

Brentwood Ursuline Convent High School Job Description



STEM Co-ordinator

Post held:	STEM Co-ordinator
Responsible to:	Science Co-Ordinator
TLR:	TLR3 valued at £1000 per annum
Period:	Fixed Term for the Academic Year 2021-22
Duties:	The professional duties of all teachers, (other than the Headteacher) are set out in the STPC and describe the duties required of all mainscale posts. In addition, the description of the requirements of the post of STEM Co-ordinator at Brentwood Ursuline Convent High School, along with the particular duties expected of the post holder have been set out below:
Major duties:	<u>Under the overall direction of the Headteacher and the light of the school's mission statement to undertake the following responsibilities.</u>

Main purpose

The STEM co-ordinator will take lead responsibility and accountability for devising and delivery of our school's STEM programme.

The post holder will have the confidence and authority to lead colleagues and make suggestions to lead the school in promoting STEM to students of all ages throughout the school.

Management and Co-ordination

- Plan and promote a programme of STEM activities;
- Brief and support teachers involved;
- Monitor delivery of the programme;
- Support tutors, providing initial information and advice;
- Communicate with pupils and their parents;
- Arrange trips and activities both on and off site;
- Report on the success of the programme both internally and via school newsletters etc.

Networking

- Establish and develop links with further education colleges, external organisations, museums etc;
- Secure funding for STEM related projects.

General

- To be familiar and work in line with the ethos of the School;
- To ensure that effective policies are in place as appropriate;
- To keep up-to-date with developments and regulations and implement changes as appropriate;
- To be committed to the safeguarding of children and young people.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the STEM co-ordinator will carry out. The postholder may be required to do other duties appropriate to the level of the role.