

Job Description: Project Coordinator

Purpose of the Post:

To work with 90 selected students who are at risk of becoming NEET on a day-to-day basis to ensure that they make excellent progress during their time at Alperton Community School. To empower young girls, enhancing their dedication to learning and enabling them to serve as community role models and mentors through the partnership programme underpinned by the collaboration of Young Brent Foundation (YBF), Alperton Community School (ACS), US Charitable Trust, and the Jason Roberts Foundation (JRF).

To ensure that these selected students utilise the workshops, mentoring, trips, skill-building activities and all of the other opportunities that are on offer by the collaboration organisations while carefully monitoring and tracking their behaviour, attendance, punctuality, attainment and wellbeing.

Reporting to:

- Deputy Headteacher
- Head of Careers
- John Lyon's Charity Collaboration Partners

Responsible to:

- The Headteacher and the Governing Body

Duties and Responsibilities

- Maintaining high standards of attendance, punctuality, behaviour and attainment on a daily basis by offering targeted academic and pastoral support.
- Hold regular daily 'drop in' meetings and run relevant clubs with the students to ensure that they are supported to excel.
- Coordinate and attend the workshops and activities with the external organisations.
- Support the activities and programmes to meet the needs of individual students.
- To ensure that these students become more actively involved in school life including extracurricular activities, charity and community work.



- Support their physical and emotional wellbeing, encouraging confidence and self-esteem through individual and group support.
- Inspiring educational opportunities to help move the students towards academic excellence.
- Create positive relationships with the external organisations to ensure that there is an effective and productive partnership.
- Ensure regular communication with the families of the students including visiting the pupils and their families at home and other participating organisations.
- Arrange for parental consent and encourage parents and carers to become more involved in their child's academic life as well as incorporating the local community to offer relevant events and broader career opportunities.
- Identify areas of interests with the students and develop a programme that aligns with these interests including trips, external speakers and cultural capital opportunities.
- To regularly liaise with form tutors, teachers, pastoral leads and the SENCO in relation to behaviour, attendance, punctuality, assessments and well-being and utilising the school rewards and sanctions system as appropriate.
- To assist in identifying needs, co-ordinating support and then monitoring the impact of these interventions.
- To address behaviour incidents in line with the school's behaviour policy.
- To be available to parents and carers in relation to their child's behaviour, attendance and wellbeing.
- To be a role model in dealing with staff, parents and carers, students and external organisations.
- To report any issues relating to these students during line management meetings and collaboration meetings on a regular basis and discuss appropriate actions to be taken.
- To continually monitor and support students and encourage positive attitudes and behaviour in and around school.
- To monitor punctuality and attendance in liaison with the Pastoral teams, the attendance administrator, form tutors, Head of Year and the EWO service.
- Model good levels of literacy and numeracy and encourage improvement in these areas.
- Follow all relevant legislation, guidance and procedures regarding child protection, safeguarding and health and safety.
- Maintain accurate records of project activities, student progress and outcomes and collating the partner's information (gathered by each partner) on a termly basis and for annual reporting.



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- Prepare regular reports for the Senior Leaders and address any challenges.
- To attend training and personal reviews as identified as professional development needs.
- To assist in First aid duties.
- Attend meetings and support with administration as and when required

General Duties

- To take part in the school performance review process.
- To support the Governing Body in its whole-hearted adoption of the School's policies, and aims.
- To be a fully trained First Aider or be willing to be trained as an emergency First Aider and to undertake medical needs training and administering of medication.
- To supervise areas where students congregate during break time and lunchtime, maintaining Health & Safety practices.

Whilst every effort has been made to explain the main duties and responsibilities of the post, individual tasks may not have been identified. The post holder will be expected to undertake tasks which are commensurate with the position at the discretion of the Headteacher.

The Job Description may be varied to meet the changing demands of the school. It will be reviewed at intervals and may be subject to modification or amendment at any time after consultation with the post holder.



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Person Specification: Alperton Community School Project Coordinator

Attributes	Description
Qualifications, Knowledge, Training & Experience	<ol style="list-style-type: none"> 1. GCSE or equivalent in English and Maths 2. Working collaboratively with external organisations and a wide range of stakeholders 3. Experience of Child Protection, exclusion and safeguarding policies and procedures 4. Experience of and ability to monitor attendance, punctuality and attainment of students 5. Experience and evidence of managing, monitoring and positively intervening in respect of student's behaviour 6. Successful experience in organisation, planning and record keeping 7. Supporting programmes for pupils including one-to-one, small group and whole class activities. 8. Working closely with families/carers, including carrying out home visits
Personal Skills & Qualities	<ol style="list-style-type: none"> 1. Excellent communication and interpersonal skills 2. Excellent literacy and numeracy skills 3. Effective management and organisational skills 4. Proven ability to create good relationships with pupils, staff and parents/carers and other stakeholders including external services 5. Ability to use IT systems and to conduct analysis and produce reports 6. Planning and prioritising own workload and managing conflicting demands 7. Awareness of behaviour management techniques 8. Ability to cope with periods of pressure and proactively address issues



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	<ol style="list-style-type: none"> 9. Self-motivated and flexible to manage unpredictable and variable workloads 10. 'Out of school' hours will be required to work and this post will be able to take appropriate term time holidays 11. Ability to work largely under self direction or as part of a team 12. The ability to maintain confidentiality and discretion at all times, combined with a calm personality and sound judgement 13. Ability to enhance the personal and social development of students and prompt their well being 14. Trained/willing to be trained as both a First Aider and Mental Health First Aider 15. Drivers licence and ability/willingness to learn to drive a minibus 16. Ability to deal with unexpected problems 17. Ability to respond to urgent requests and re-prioritise in order to assist students, colleagues and management 18. Be prepared to develop and learn in the role and attend any relevant training and gain any relevant qualifications
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There is a confidentiality component to this role and the post holder needs to hold the trust and confidence of both the pupils and teachers. It may acquire information on child protection/family sensitive issues which must be treated carefully and appropriately.



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