**St. Anne’s CE Primary and Nursery**

**Community Coordinator**

**Job Description**

|  |
| --- |
| **Spiritual Lead- key responsibilities** |
| * To maintain the outstanding distinctiveness and effectiveness of St Anne’s as a C of E school * To ensure that the central, shared Christian vision which permeates all areas and underpins learners’ high achievement and exceptional behaviour drives the strategic direction of St Anne’s as a Church school. * To lead, develop and strengthen the impact of whole school worship. * To plan, record and evaluate the scope of worship and to monitor and support teaching staff accordingly. * To provide resources and support for worship and class time reflections on a weekly basis and for other significant events in the life of the school. * To ensure that church seasons are publicly and creatively celebrated within the life of the school and closely link with the local Church where possible. * To work closely with St Andrew’s and St Anne’s Church and the wider Christian community by maintaining existing links and seeking to enhance these opportunities further. * To reach out to other denominations in the area to ensure children receive a broad, varied and positive Christian experience. * To link with the Durham Diocese and to be aware of opportunities within the Diocese * To maintain the central prayer areas and the Christian focal points in classrooms. * To develop the prayer life of the school and to ensure that this is an integral and natural part, resulting in an enriched spirituality across the whole community. * To enable the school to be a flexible space for worship, creativity and learning. * To work closely with the RE Coordinator to ensure the continued high status of RE enhances the school’s Christian distinctiveness. * To manage the Chaplain's budget. |
| **Pastoral Care- key responsibilities** |
| * To contribute to the development of pastoral systems which reflect Christian principles. * To offer a distinctive Christian presence to the pastoral care of the whole school community, relating with sensitivity to those of other faiths or none. * To undertake a variety of pastoral duties relating to the school community, by developing and maintaining effective relationships with all children and their families. * To be available to offer a range of support to pupils and staff as appropriate. * To act as key focal point for pupils needing additional care, guidance and support and those going through complex key transition stages in their lives. * To provide a complementary support service to extend existing provision, bridging learning and pastoral support for children and those engaged with them, to remove barriers, enhance participation and encourage social inclusion. * To offer support to the school SENDco for vulnerable children and their families, contributing to in-house systems for recording evidence and lines of communication related to them. * To liaise with other agencies as part of a multi-agency team, working within an extended range of networks and partnerships to broker support and improve the quality of services to all children. * To be an integral part of the designated safeguarding team in school. |
| **Support for SMSC/PSHE via community links- key responsibilities** |
| * To support the development and implementation of a comprehensive programme of social, moral, spiritual and cultural learning (SMSC) * To engage fully in the tracking and recording of SMSC evidence in school. * As coordinator, to lead and monitor the effectiveness of the PSHE curriculum and ensure the policy is fully implemented. * To strengthen opportunities for the existing pupil voice groups, including the Junior Management Team, on a range of issues. * To support the pupil voice groups in working towards appropriate awards in relation to SMSC/PSHE i.e. investing in Children status, maintaining BIG anti-bullying accreditation, Archbishop of York Young Leaders, Fairtrade Award. * To encourage, promote and support pupils in participating in charity and fundraising events. * To ensure the school is positively established with parents and the wider community, through the development of effective communication strategies. * To ensure the school plays a constructive role in the life of the local community by drawing on the nature and resources of that community. * To develop an awareness within pupils to live confidently in a multicultural/multi-religious society, as a cohesive community. |