The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have.

Note for recruiting managers: If you are recruiting for an existing post, reuse the Job Description and Person Specification that already exists for the job.

Job details

Job title: Extended Schools Co-ordinator

Directorate: [School name - amend as appropriate]

Reporting to: Headteacher

Grade: PO1

Job description

Purpose of the post:

- To develop and implement an extended schools strategy in the area around the School and its cluster primary schools. Building on existing work, the post holder will ensure that these developments are securely linked with the CNS Specialist School Community plan and other services / agency partnerships.
- To be responsible for the overall co-ordination of the Extended Schools initiative in line with national guidance.

Main duties and responsibilities:

Extended Services Strategy will include:

- A varied menu of activities (study support, music tuition, dance, drama, arts and crafts, special interest clubs and first aid courses, visits, learning a foreign language).
- High quality out of school hours childcare.
- Parenting support and information, including family learning.
- Swift and easy access to health, social and other associated services.
- Wider community access, including adult learning.

Leadership:

- Develop and implement an Extended Schools strategy within the area, making necessary organisational arrangements.
- In conjunction with the cluster headteachers’ group, use data to develop a 3 year detailed and costed Extended Services plan with clear milestones and targets.
- In conjunction with the Assistant Headteacher, ensure that the Extended Services plan dovetails with the requirements of the Specialist School Community Programme.
- Secure a coherent network of services and joint initiatives for delivery of services to meet the needs of local people.
Management:

- Liaise with cluster headteachers’ group to agree milestones and outcomes to deliver an Extended Schools Service.
- Provide reports and updates for the cluster headteachers' group and for others, as required, i.e. LA, DCSF.
- Coordinate all aspects in the delivery of the Extended Schools Services.
- Line manage the work of the Extended Services team.
- Develop close working relationships with partner providers and agencies e.g. health, social services, benefit and advice agencies.
- Consult with all relevant parties in the schools and local community including student councils, parents, staff, the local community and other partners.
- Monitor, use and evaluate provisions making recommendations to relevant partnerships / working groups.
- Target user groups to ensure that the services reach those in most need.
- Secure sources of funding in regards to sustainability.
- Participate in staff development and training opportunities.
- Organise and deliver in-service training in the area when appropriate to do so.
- Report on a regular basis any developments to Cluster group and line manager, as required.
- Assist to create a shared plan to provide services. This will be a combination of direct delivery, working with third parties, linking with other schools and co-location with other service providers across the cluster. This cluster of schools currently includes:
  - xx School
  - xx School
  - xx School
  - xx School
  - xx School

Administration:

- Draw upon and collate existing data to inform requirements of provisions for the Cluster area and audit any perceived gaps.
- Establish and maintain recording systems for the Cluster.
- Publicise and showcase examples of good practice.
- Develop access to services by means of website and other communications media.
General:

- Organise, chair and facilitate meetings.
- Bring together partnerships.
- Attend conferences, meetings and networks.
- Keep up to date with most recent thinking and practice.
- Ensure there is a focus on community views and engagement.
- Ensure developments are linked to Connexions, Sure Start, Children’s Trust, CIS etc.
- Develop project plans and monitor and support their implementation.
- Ensure that the services are evaluated and that the evaluation outcomes feed back to the cluster headteachers’ group.
- Working closely with partners from within and beyond the area.
- Co-ordinate and support relevant funding bids.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

General requirements:

- Take part in the school’s performance management system.
- Attend governing body meetings on a regular basis.
- Enhanced CRB Check.
- Strong commitment to furthering equalities in both service delivery and employment practice.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
## Person Specification

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<table>
<thead>
<tr>
<th>Essential</th>
<th>Desirable</th>
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### Qualifications

1. Appropriate level of educational achievement. ✓
2. Relevant professional / vocational qualifications. ✓
3. Full Driving licence. ✓

### Experience

5. Experience of working with young people and/or families. ✓
6. Experience of seeking feedback on your work/consulting on needs and adapting your plans accordingly. ✓
7. Experience of working successfully in a team. ✓
8. Experience of co-ordinating and chairing meetings. ✓
9. Experience of planning, monitoring and evaluating events or activities. ✓
10. Experience of managing staff. ✓
11. Experience of developing services in a school or community setting for children and families. ✓
12. Experience of developing services in partnership with voluntary, statutory or private sector providers. ✓

### Knowledge

13. Knowledge and understanding of the national agenda regarding Extended Schools ✓
15. Awareness of, and commitment to, the Local Authority's Equal Opportunities Policy. ✓
16. An understanding of the issues for clusters of schools in hosting / delivering other services on school sites. ✓
<table>
<thead>
<tr>
<th>Skills</th>
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<tr>
<td>17. The ability to communicate effectively both orally and in writing. Excellent listening skills.</td>
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<td>18. Good personal organisational, time management and ICT skills.</td>
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<td>19. Ability to work with tact and diplomacy in partnership.</td>
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<td>20. Ability to monitor outputs and outcomes, evaluate projects and report results.</td>
<td>✓</td>
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<td>21. Ability to work under own initiative, to identify work priorities, seize opportunities and manage own work to meet target and deadlines.</td>
<td>✓</td>
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<tr>
<td>22. A commitment to continued personal development.</td>
<td>✓</td>
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