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| William Farr C of E School | | |
| JOB DESCRIPTION | | |
| JOB TITLE: | Curriculum Co-ordinator (Based in the Student Services Hub) | |
| POST HOLDER: | | |
| GRADE: | WFPS 5 | |
| REPORTS TO: | Student Services Hub Manager | |
| Hours Worked Per Week: | 37 | |
| Weeks Worked Per Year: | 39 | |
| Weeks Paid Per Year: | 44.28 | |
| HOLIDAY ENTITLEMENT MUST BE TAKEN DURING SCHOOL CLOSURES | | |
| 1. | PURPOSE OF JOB: <ul style="list-style-type: none">To manage the Reintegration Classroom within the Student Services Hub*, supervising students in completion of work.To work with the Student Services Hub Manager to support, prepare and assist students in their reintegration into lessons.To assist with the EBSA (Emotionally Based School Avoidance) pathway including leading on EBSA for designated individual students as allocated. <i>*The Student Services Hub provides a safe, temporary space for students to regulate, access social, emotional and mental health support, receive strategies, build resilience and return to their learning in the classroom and thereby return to specialist teaching.</i> | |
| 2. | MAIN RESPONSIBILITIES, TASKS & DUTIES | |
| | 1 | To uphold the purpose and principles of the Student Services Hub which is that students, with support, are to be reintegrated back into lessons within an agreed and planned timeframe where specialist teaching can be accessed. |
| | 2 | To work with an understanding that the Student Services Hub and the Reintegration Classroom is a temporary space whilst students access the social, emotional and mental health support required in order to be able to return to lessons. In liaison with the Student Services Hub Manager, contribute to students’ Reintegration Plans. |
| | 3 | To co-ordinate, direct, support and monitor work to be completed by students within the Reintegration Classroom in conjunction with Heads of Department / Heads of Year / subject teachers. This will involve preparation and checking of student work. |
| | 4 | To liaise closely with Heads of Department / subject teachers / SENDCO with issues related to work particularly in relation to progress. To ensure completed work is returned to teachers. |
| | 5 | To keep a record of work being completed as part of the educational plan with the overall Reintegration Plan. |
| | 6 | Act in accordance with school policies and procedures and relevant legislation, particularly in relation to child protection, safeguarding and behaviour management. |
| | 7 | Be aware of Student Passports for student with SEND (Special Educational Needs and Disabilities) and support with differentiation where appropriate. |
| | 8 | To provide a supportive learning environment and to provide motivation and encouragement for students. |

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| | 9 | For designated students on the EBSA Pathway and under the guidance of the Student Services Hub Manager, to lead on allocated cases. This will involve close liaison with the Student Services Hub Manager and key stakeholders. |
| | 10 | Support the work of the Student Services Hub Manager as directed including the delivery of interventions in small group work on wellbeing and strategies to build resilience. |
| 3. | MANAGEMENT OF PEOPLE SUPERVISION OF PEOPLE None | |
| 4. | CREATIVITY AND INNOVATION Required to follow policies and procedures but may need to be creative when making suggestions to resolve any issues. Creative solutions may be needed in support reintegration. | |
| 5. | CONTACTS AND RELATIONSHIPS <ul style="list-style-type: none">Daily contact with teachers and staff at the school.Regular contact with students. | |
| 6. | DECISIONS | |
| | a) Discretion – The postholder will use their judgement and discretion required when dealing with non-routine matters. Responsible for using initiative in communications with staff and students. | |
| | b) Consequences – Any errors made by the post holder are likely to be readily identified and amended if necessary. | |
| 7. | RESOURCES The postholder will be responsible for personal computer, confidential information. | |
| 8. | WORK ENVIRONMENT | |
| | a) Work Demands – The post is subject to interruptions, tasks are interchangeable and interruption would not impact on the overall programme of tasks. Lunchtimes of staff working in the Student Services Hub need to be staggered so supervision of children remains uninterrupted. Therefore, covering lunchtimes for staff will be required. | |
| | b) Physical Demands – Some periods of computer work. | |
| | c) Working Conditions – The Reintegration room replicates a classroom environment within the Student Services Hub. | |
| | d) Work Context – | |
| 9. | KNOWLEDGE AND SKILLS <ul style="list-style-type: none">NVQ level 3 or equivalent and GCSE or equivalent in Maths and English and at least 3 other subjectsIT Literate, keyboard skills.Desirable: Knowledge of SEND and working with vulnerable children. | |
| 10. | GENERAL | |
| Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the County Council. | | |
| Other Duties - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder. | | |

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| Equal Opportunities - The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies. | | | |
| Health and Safety - The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures. | | | |
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| | Name: | Signature: | Date: |
| Job Description written by: [Manager] | | | |
| Job Description agreed by: [Postholder] | | | |