



## **Ripon Grammar School**

### **Job Description**

#### **Plus One Coordinator**

##### **Key Aspects of Role:**

- To lead, with the support of the Sixth Form team, the Plus One programme for Lower Sixth Form students:
- To work with Sixth Form colleagues to review and refine aims, objectives and strategic plans for the Plus-One Programme.
- To work with colleagues in the Careers Department and Library as well as the EPQ Coordinator to organise the programme of weekly Plus One sessions.
- To identify appropriate resources, protocols and assessment opportunities within the Plus-One Programme. These include:
  - Volunteering component
  - Library and Research Skills (*in liaison with Library staff*).
  - IT skills to support academic study and to prepare for professional life (*in liaison with ICT coordinator*).
  - Careers education (*in liaison with Careers Department*).
  - Student Societies (*In liaison with 6<sup>th</sup> Form Team*).

##### **Reports To:**

- Head of Sixth Form

##### **Terms and Conditions:**

- Grade D, points 4-6
- 20 hpw, term time only

##### **Professional Attributes and Qualifications:**

- Good communication skills to deliver guidance and instruction to students and supervisors, both individually and in group briefings, and to liaise with volunteering placements.
- High levels of organisational skills to coordinate the programme for a significant number of Sixth Form students.
- Ability to work alongside and co-ordinate staff members delivering content in different areas.

**Specific Responsibilities and Duties:**

Supported by the Sixth Form team, Careers and Library staff, the Plus One Coordinator will:

- Ensure that students and associated staff are familiar with the aims and structure of the Programme.
- Ensure a clear weekly schedule for students of face to face sessions and supervised/unsupervised independent study.
- Co-ordinate staff members delivering content in different key areas.
- Monitor student attendance, progress and development within the Plus One Programme.
- Follow up student absence promptly to ensure engagement.
- Identify and take appropriate action on issues arising from data to ensure student attendance, engagement and progress.
- Undertake administration and monitoring of permissions for volunteering in outside settings/undertaking work experience
- Organise and administer the timetable for the weekly Student Society sessions, ensuring that all students are signed up to a society, and monitoring attendance.

**To undertake any additional responsibilities as may reasonably be requested by the Head of Sixth Form or Headmaster.**

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