

Job Description Co-Curriculum Lead

Job Title:	Co-curriculum Lead	Department/Group:	Co-Curriculum
Line Manager:	Deputy Head VI CC	Salary Range	PO3 £40,447 - £43,492 (Pro-Rata)
Responsible for	Co-curriculum	Contract Type	Permanent
Hours	35 hours Term Time + 3 (42weeks) (non-teaching role)		

Role Summary:

The co-curriculum lead will leverage their passion for enrichment and student leadership to drive the strategic vision for the school's seven-year co-curriculum plan. This will include leading and motivating staff to run enrichment experiences and working with internal and external teams to drive social awareness, social action and build cultural capital for students. A strategic leader with an eye for detail and data, will allow the co-curriculum lead to increase participation and develop the existing provision. Leading by example, they will be committed to driving public speaking, striving for excellence through editing, coaching and training. By leading co-curricular strategy meetings and staff CPD on enrichment, key strategies will be delivered. This lead will work closely with senior leaders and middle leaders to drive the co-curricular strategy. The co-curriculum lead will work closely with the Director of Learning for Co-curriculum.

INTRODUCTION

The following are generic responsibilities of the post:

1. Values and behaviours

The leader of the co-curriculum is expected to role model excellent behaviour in all regards to staff and students. The leader is expected to always operate in support of the school's vision and values. With regards to their leadership and management, they are expected to:

- € Demonstrate collaborative leadership, working with colleagues to achieve desired outcomes.
- € Be empowering, by delegating clearly, giving effective steers and appropriate freedoms for colleagues to act.
- € Be supportive and enabling, with the ability to hold colleagues to account and hold difficult conversations appropriately.
- € Regularly seek out constructive critical feedback and to use this alongside rigorous self-reflection to set targets for personal growth and development.

2. Basic principles

- € To contribute to aspects of the School Development Plan as required.
- € To monitor and implement school policies as required.
- € To act as a behavioural role model to staff and students.

- € To actively work to engage parents and carers in all aspects of their child's learning and experiences.
- € To promote the school ethos and values through leading assemblies.
- € To ensure accountability through regular reviews of progress and monitoring, in line with the school's accountability processes.
- € To provide support and challenge to all staff.
- € To ensure that St Paul's Way Trust School policy and practice reflects a commitment to equal opportunities and inclusion.
- € To ensure that procedures for safeguarding children are in place and followed by all staff.

3. Working with Others

- € As a member of the school's co-curriculum team to contribute to building and maintaining a culture of high expectations and achievement.
- € To advise and liaise with and assist in advising and liaising with members of the Governing Body as appropriate and ensure that they have an accurate understanding of the impact of your work within the school.
- € To work with the broader community to promote St Paul's Way Trust School.
- € To develop and maintain strategic relationships with outside organisations to deliver programmes that benefit SPWT students.

4. Raising aspirations

- € To agree challenging targets for achievement for self and others, ensuring that these are reviewed systematically and regularly through improvement plans.
- € To ensure that underachieving students are supported appropriately.
- € To monitor student participation data effectively and to ensure that disadvantaged students are benefiting from the co-curriculum offer.

5. Effective use of staff and resources

- € To make effective use of the delegated budget and monitor and evaluate the impact of this.
- € To support with the recruitment, retention and deployment of staff within the teams that you line manage and work within.

Specific Duties and Responsibilities:

Student Leadership

- To develop a powerful and inclusive school leadership across the school
- To ensure the CC strategy provides student voice and input in school priorities in a timely and meaningful way
- To lead on the recruitment of the school council
- School council launch and celebration

- Lead on Student Leadership Accreditation and other accreditations/awards relevant to the co-curriculum
- To develop school council leaders so they can be ambassadors for specific areas
- To line manage co-curriculum coordinators for different key stages who will coordinate the school council, enrichment and other co-curricular activities for their key stage
- To lead on the sixth form school council and support the co-curriculum coordinators to lead the school council for the other phases.

Social action and service

- Develop and enhance the Social action and Service programme as a central experience for all school council leaders
- Communication with all stakeholders
- Working with the pastoral leaders to contribute to the tutor time programme that overlaps with the school council
- To lead on awareness of and participation in social action events
- To work with the co-curricular team to formulate responses to national and global events
- To support the development of the school's Healthy Schools initiatives and maintain accreditation status
- To ensure the quality assurance of form time activities using regular drops in and tutor CPD where required

Enrichment

- To line manage the Duke of Edinburgh (DofE) Coordinator and monitor the running of the DofE Award
- Plan and oversee the school's co-curriculum calendar (including national/global celebrations and events for example Black History Month) liaising with a range of staff on the planning and scheduling of key events
- To maintain an active co-curriculum planning tool to ensure co-curricular activities are organised
- Develop and maintain, enriching and high achieving co-curricular programme with high levels of student participation
- To co-ordinate co-curricular trips and to attend trips across the wider co-curricular programme
- Contribute to the oversight of the whole school trips programme
- To communicate information about co-curricular events timely using website, bulletins, school calendar
- To attend all Co-curricular strategy meetings and work with the CEIAG lead and PD lead on the wider co-curricular strategy
- To work with our partners and schools within the borough to access competitions and wider opportunities
- To support club leads on using evolve
- To use the tracking system to systematically track enrichment so that reporting, recognition and managing risks take place
- To use the tracking system and work with the school's pupil premium lead to ensure excellent participation and achievement of pupil premium students, EHCP pupils and different ethnic groups
- Oversee and develop and review the educational value and benefit of key co-curricular projects (e.g., Debate mate, Arts and Crafts Club)

Public Speaking

- Work with external facilitators and internal staff to design and develop the public speaking programme
- To work with public speaking coaches and community engagement workers to drive the public speaking programme
- To be the nominated contact for 'Jack Petchey Speak out Challenge', Drapers Den' and 'Debate Mate' and to ensure excellent participation levels in weekly club and competitions
- To lead on 'Model UN' and ensure there is an excellent 'Model UN' team
- Public speaking coaching/editing for senior student leaders
- Public speaking editing and coaching for students who present in events
- Recording, tracking, evaluating and reporting on public speaking strategy

Other

- To lead on the organisation of co-curricular achievements activities by using the school's Rewards and recognition, co-curricular specific celebration events
- To lead on projects to support the school's healthy schools status
- To lead on co-curricular assemblies as set out in the school assemblies planner
- To support school events by ensuring school council members are present
- To lead on regular parental engagement e.g., through attendance in parent forum meetings
- To report to governors, with students where necessary
- To ensure regular updates are shared via website, Newsletter and social media communications
- To deliver staff briefings where required
- Support 6th form during study periods
- To use non term time effectively and in agreement with Line manager

Line management

- DofE Coordinator
- CCC KS x 1

The postholder 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.

Training

The postholder will be required to undertake training as required to be effective in carrying out all duties.

General Responsibilities

- £ Ensuring that all duties and responsibilities are discharged in accordance with the school's Health & Safety at Work Policy.
- £ Complying with the school's Equal Opportunities and other policies and assisting with their development and promotion within the school.
- £ Ensuring comprehensive procedures notes are compiled for key tasks.
- £ Any other duties commensurate with the grade of the post.

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.

EQUAL OPPORTUNITIES STATEMENT

Adhere to the Council'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 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.*

Qualification Criteria

- *Qualified to at least degree Level 3 or equivalent*
- *GCSE English and Maths, or equivalent*
- *Qualified to work in the UK*

Reviewed By:		Date:	
Approved By:	X	Date:	X
Last Updated By:	X	Date:	X

Person Specification

Knowledge and Experience	Essential	Desirable
Good degree in related discipline or equivalent	✓	
Has level 2 or above Safeguarding qualification	✓	
Recent appropriate Continuous Professional Development	✓	
Experience in urban schools		✓
Strong pastoral management skills and evidence of motivating pupils and staff including at middle leadership level	✓	
Experience of leading an aspect of whole school improvement		✓
Experience of leading teams and individuals		✓
Experience of raising student outcomes at cohort level	✓	
Experience of implementing a range of impactful pastoral interventions to support the progress, wellbeing and needs of a variety of students to overcome challenges they face.	✓	
Good understanding of effective procedures for managing and promoting positive behaviour among pupils		✓
Understanding of sound financial planning and best value practice		✓
Track record of raising standards at middle leadership level		✓
An ability to analyse and interpret both internal and external data accurately and to use this to inform future planning and intervention	✓	
Experience of promoting highly effective communications within and between teams and other stakeholders in the school community	✓	
Skills & Abilities	Essential	Desirable
The ability to work as part of a team and to develop and maintain positive relationships with staff across the Trust		
Good level of ICT skills including SIMs and Microsoft Office		
Ability to engage with DFE compliance standards and translate these into effective strategy and communication.	✓	
Has the knowledge and understanding of educational research to successfully implement strategies to support the progress, wellbeing and conduct of students.	✓	
Ability to create, analyse and draw effective conclusions from a range of data leading to successful implementation of improvement strategies	✓	
Has knowledge and understanding of Safeguarding procedures and requirements and understands how to develop systems, processes and a culture of safeguarding for all at an organisational level.		✓
Knowledge and experience of working with a range of outside agencies to support the progress, wellbeing and conduct of students.		✓
Ability to lead and manage a team of colleagues, including other middle leaders		
The ability to lead, motivate and inspire pupils, support staff and to forge positive relationships with parents		

Strong management skills and evidence of motivating pupils and staff		
Ability to implement, evaluate and support with leading whole school initiatives, supporting colleagues to raise standards through effective professional development and increased subject knowledge and skills		
Good understanding of the importance of culture and ethos and how this impacts on morale, high expectation and high standards		
A commitment to high standards demonstrated by track record, daily execution of job role and the ability to challenge and support others in achieving high standards.	✓	
Ability to lead and manage own and individuals responsible for workload and take responsibility for own professional development	✓	
Ability to recognise and respond to the needs of children of different attainment levels	✓	
Personal Qualities	Essential	Desirable
Excellent interpersonal and communication skills	✓	
Ability to develop good personal relationships within a team; making an effective contribution to high morale	✓	
Enthusiasm for and commitment to the achievement of the school's overall vision for success at all levels	✓	
Commitment to contributing to school life, and willingness to be involved with clubs and community projects		✓
An appetite and stamina for challenging work	✓	
A proactive approach to continuous professional development	✓	
A passionate belief in the success of young people and obtaining high standards	✓	
Flexible, adaptable, results orientated and able to prioritise, resilient under pressure	✓	
Ability to communicate effectively (both orally and in writing) to a variety of audiences	✓	
Ability to engage in reflective practice	✓	
A desire to engage with supportive critical feedback	✓	
A good-humoured approach to all aspects of pastoral provision, management and leadership	✓	
Other	Essential	Desirable
Commitment to equality of opportunity and the safeguarding and welfare of all students	✓	
To undertake, within reason, other various responsibilities as directed by the Deputy Headteacher	✓	
This post is subject to an enhanced Disclosure & Barring Service check	✓	
A willingness to work flexibly and to support evening events when required	✓	