

Role Title: Next Steps South West In-School Coordinator

The following is only an outline of the duties and responsibilities of the post. The duties may be altered from time to time following consultation with the post holder in line with the changing needs of Next Steps South West (NSSW).

Main purpose of the role: Assisting with the organisation and administration of NSSW projects and activities within the school, supporting specific groups of students from Y9 – 13 to take part in NSSW activities. Liaising with teachers, parents and external providers as required. Under the direction of senior staff within the school and supervision from the NSSW School Liaison Officer and the NSSW Institute Officer, develop the NSSW offer within the school.

Below is a range of duties that you may be expected to do

Support for students

1. Support students in accessing NSSW activities and events, coordinating with senior staff and the NSSW Institute Officer.
2. Monitor students' attendance at NSSW events and activities, in and outside of school.
3. Help to raise students' aspirations through engagement, motivation and regular contact with them.
4. Support the learning of students and small groups as appropriate for NSSW activities, including motivating students to participate, preparing them for the activity and debriefing them afterwards.
5. Organise transport for students to attend events at universities and colleges, where appropriate.

Support for the school

1. Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
2. Be aware of, and support, difference, ensuring all students have equal access to opportunities to learn and develop.
3. Contribute to the overall aims and ethos of the school.
4. Assist in the selection of individual students in identified cohorts.
5. Be the NSSW point of contact for staff and students, maintaining up to date knowledge of the aims and goals of the NSSW programme.
6. Keep senior staff informed of current and upcoming NSSW events and activities and help to plan for them in the school timetable.
7. Attend relevant meetings as required.

8. Manage records, information and data, reporting to staff on the progress and evaluation of students that take part in NSSW activities.
9. Liaise with parents to explain and promote NSSW and encourage their support.

Support for NSSW

1. Report and feedback to the NSSW School Liaison Officer.
2. Disseminate information about events in local colleges and universities relevant for students.
3. Undertake relevant training as provided by NSSW and as appropriate to the post.
4. Liaise with NSSW Institute Officers and external providers establishing constructive relationships and communication to support the achievement and progress of pupils in NSSW activities.
5. Attend relevant meetings as required to maintain up to date information on NSSW, sharing best practice and feedback with other NSSW In-School Coordinators.
6. Assist NSSW Evaluation officers in selecting target students by obtaining post code and attainment data and completing informed consent/baseline surveys.
7. Liaise with NSSW Evaluation officers in capturing evidence and data to demonstrate examples of success and good practice.
8. Receive and distribute NSSW communications as appropriate.
9. Facilitate the delivery of NSSW activities by booking rooms and IT Suites, communicating amendments to student numbers/names and highlighting any specific needs of the attendees.
10. Provide your NSSW Institute Officer/Evaluation Officer with a register of students who attend a NSSW event.
11. Ensure that any documentation required from NSSW by your school to enable the activity to take place, e.g. letter of assurance, is requested in a timely fashion.

General Duties

1. Be an effective role model for the standards of behaviour expected of students and staff.
2. Be responsible for promoting and safeguarding the welfare of young people s/he is responsible for, or comes into contact with.