

## ROCHDALE BOROUGH COUNCIL

### JOB DESCRIPTION

<b>Job Title:</b>	<b>EXTENDED SCHOOLS COORDINATOR</b>
<b>Grade:</b>	Grade 7 Points 25-29
<b>Responsible to:</b>	Headteacher & Governing Board
<b>Responsible for:</b>	Support staff working within the Youth Club, Holiday Club (short term funding) and staff supporting after school activities
<b>Hours of Duty:</b>	37 hours per week- AYR <ul style="list-style-type: none"><li>• Monday: 8am-4:30pm</li><li>• Tuesday: 8am-4:30pm</li><li>• Wednesday: 7:30am-4:30pm</li><li>• Thursday: 8am-4:30pm</li><li>• Friday: None working day</li><li>• Saturday: 8am-12:30pm</li><li>• Sunday: None working day</li></ul>
<b>Any Special Conditions of Service:</b>	<ul style="list-style-type: none"><li>• The Postholder will be required to attend evening and weekend meetings</li><li>• The school operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the school.</li><li>• <b>Annual Leave – All Year Round</b> – Annual leave will be approved in accordance with the needs of the school.</li><li>• The ability to converse at ease with customers and service users and provide advice in accurate spoken English.</li></ul>
<b>Values and Behaviours</b>	<p>➤ Approach the job at all times using the values set out in the Rochdale Way:</p> <ul style="list-style-type: none"><li>• Valuing our people</li><li>• Focusing on customers</li><li>• Acting with integrity</li><li>• Using time and money wisely</li><li>• Working together</li><li>• Always learning and improving</li><li>•</li></ul> <p>Be aware of and apply the Rochdale Way behaviours at all times.</p>
<b>DBS Disclosure Level:</b>	Enhanced

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.**

### **Organisational Chart**

### **Headteacher**

## **Business Manager**

### **Extended Schools Coordinator**

**Support Staff working within Youth Club, Holiday Club and staff supporting after school activities.**

#### **PURPOSE AND OBJECTIVES OF THE JOB**

- To co-ordinate the development of Redwood Secondary School; as an Extended School working in partnership with the Local Authority
- To support the school in raising the standards achieved by its pupils
- To link with RBC and work in partnership with other special schools to deliver Holiday Club provision
- To maintain effective communication and consultation with Local Authority Officers and Headteachers of Special Schools

#### **CONTROL OF RESOURCES**

##### **Personnel**

To be responsible for the management of all staff working within the extended school provisions in consultation with the Headteacher.

To be responsible for the direction and motivation of one's self.

To be responsible for the co-ordination with School Staff, in relation to the delivery of extended school activities and the co-ordination of external service providers.

##### **Financial**

Working with the Bursar to manage the Extended Schools budget.

To raise funds and revenue to support the extended school vision.

##### **Equipment/Materials**

To be responsible for the safe use and maintenance of equipment, manual/computerised information and materials used by the postholder and by staff under the line management of the postholder.

To adhere to the School's rules and regulations relating to the use of ICT, e-mail and intranet/internet access.

### **Health/Safety/Welfare**

Responsible for the health, safety and welfare of self and colleagues in accordance with Authority/School's Health & Safety policies and procedures and current legislation.

### **Equality and Diversity**

To work in accordance with the Authority's/School's Policy relating to the promotion of Equality and Diversity.

### **Training and Development**

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the School's Continuing Professional Development programme.

The postholder will be responsible for identifying training and development requirements of relevant staff in accordance with the School's Continuing Professional Development programme.

### **Relationships (Internal and External)**

Internal: The post holder is responsible for managing staff working in the extended school provision team and reporting on their areas of responsibility

External: The post holder liaises with external, agencies, and ensures that resources are in place which would enable the smooth running of the extended provision.

Internal:

1. Members of the support teams.
2. Senior managers.
3. Staff members.
4. Governors.
5. Pupils.

External:

1. Parents/carers.
2. Staff in other schools and within the Local Authority.
3. Suppliers of equipment and services.
4. Stakeholders

### **RESPONSIBILITIES:**

#### **The postholder must:**

1. Perform his/her duties in accordance with the Authority's/School's Equal Opportunities Policy.
2. Ensure that the Authority's/School's commitment to public service orientation and care of our customers is provided.
3. Be able to render regular and efficient service to undertake the duties of this post.

## **PRINCIPAL DUTIES**

1. To work in collaboration with the Headteacher and the Governing Board to develop, consult and implement the vision of the school as a hub of the community for young people with complex needs.
2. To work in close consultation with local special schools to ensure cohesive provision for pupils and families in the area.
3. To audit existing services in the local community and work with the Local Authority to identify needs.
4. To review existing provision at Redwood and develop a clear extended schools/extra-curricular plan, with specific outcomes, monitoring and evaluation in place.
5. To research opportunities and actively seek additional funding to support the implementation and development of the extended school programme.
6. Develop effective ongoing channels of consultation with all stakeholders.
7. To plan and deliver leisure activities within the context of extra-curricular/extended schools. This will include young people with additional needs including medical, sensory and/or physical and learning disabilities.
8. Administration of medication according to the policy and practice of the school. This includes drawing up medication, completing appropriate records in line with the school's agreed policies and procedures and undertaking relevant training at regular intervals and evidencing competency.
9. To develop a clear timetable of rooms and facilities.
10. To liaise with site manager re. timetabling of cleaning/room preparation.
11. To work within the frameworks of local and national policies
12. To produce reports for the School, Governing Board, Local Authority and other relevant parties as required.
13. Monitor and maintain resources used within the provision
14. To act as the Educational Visits Coordinator, conducting relevant risk assessments.
15. **Promote positive behaviour by:**
  - implementing agreed behaviour management strategies
  - supporting pupils in taking responsibility for their learning and behaviour
  - establishing rapport and respect with pupils, acting as a role model and setting high expectations
  - promptly addressing any incidents, in line with school policies
16. **Develop and promote positive relationship by:**
  - establishing and developing positive relationships with children and adults including parents, carers and other professionals
  - supporting children in developing positive relationships
  - promoting inclusion and acceptance of all pupils within the classroom
17. **Support the development and effectiveness of work teams by:**
  - contributing to effective team practice
  - contributing to the development of the school team
  - supervising the work of other support staff and trainees
18. **Reflect on the develop practice by:**
  - reflecting on own professional practice
  - taking responsibility for and participating in continuing professional development
19. **Promote the transfer of learning from outdoor experience**
  - facilitate learning through individual and shared reflection on experience

- help participants identify how they can transfer learning to other aspects of their lives
20. **Contribute to the prevention and management of challenging behaviour in children and young people**
    - Work with children and young people to identify goals and boundaries for acceptable behaviour
    - Support children and young people to manage challenging behaviour
    - Enable children and young people to recognise and understand their behaviour and its consequences
  21. **Support children with disabilities or special educational needs and their families (CCLD 321)**
    - Contribute to the inclusion of children with disabilities or special educational needs
    - Help children with disabilities or special educational needs to participate in the full range of activities and experiences
    - Support families to respond to children's needs
  22. **Support pupils with communication and interaction needs**
    - Support pupils with communication and interaction needs to maximise learning
    - Support pupils with communication and interaction needs to develop relationships with others
  23. **Support pupils with cognition and learning needs**
    - Support pupils with cognition and learning needs during learning activities
    - Support pupils with cognition and learning needs to develop effective learning strategies
  24. **Support pupils with behaviour, emotion and social development needs**
    - Support the behaviour management of pupils with behaviour, emotional and social development needs
    - Support pupils with behaviour, emotional and social development needs to develop relationships with others
    - Support pupils with behaviour, emotional and social development needs to develop self-reliance and self-esteem
  25. **Support pupils with sensory and/or physical needs**
    - Enable pupils with sensory and/or physical needs to maximise learning
    - Implement structured learning programmes for pupils with sensory and/or physical needs
  26. **Work with children and young people with additional requirements to meet their personal support needs (HSC315)**
    - Support children and young people with additional requirements to identify and develop plans to meet their personal support needs
    - Support children and young people to address their personal support needs
    - Contribute to evaluating the effectiveness of activities to meet children and young people's personal support needs
  27. **Promote children's well-being and resilience**
    - Enable children to relate to others
    - Provide a supportive and challenging environment
    - Enable children to take risks safely
    - Encourage children's self-reliance, self-esteem and resilience
  28. **Work with young people to safeguard their welfare**
    - Promote a safe working environment for youth work
    - Work with young people to assess and manage risk

- Assist individuals to take action when they are distressed
29. **Enable young people to be active citizens**
- Assist young people to understand their communities and their role within them
  - Enable young people to communicate their views and interests to others, and to negotiate and influence people and situations
30. **Lead an extra-curricular activity**
- Prepare children and young people for the activity
  - Introduce children and young people to the activity
  - Lead the activity
  - Maintain and encourage effective working relationships during the activity
31. **Plan and support self-directed play**
- Collect and analyse information on play needs and preferences
  - Plan and prepare play spaces
  - Support self-directed play
  - Help children and young people to manage risk during play
32. **Escort and supervise pupils on educational visits and out-of-school activities**
- Escort pupils on visits and out-of-school activities
  - Supervise pupils on visits and out-of-school activities
33. **Liaise with parents, carers and families**
- Establish and maintain relationships with parents, carers and families
  - Facilitate information sharing between the school and parents, carers and families

## SECONDARY DUTIES

1. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person (as named in the policy concerned).
2. Appreciate and support the role of other professionals.
3. Contribute to the school ethos, aims and the development/improvement plan.
4. Attend relevant meetings/events as required.
5. Participate in training and other learning activities and performance development as required.
6. To keep up to date with developments in the Extended School agenda and communicate these to relevant parties.
7. The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time in consultation with the post holder and if he/she wishes, with his/her Trade Union Representative.

Job Description prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Agreed by Postholder: \_\_\_\_\_ Date: \_\_\_\_\_