



TREVELYAN MIDDLE SCHOOL – Job description

Job title	Key Stages 2 and 3 Co-ordinator
Pay and conditions	Salary Grade 4 Range 18 - 22 Term time (38 weeks) plus 2 days Hours 37.5 hours per week: 8.00 to 4.00; 30 minutes for lunch (unpaid, to be taken outside of the pupil lunch break) There may be times when you might need to stay on outside of your hours if you are dealing with an urgent safeguarding matter
Line Managed by	Head of Key Stage 2
Notice Period	8 weeks

JOB PURPOSE

- Support the strategic leadership and professional management of Key Stage 2 and 3, by supporting the Heads of Key Stage in raising standards of pupil achievement and personal development
- Promote pupil attendance, welfare, safety and behaviour across the school, enabling all pupils to meet their academic and personal potential; especially those who need specific support to overcome barriers to learning;
- Provide support to the SLT pastoral lead and other key staff in the promotion of attendance and behaviour;
- Work effectively with pupils, teachers, parents and relevant external agencies to ensure high quality pastoral care;
- Be a designated form tutor, if required
- Under the direction of Heads of Key Stage, liaise with external agencies, providers and workers including educational psychology, services supporting behaviour and social services
- Contribute to the development of a positive ethos for both key stages by promoting the school's values and a sense of community
- Contribute to the overall ethos, work and aims of Pioneer Educational Trust.

KEY AREAS OF IMPACT

Strategic Direction

- Set the highest standards in relation to attendance by monitoring attendance across both Key Stages with a particular focus on pupils at risk of persistent absence;
- Liaise with the Heads of Key Stage and other key staff, as well as outside agencies, e.g. EWS in relation to attendance and to identify the needs of vulnerable pupils;
- Provide half termly attendance reports and complete attendance analysis to inform these reports
- Work subject to deadlines involving frequently changing circumstances and conflicting priorities;
- Support the work of the Heads of Key Stage in ensuring the needs of all pupils are met;
- Carry out administrative duties that support the work of the Heads of Key Stage, including, carrying out investigations, maintaining records and communicating with staff, pupils' families and outside agencies, as appropriate.
- Ensure effective pastoral systems and procedures are consistently implemented across the school;

Main Duties and Responsibilities:



Operational

- Contribute to the implementation of school policies;
- Communicate the highest expectations of behaviour and consistently and effectively implement the school's behaviour management policy and procedures;
- Deputise as required for the Heads of Key Stage;
- Support the Heads of Key Stage with their work in directing and monitoring the work of the Form Tutors;
- Maintain accurate records of conversations, meetings and interventions, and support the Heads of Key Stage in the analysis of the impact of interventions;
- Collate and collect pupil information and share it with staff as appropriate;
- Maintain the supervision of pupils, as directed by the Heads of Key Stage;
- Lead and/or accompany pupils on educational visits;
- Attend meetings and represent Trevelyan Middle School at external meetings, as appropriate;
- Carry out statutory tasks, including completing registration accurately and on time, when covering for an absent form tutor;
- Maintain an up-to-date knowledge and understanding of legislation with regards to pupil attendance and welfare;
- Ensure effective communication systems with parents are promoted and maintained;
- Assist the Heads of Key Stage in the liaison with external agencies and support workers (e.g. EWO, educational psychologist, SALT, SEBDOS, etc.) to ensure effective intervention and support for pupils, as appropriate;
- Develop and undertake specific, targeted small group and 1-2-1 intervention work as directed by the Heads of Key Stage;
- Provide support for pupils in lessons, as directed e.g. behaviour, welfare;
- Carry out investigations, including obtaining written statements, as directed by the SLT and Heads of Key Stage;
- Contribute to the regular meetings held by/with the Heads of Key Stage to co-ordinate support being provided to pupils;
- Update CPOMS with any communication in relation to a Safeguarding concern;
- Supervise and/or deliver after school clubs as required;
- Support the Data Manager/Heads of Key Stage to ensure SATs and other examinations, such as transfer tests, are carried out and supervised effectively and efficiently;
- Support the Heads of Key Stage with the coordination, organisation and administration of events for pupils, including evening events such as parents' evenings, welcome events, open evenings and information evenings;
- Support the admissions policy and procedures, including in-year testing;
- Maintain Key Stage 2 & 3 pupil records, electronic and filing, ensuring accurate, up-to-date information
- Provide effective administration in the undertaking of all duties listed above.
- If not a designated tutor, supervise registration periods in the absence of the designated form tutor, undertaking the roles and responsibilities of a form tutor.

Administrative

- Ensure that all administrative / clerical duties, checks and documentation are completed to the required level of accuracy and within deadlines including photocopying, filing, returns and reports;
- Complete administrative tasks as directed;
- Process, input and extract data held on the school's database systems;
- Maintain both manual and computerised record and filing systems in line with requirements;
- Ensure compliance with data protection regulations;
- Deal with correspondence promptly and as required.



General

- Attend relevant meetings and training sessions;
- Attend school events as required;
- Assist in escorting pupils on educational visits and to participate in extra-curricular activities as required;
- Assist in school emergencies as required, including locating relevant staff, contacting emergency services and completing necessary documentation;
- Invigilate school and public examinations and tests as required;
- Maintain a presence around the school to ensure the highest standards of behaviour and site-usage are upheld;
- Collaborate with others to help develop pupils' understanding of Fundamental British Values, develop their understanding and appreciation of diversity and celebrate what we have in common;
- Cover for absent colleagues, as directed;
- Provide an effective first aid service when required to staff, pupils and school visitors in schools as required and ensure that the school meets its legal requirements under the Health & Safety at Work in act including:
 - Making accurate and appropriate recordings of all first aid cases;
 - After making an initial evaluation and assessment, dealing with and recording minor first aid incidents
 - Contacting parents as required;
 - Attending appropriate training when required and ensuring you hold a valid first aid qualification while working as part of the first aid team;
 - Liaising with the Ambulance service, other emergency services and parents/guardians as necessary.

Professional competence and behaviour:

- Maintain professional knowledge and competence;
- Provide a professional, up-to-date and purposeful service;
- Be responsible for their own professional practice and decisions and take responsibility for identifying and meeting their own development needs.

Ethical standards and integrity:

- Establish, maintain and develop professional relationships based on confidence, trust and respect for all colleagues and stakeholders;
- Demonstrate sensitivity for pupils' and stakeholders' practices, culture and personal beliefs;
- Advance employment and professional practices that promote equality of opportunity, diversity and inclusion;
- Safeguard all confidential and personal data acquired as a result of professional relationships and not use it for personal advantage or for the benefit of third parties.

SAFEGUARDING

Pioneer Educational Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and young people to share this commitment and to undergo appropriate checks, including enhanced Disclosure and Barring Service checks.

ADDITIONAL DUTIES

- To play a full part in the life of the Trust community including duties to support the ethos and encourage pupils and colleagues to follow this example;
- To actively engage in the appraisal process;



Encouraging
Nurturing
Respectful
Inspiring
Creative
Happy

- To continue professional development as agreed.

ADDITIONAL NOTES

Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be identified.

Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown but in consultation with you may be changed by the Trust Executive Leadership Team to reflect or anticipate changes in the job commensurate with the grade and job title.