

## Job Description: Schools Coordinator

### Summary

The role of a Schools Coordinator is to help realise Step's vision for a lively, relevant and consistent witness to Christian truth and standards in the secondary schools in St Albans and Harpenden, particularly by building a strong relationship with a group of schools and their local churches, as agreed with the Director.

### Line-Management

A Schools Coordinator will be line-managed by the Director, which will include an annual appraisal as well as regular meetings.

### Core Tasks- Schools Coordination

To develop and deliver a strategy for working with each assigned school by:

- Becoming familiar with the ethos and procedures of individual schools.
- Building constructive relationships with key school staff, ensuring that each school is happy with Step's staffing and delivery.
- Supporting and encouraging Christians in the schools, whether young people or staff.
- Leading, training and encouraging the team of Step volunteers active in the schools.
- In collaboration with the Volunteers Coordinator, booking and ensuring delivery of lessons and other activities.
- In consultation with the Director, regularly appraising the overall effectiveness of the work using the following areas identified in the Schools Tracker document as a guide:
  - Team development
    - Working with two or more dedicated volunteers in each school, ensuring they are equipped and trained to undertake their specific roles
  - Formal Education
    - Lessons in Key Stage 3
    - Lessons in Key Stage 4
    - Work in Sixth Form such as Blueprint
    - Step Days
  - Informal Education
    - Courses, including Haven, Tough Stuff, Alpha Youth and Leadership Foundations
    - Clubs and Explore Groups
    - SMSC initiatives
    - Mentoring/iMatter Journal
    - Linking to 'third spaces'
    - Discipleship groups/relationships through resources such as Next Steps and Explore the Bible
  - Links with feeder primary schools
    - Step Up Days or other secondary transition initiatives
  - Work Experience
    - In collaboration with the Volunteers Coordinator, oversee the work experience of any young person from an assigned school.

### Core Tasks- Church Communication



In liaison with the Associate Director, through the Church Traffic Light meetings, to build strong and positive relationships between Step and supportive churches by:

- Developing links with church leaders, volunteers, and Step Reps.
- Promoting Step through services, groups, and church communications.
- Encouraging church involvement in schools and volunteer opportunities.
- Supporting pathways for young people between schools and church life.

When appropriate, to work in collaboration with 267, Young Life and other charities, agencies or statutory bodies to fulfil the aims of Step.

#### **Core Tasks- Additional Responsibilities**

A Schools Coordinator will also pick up additional 'lead' roles depending on their working hours, commitments and skills. This will involve leading an area of Step's work and ensuring that this area is maintained and developed as well as encouraging and training the team to deliver this part of Step's work in their schools.