



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 maintain positive working relationships between Step and each 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.
- Developing and delivering a strategy for working with each school and, 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
 - Termly assemblies and/or form times
 - Lessons in Key Stage 3
 - Lessons in Key Stage 4
 - Work in Sixth Form such as Blueprint
 - Step Days
 - Informal Education
 - Courses
 - Clubs and Explore Groups
 - SMSC initiatives
 - Mentoring/iMatter Journal
 - Using the app
 - Evidence of signposting
 - Discipleship groups/relationships
 - Links with feeder primary schools
 - Step Up Days or other secondary transition initiatives

Core Tasks- Church Communication

In liaison with the Associate Director, through the Church Traffic Light meetings, to establish positive working relationships between Step and sympathetic churches by:



- Establishing good personal relationships with key players in the churches, such as leaders, youth leaders, mission committees, Step volunteers/supporters and Step Reps.
- Arranging opportunities to promote Step within the churches, through Sunday services and/or prayer/home groups.
- Delivering Step promotional material and developing a strategy with the church to publicise these amongst the congregation.
- Encouraging a vision within the churches for both adults and young people to reach out to their local schools.
- Promoting opportunities to volunteer with Step and liaising with the Volunteers Coordinator to appoint those who would like to join.
- Identifying opportunities for local churches to contribute directly to the life of the schools, facilitating introductions and helping to establish good ongoing relationships.
- Collaborating with churches regarding activities that would provide stepping stones for young people into the life of the church and signposting them as appropriate.

When appropriate, to work in collaboration with 267 and other Christian agencies/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.