

Extra-Curricular and Pastoral Activities Coordinator Job Description and Person Specification

Post title:	Extra-Curricular Activities Coordinator – Primary (TLR 2)
Rainbow Primary School:	Rainbow Primary School
Pay range:	Main Pay Scale / Upper Pay Scale – depending on experience
Line manager:	Headteacher
Supervisory responsibilities:	N/A

Job Description

Core purpose:

- Promote the use of a range of extra-curricular and pastoral activities among all pupils across the Rainbow Primary School to support the achievement of high standards of learning, progress and attainment.
 - Co-ordinate extra-curricular and pastoral support, interventions and coaching across Rainbow Primary School order to achieve excellent learning for all pupils.
 - Use external and internal research and development to innovate and improve practice across Rainbow Primary School providing a research-led approach
 - Plan the development of extra-curricular and pastoral activities across Rainbow Primary School and write and monitor the Development Plan in consultation with the senior team and within the framework of Rainbow Primary Schools Development Plan
 - Produce data analysis from Rainbow Primary School data on the progress and attainment of pupils across Rainbow Primary School and use this to inform interventions.
 - Create an ethos across Rainbow Primary School so that all staff are motivated and supported to develop their own skills and knowledge, and to support each other.
 - Hold all staff responsible for extra-curricular and pastoral support to account for their professional conduct and practice.
 - Run appropriate meetings for extra-curricular and pastoral support across the Rainbow Primary School.
 - Lead by example to foster an open, transparent and equitable culture.
 - Build/develop and maintain effective relationships with parents and all members of Rainbow Primary School and wider community to enhance the education of all pupils.
 - To uphold the highest standards of professional and business ethics, and support the Headteacher in ensuring that this impacts on your decision making processes
 - To keep children safe and support the Headteacher to implement and oversee the highest possible standards of child protection, prevent strategies and safe-guarding throughout the Rainbow Primary School
 - To represent Rainbow Primary School at panels, working groups and meetings as required by the Headteacher
 - To undertake other duties and responsibilities as is reasonably directed by the Headteacher
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Duties and responsibilities

- Hold and articulate clear values and moral purpose, focus on providing a world-class education for all pupils.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils and staff, and towards parents, trustees and members of the local community.
- Lead by example - with integrity, creativity, resilience, and clarity - drawing on your own scholarship, expertise and skills, and that of those around you.
- Sustain wide, current knowledge and understanding of education and Rainbow Primary School systems locally, nationally and globally, and pursue continuous professional development.
- Support the Headteacher in communicating a compelling Rainbow Primary School vision empowering all pupils and staff to excel.
- Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
- Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between Rainbow Primary Schools, drawing on and conducting relevant research and robust data analysis.
- Support the Headteacher to create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Hold all staff to account for their professional conduct and practice.
- Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for pupils.
- Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well-evidenced research to frame a self-regulating and self-improving Rainbow Primary School.
- Inspire and influence others - within Rainbow Primary School - to believe in the fundamental importance of education in young people's lives and to promote the value of education.

Person Specification

Qualifications

1. Qualified teacher status, Degree level qualification or equivalent
2. Further relevant professional / academic study and evidence of continuous professional development and knowledge of current issues in Education.
3. Preferably, five years of successful teaching experience in a Primary School.

Qualities and Knowledge – show evidence of

4. Hold and articulate clear vision, values and moral purpose, demonstrating optimistic personal behavior, and positive relationships and attitudes.
5. Demonstrate a strategic leadership style that is characterized by integrity, creativity, resilience and clarity. Understand how to empower all students and staff to excel.
6. Evidence of implementing, managing and evaluating change in a collaborative way.
7. Deep understanding of pedagogical methodology in regard to teaching numeracy.

Pupils and Staff – show evidence of

8. Evidence of standards that have impacted positively on pupil attainment and teaching and learning.
9. Experience in evaluating and using data to plan and improve pupil performance
10. A clear understanding of what makes good and outstanding teaching through a deep understanding of how students learn, and the ability to develop a culture where striving for outstanding teaching and learning is central to the Rainbow Primary School 's work
11. A commitment to valuing, supporting and encouraging the professional development of staff members

Systems and Processes – show evidence of

12. An understanding of accountability systems and how to combine data from a range of sources in order to maximize the achievement of children
13. A clear understanding of and commitment to promoting and safeguarding the welfare of children

The Self Improving Rainbow Primary School – show evidence of

14. Evidence nurturing a strong, positive and collaborative culture that enables staff to carry out their respective roles to the highest standard and for staff to work effectively together to deliver Rainbow Primary School improvement
15. A commitment to building and maintaining effective and positive relationships with parents and carers.
16. Can inspire and influence others, within the Rainbow Primary School, to believe in the fundamental importance and value of education in young people's lives
17. Excellent communication skills and proven ability to listen to, understand and work effectively with children, staff and parents
18. The ability to foster an open, transparent and equitable culture and deal effectively with difficult conversations and conflict at every level

Commitment

Demonstrate a commitment to:

- a. Equalities and the Equality Act 2010
- b. Promoting the Trust's vision and ethos
- c. High ethical standards
- d. Relating positively to and showing respect for all members of the Trust and wider community
- e. Ongoing relevant professional self-development
- f. Safeguarding and child protection

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of Rainbow Primary School organisation and may change either as your contract changes or as the organisation of the Rainbow Primary School is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the performance management process or as appropriate.

Signature of post holder _____ **Date** / /

Signature of Headteacher _____ **Date** / /