**Job Description – Bower Grove School**

Job Role: SMSC Coordinator

Name:

Line Manager: SMSC Lead

Salary: Kent Rage 6 & SENA

Date:

Hours: 8.30 – 4.30pm Monday – Thursday, 8.30 – 1.30pm on Friday (35 hours per week, term time only)

**Purpose of Job:**

We are looking for a motivated and passionate person for this new role as SMSC Coordinator in the school. You would have the skills to coordinate the Personal Development (PSHE), Citizenship & Careers department alongside World Beliefs (RE), Aspire Programme and the SMSC school wide curriculum.

**Main responsibilities:**

* To work closely with all teachers who are responsible for delivering the PSHE, Careers, Aspire, World Beliefs ensuring collaboration between all areas of SMSC subjects.
* To provide classroom support within the lessons of SMSC subjects.
* To plan, organise and monitor the work experience opportunities for pupils in Key Stage 4. To keep accurate records of pupil placements.
* To transport pupils to work placement venues as needed and to plan safe and cost-effective travel routes for additional staff to follow.
* To maintain current and appropriate links with local business contacts, Kent employers and CXK. To liaise with outside working partners regarding our pupils needs as well as travel issues.
* To keep abreast of current legislation relating to health and safety for work related learning and attend relevant training where necessary.
* To liaise with parents and carers on all aspects relating to SMSC including work experience placements.
* To assist and support the running of the Aspire & World Beliefs curriculum plans.
* To maintain relevant displays and school photographs of pupil evidence relating to all aspects of SMSC learning & engagement.
* To assist with the preparation of reports for Governors and the school newsletter on relevant SMSC activities.
* To work closely with the Transitional Coordinator particularly relating to year 11 transition activities.
* To attend meetings after school to ensure the smooth communication of information between staff.
* To run the Travel Training programme.
* To have knowledge on the eight Gatsby benchmarks using the compass plus tool.
* To coordinate an annual programme of whole school assemblies under the direction of the SMSC Lead.
* To support the coordination of a whole school Focus SMSC Day.
* To coordinate the Theme of the Fortnight lessons under the direction of the SMSC Lead.
* To support with the coordination of maintaining the SMSC Quality Mark.
* To understand the importance for safeguarding the health and well-being of all pupils.
* To uphold the school's policies and procedures with regard to child protection and safeguarding.
* To work in partnership with families, monitoring their needs through accurate record keeping, care planning and case recording and gaining consent to share information when appropriate.
* To take responsibility to attend training opportunities as relevant to the post.
* To undertake any other duties on occasion, as may be deemed reasonable with the remit of the post.
* The post holder must hold a full clean driving licence and be willing to use their own vehicle as times for which a mileage allowance will be paid.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Headteacher) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_