closely with the Marketing department to ensure images and videos of events, activities and trips are used effectively through social media
- Work closely with the Admissions department to ensure individual extra curricular student requests are actioned and implemented
- Liaise with Head of English to support with accompanying students to their IELTS exams
- Support academic and pastoral staff with the organisation of any events, trips or activities, ensuring risk assessments and finance information is in place within agreed time scales

- Organise termly 'Supper Club' for students, with visiting speakers
- Organise a term of service for all students working with local charity organisations and volunteering options
- Ensure the school calendar is up to date with all planned events, trips, and extra-curricular activities
- Communicating clearly with parents, students and staff on matters pertaining to the SCS programmes.

The Events Manager is expected to:

- Coordinate, in advance, with the Bursar on any payments to be made in connection with SCS
- Attend regular meetings at the school as relevant
- Monitor the implementation of all SCS activities
- Coordinate the placement of SCS activities within the overall school calendar
- Attend such meetings and functions as may be required for the organisation of SCS activities or for the school as a whole
- Undertake such other duties as may be assigned by the Deputy Head, Assistant Head Pastoral and Headteacher for the optimum participation of students in SCS.

### **Person specification, skills and experience**

#### **Qualifications**

- 5 GCSE's, including Maths and English, and 2 A-Levels or equivalent
- Current First Aid qualification (although this can be arranged if necessary).

#### **Experience**

##### **Essential**

- Knowledge and experience working with relevant Health and Safety legislation/regulations
- Experience working both collaboratively and independently
- Experience working with relevant regulatory bodies and using appropriate policies and processes
- Proven experience of event planning
- Interested in, and able to organise trips, events and activities such as day trips to London, overseas trips, liaising with local facilities to book and arrange sports hire
- High level of organisational skills and time management
- Ability to record and analyse data
- Able to adapt quickly to change and be flexible
- Effective communicator
- Flexible and a team player
- Able to motivate and encourage large groups of teenagers
- Able to address large groups of young people
- 18 years of age or over
- Enthusiastic
- Willing to carry out manual duties
- Able to sustain long periods of physical activity
- Actively enjoy spending time with children/teenagers

##### **Desirable**

- Current First Aid certificate
- Current RLSS lifesavers qualification

- Previous summer school experience
- Experience of working with children and/or teenagers
- Competent sports/games person with knowledge of the rules and organisation of one or more sports
- Knowledge of overseas visa application processes.