



ST PETER'S SCHOOL HUNTINGDON JOB DESCRIPTION

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

POST TITLE:	Cross-Phase Educational visits Co-ordinator
RESPONSIBLE TO:	Head Teacher of Hartford Infant School
HOURS:	35 - 37 hours per week hours for 39 weeks per year (term time plus 5 training days). This is subject to discussion at interview.
SALARY:	Scale 3 point 5-6
JOB PURPOSE:	<ul style="list-style-type: none"> • Day-to-Day oversight of all educational visits / trips and school events across schools • Responsibility for ensuring that all school visits / trips are organized and resourced in line with current best practice and within school policies • Facilitating the smooth running of school events through effective liaison with teaching and support staff

Safeguarding

Responsible for the safeguarding of students who are under their immediate care, following relevant school policies, reporting concerns promptly (including Health and Safety).

Main Responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Headteacher.

- Organise 6 events per year for all pupils across the primary schools within the trust
- Work alongside the Heads of Department/Subject Co-ordinators to ensure that residential trips and visits, day excursions and educational trips, workshops and residencies are comprehensive, well-planned and compliant
- Establish a series of after-school enrichment sessions (masterclasses) running across the year in a range of disciplines for all primary schools within the Trust in Huntingdon
- The provision of efficient and accurate administrative and clerical support to school staff/trip leaders and extended facilities
- Support with years 6-7 and years 2-3 transition activities
- To support DoFE and first aid training sessions at St Peter's School
- To undertake first aid training and responsibilities as required
- Work closely with the trip leaders, the bursary team and catering, to agree the financial, insurance and other relevant arrangements of trips or events
- Monitor and lead on management of educational visits, as EVC for the schools, using the Evolve system
- Use Evolve to monitor and record participation in clubs, competitions, groups, societies and activities
- Liaise with school headteachers to facilitate a programme of visitors and guests to support the curriculum

- Carry out an annual analysis of co-curricular provision and monitor girls/boys'/disadvantaged participation in co-curricular activities
- Leadership opportunities for students in different phases of the schools e.g. Year 6 supporting infant children in Healthy Week
- Ensure parents are kept well informed about co-curricular and enrichment opportunities available in each school

In addition to the responsibilities described above, to carry out any other duties of a similar nature at the reasonable request of the Head Teacher.

This Job Description will be subject to regular review and any changes will be made in consultation with the post holder. The aim will always be to reach agreement on any changes but, if agreement is not possible, the Governing Body reserves the right to make the changes following consultation.

The Cam Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.