



NYAA Silver/Gold Co-ordinator - Job Description

Faculty:	Enrichment
Job Title:	Coordinator of NYAA Silver and Gold Award
Reports To:	Assistant Principal (Enrichment)
Main Purpose of Job:	
To oversee all aspects of the NYAA Silver and Gold Award as SJI International, so as to facilitate a broad and balanced programme of training experiences and workshops for the students, and to lead on the organisation of NYAA Practice Trips and the Final Silver and Gold Expeditions.	
Main Responsibilities and Duties:	
Main responsibilities include: <ul style="list-style-type: none"> • Organising the sign-up for the Silver and Gold award programme at the start of each academic year • To organise the training sessions and staffing for the after-school sessions throughout the year • To liaise with Head of Outdoor Education to organise Expeditions for NYAA Silver and Gold students • To assist and participate in the Practice Trips and Final Silver and Gold Expeditions, including the completion of relevant trip documentation • To oversee the reflection/assessment process for students in the Silver and Gold Award • To track students' progress and to set deadlines for the submission of Reflection diaries and Record Books • To work with the NYAA central office to organise awards, interviews, certificates, and to register students with the awarding body • To support Gold students with the interview panel process – and the final award celebration in Singapore • To communicate with parents and stakeholders to keep the community well informed of information related to the award and the expeditions • To raise the profile of the award through presentations to parents (info evenings), assemblies, updating displays and placing articles in the Newsletter(s) and Yearbook 	
Collegiality	
The role involves working closely with the following stakeholders – <ol style="list-style-type: none"> 1. Students 2. NYAA Team Leaders and teachers 3. Assistant Principal (Enrichment) 4. Enrichment Administrative support team 5. Head of Outdoor Education 6. Heads of Grades (mainly Grade 9, 10 and 11) 7. Parents/Guardians 	
General	
<ol style="list-style-type: none"> 1. The appointment is subject to the general conditions of service for SJI employees 2. Professional development is an integral part of the post. The post will be subject to an annual process of performance review/appraisal. 	
This job description is current as of May 2017. It is not necessarily a comprehensive definition of the post and it may be subject to modification or amendment at any time after consultation with the holder of the post.	
Remuneration and Contractual hours.	
Level 1 Responsibility Allowance (S\$481 per month) / Post holder will not be a tutor	



Coordinator of NYAA Silver and Gold Award - Person Specification

Key Criteria	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Excellent written and oral communication. • Able to use initiative, well organised, flexible, and able to work under pressure. • OE skills and techniques (navigation/camp craft/map work) • Proactive. 	
Knowledge and Experience	<ul style="list-style-type: none"> • Ability to forge network of contacts that offer Expedition/training opportunities. • Knowledge of safeguarding issues in a school and 'working' environment. • Qualified teacher status. 	<ul style="list-style-type: none"> • Have capacity to develop a strategic direction for the NYAA Silver/Gold programme at SJII.
Complexity and Creativity	<ul style="list-style-type: none"> • Creativity when producing and designing workshops and training sessions based on the NYAA S/G criteria • Work with autonomy and lead on developing high quality NYAA opportunities at SJII 	<ul style="list-style-type: none"> • Provide detailed analysis of NYAA opportunities, and present evaluative reports/data as requested by Senior Staff.
Communication Skills	<ul style="list-style-type: none"> • Communicates effectively with all stakeholders, particularly staff, parents, and students. • Ability to adapt and prioritise workload according to need. 	
Qualifications	<ul style="list-style-type: none"> • Experience of working with students and/or OE providers. 	<ul style="list-style-type: none"> • Evidence of continuous professional development relevant to the post.