

# Bridgwater and Taunton College Trust

Extra-Curricular Coordinator.



## Extra-Curricular Activities Coordinator. Grade: BTC Band 06.

The success of the Bridgwater and Taunton College Trust will be underpinned by two fundamental beliefs:

**Students come first:** First and foremost, the purpose of the Trust is to enable students to achieve their potential, and it is this principle that drives how we make decisions and how we act. It is expected that anyone who joins or forms part of the Trust shares this philosophy.

**We are team players:** Whilst every colleague has a specific role to fulfil, we expect all staff to communicate with compassion, treat others with positive regard, collaborate and behave with professionalism. In our colleagues we seek energy, passion, initiative and cooperation, as well as acting in a way that promotes a positive image of the Trust in the wider community.

### Our values

We are ambitious, collaborative and inclusive.

We believe that every role contributes to our students achieving. We are a values driven organisation and strongly feel a shared sense of purpose. We behave in a way that puts our students at the forefront of our actions and decisions making, we champion equality of opportunity and respect our colleagues, our students and our community. We believe passionately that all individuals are entitled to learn and should be encouraged to do so.

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### Core Purpose

To take responsibility for development, delivery and organising of the boarding extra-curricular program and outreach activities throughout School. This role is a new position and requires a motivated, pro-active individual, able to work well with and draw together a variety of key departmental areas. The school runs an ambitious programme of sport / fitness, external trips, community service, and outdoor activities. It means that the planning, timetabling and development of the co-curriculum, and the quality and monitoring of students' involvement, are paramount.

### Main Responsibilities

The responsibilities of this role could vary as a result of new legislation, changes in technology or policy changes. This job description is not an exhaustive list of tasks of the role.

#### RELATIONSHIPS:

- Be responsible to the Head and Deputy of Boarding and work in co-operation with other boarding and teaching staff.
- Make and maintain productive, professional relationships with all members of Academy staff
- Maintain and manage regular positive and professional relationships with all parents / carers
- Build and maintain positive relationships with students supporting personal development and pastoral care.

#### GENERAL DUTIES:

- To ensure the effective running of the weekly Extra-curricular activity programme including the timetabling and taking a leading role in the delivery of a range of activities.
- To create a coherent and compelling Extra-curricular offering for all pupils in the school, integrating the strands of our current provision.
- To plan, manage and schedule all boarding visits/trips including adventure activities led by school staff.
- To support boarding staff in all Boarding houses to ensure the highest pastoral care is provided.
- Act as the lead member of staff on overnight duty within the boarding house on selected nights.
- To develop outreach and community relations through the extracurricular program
- To oversee relevant risk assessment for activities and trips are in place and up to date.
- To oversee the necessary documentation from pupils and providers regarding activities and trips.

#### SPECIFIC DUTIES:

- To take the lead role in ensuring that students have a full, stimulating and regular programme of activities.
- To encourage a culture of learning, creativity and development in the boarding residence and support the ethos of the school.

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- To work within professional boundaries with children and young people and to communicate effectively whilst in the vicinity of students
- To attend appropriate training sessions for the purposes of maintaining quality, safe practice in the boarding environment, to understand the needs and legal obligations of boarding schools, and for potentially developing new working practices. To appreciate that these training sessions may need to take place on rare occasion out of term time or duty time
- To liaise effectively and fully with all boarding and day staff, Head of Boarding / Deputy
- Head of Boarding and Head of PE regarding the development and running of the extracurricular program.
- To disseminate and share all relevant information relating to child welfare to the Head of
- Boarding and Deputy Head of Boarding or DSL responsible for safeguarding
- To work within professional boundaries with children and young people and to communicate effectively whilst in the vicinity of students, ensuring presenting as a role model with high personal and professional expectations displayed.

### HEALTH & SAFETY:

- Put in place Health & Safety measures with particular regard to students and participation in all activities and trips
- Monitor activities (Health & Safety requirements are adhered to)
- First aid training undertaken

### WIDER WORK OF THE ACADEMY:

- Responsible for the health, safety and welfare of themselves and others
- Responsible for the safeguarding and promotion of the welfare of children
- To be a team player, and contribute towards the Academy vision, within own capabilities
- The post-holder may, from time to time, be required to carry out other duties commensurate with the role.

### REVIEW:

- The post-holder may be asked to carry out other tasks, as directed by the Headteacher, which fall within the purview of this post. In addition, it is not intended that this job description defines in detail all the duties and responsibilities of the post and it may be reviewed at the request of the post.

### Other Duties

- To attend mandatory training courses, e.g., Child Protection, Equal Opportunities and Health and Safety related courses
- To promote and celebrate an approach of equality, diversity and inclusion for all colleagues, students and external stakeholders.
- Responsible for the health and safety of themselves and others
- Responsible for the safeguarding of and promotion of wellbeing for both children and colleagues
- To be a team player and contribute towards the vision, culture and ethos of the Trust
- From time to time you may be required to carry out other duties commensurate with the role.

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### Person Specification

Area to be assessed	Essential criteria	Desirable criteria
<b>Safeguarding</b>	Must be able to demonstrate a commitment to the safeguarding and well-being of children and young people.	
<b>Qualifications/Experience</b>	<p>Desire to take on further responsibility</p> <p>Evidence of professional development</p> <p>Experience of working with children in a caring environment</p> <p>Evidence of continuing professional development</p> <p>Able to manage pupils fairly, consistently and according to the school's expectations</p> <p>Experience of delivering Co-Curricular activities for 11-16 years olds</p> <p>Evidence of delivering activities to individuals and small groups as well as larger groups and sports teams.</p> <p>Excellent organisational and time management skills; competency in the use of ICT for administration</p> <p>Ability to: work flexibly to fulfil the requirements of the post; prioritise; work calmly under pressure and respond positively to changing demands</p>	<p>First Aid Certificate</p> <p>Minibus certificate/ clean driving licence</p> <p>Level 1 safeguarding training</p> <p>Boarding Qualification (or willingness to work towards this)</p> <p>National Pool Lifeguard Qualification (NPLQ).</p> <p>Various sports coaching qualifications</p> <p>Belief in the value of boarding education and experience of working in a boarding or residential environment.</p> <p>Experience of working with colleagues from other schools</p> <p>Familiarity with and ability to use data and tracking information</p> <p>Knowledge and understanding of the National Minimum Standards for Boarding Schools &amp; an ability to ensure they are met.</p> <p>Experience of delivering a range of activities including sporting / personal fitness-based</p>

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<b>Knowledge/Skills</b>	<p>Able to work as part of a team</p> <p>Understand the needs of children aged 11 to 16</p> <p>Recognises individuality in children</p> <p>Excellent communication skills</p> <p>Flexible approach</p> <p>Ability to relate to students and adults at all levels</p> <p>Approachable, sensitive with excellent interpersonal skills</p> <p>Ability to set targets, meet deadlines and to work under pressure</p> <p>Attentive to detail</p> <p>Understands the need for confidentiality</p> <p>Positive leadership qualities; an ability to lead by example and display a strong presence in the school</p> <p>High expectations of students</p> <p>Able to motivate, influence and inspire others</p> <p>Able to engender a safe and caring boarding community</p>	<p>Strong presence in the school</p> <p>Positive leadership qualities: an ability to lead by example</p>
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