



Isebrook School

where the impossible becomes possible

LEARNING OUTSIDE THE CLASSROOM COORDINATOR JOB DESCRIPTION

Salary Grade: G (8-12) £20,493 to 22,183 FTE Actual Salary: £16,224 to £17,562	Status of Post: Permanent – Full-time
Responsible to: Deputy Headteacher	Review Date: In line with cycle of appraisal / performance management
Responsible for: Co-ordination, delivery and monitoring of the extended curriculum	Hours: 37 hours per week, 39 weeks per year

Across our trust, we are committed to supporting the mental health and wellbeing of all; including staff, students and families. We know that everyone experiences life challenges that can make us vulnerable and at times, anyone may need additional emotional support. We take the view that positive mental health is everybody's responsibility.

This job description may be amended at any time, following consultation between the Headteacher and member of staff and will be reviewed annually. Priorities for the year will be negotiated and highlighted.

Core purpose

- To support the school's work on engaging students in learning and ultimately reducing risk of exclusion

General duties and responsibilities:

- To work within the pastoral team and in collaboration with the leadership team to further develop, coordinate and assess the impact of, the extended curriculum provision across the school
- To improve student performance and progress by helping them to overcome barriers to learning
- To develop partnership work within the MAT and with external agencies

Main Duties

- To develop and lead off-site / on-site programmes for identified individuals and groups of individuals
- To identify possible qualification routes and appropriate accreditations which recognise the achievements of identified students and support students in working towards these where necessary
- To source and work alongside extended curriculum providers ensuring students receive a quality experience and act as a point of liaison between the provider and the school
- To develop and maintain a directory of quality extended curriculum providers
- To lead and participate in various recreational, educational and social activities and to accompany students off-site for scheduled activities, risk assessing where necessary:

- Investigate respite opportunities to develop social communication and leisure skills
- Participate in the extended school day by supporting / leading activities
- To manage and lead Duke of Edinburgh Award across the school
- To manage and lead Forest School programme across the school
- To develop programmes for students who have become disaffected to re-engage in learning and reduce risk of exclusion
- To manage a budget for the extended curriculum and ensure value for money

Monitoring, assessment, recording, reporting and accountability

- To use school systems to monitor activities and assess the impact of the extended curriculum on learning and engagement as part of the school curriculum
- Work with colleagues in providing constructive feedback and setting targets for future progress.
- Provide information for reports on individual progress of students to the teacher, other colleagues and parents as required.

Knowledge and Understanding

- Have knowledge of, and keep up-to-date with, the developments in area of expertise
- Understand how students; learning is affected by their physical, intellectual, emotional, and social development
- Select and make good use of ICT skills.
- To carry out any other duties which fall within the broad spirit, scope and purpose of this job description.

Providing Personal and Welfare Care

- Provide pastoral and behavioural support when appropriate and assist in the supervision of students to ensure the schools' health and safety procedures are maintained
- Deal promptly with conflict using a range of communication techniques, encouraging students to take responsibility for their own behaviour and promoting independence
- Carry out any medical procedures in accordance with protocols including administration of medicines
- Care for a sick or injured child, accompanying them to hospital and remaining with them until a parent/carer arrives to ensure continuity of care
- To provide First Aid as and when required, after undertaking necessary training

Supporting Students in the Learning Environment

- To help colleagues in managing risk by supporting assessment of benefits versus risk for activities and acting as one of the school's Educational Visit Coordinators
- To lead on the risk management of residential visits

Dealing with behaviour issues

- Use awareness of behaviour management and communication strategies as necessary to actively diffuse/deal with disruption of student learning
- Where required and suitably trained use appropriate physical intervention techniques in accordance with policy and procedure

Support for the School:

- Be aware of and comply with the Staff Code of Conduct, policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Establish and maintain effective working relationships with professional colleagues and parents.
- Participate as required in meetings with professional colleagues and parents in respect of duties and responsibilities of the post.
- Be aware of the need to take responsibility for own professional development and to participate in the appraisal procedures of the school.
- All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Creating Tomorrow Academy Trust is committed to safeguarding children, promoting the welfare of all students, and expects all staff and volunteers to share this commitment. Enhanced clearance from the Disclosure and Barring Service will be undertaken for the successful candidates.