



THE HIGHCREST ACADEMY JOB DESCRIPTION

LINK PRIMARY CO-ORDINATOR

Job purpose: To build primary links to improve the provision of STEM and literacy, across the KS2/KS3 transition years.

Job term: This is a three-year role

An aspiring Middle Leader responsibility, responsible to: SLT Link for Inclusion

Duties and Responsibilities:

All related points below focus around STEM and literacy provision.

- Forge and develop links between Year 5, Year 6 and Year 7 teachers.
- Design and implement a programme to include:
 - o Joint (subject) planning and resource development
 - o Sharing best practice
 - o The delivery of lessons (both within primary and secondary settings)
 - o Joint development of resources
 - o Continuous professional development opportunities
- Promote the programme amongst all stakeholders
- Celebrate student achievements
- Actively promote and coordinate engagement between other curriculum areas as appropriate/required

Project Outline

(To be refined after discussion with the successful candidate).

Year 1 (2021/2022):

- Autumn/Spring terms: Establish links with partner primary schools to identify needs and plan programme of future intentions.
- Summer term: Implement the initial stages of programme

Year 2 (2022/2023): implement, review and develop programme and analyse impact.

Year 3 (2023/2024): As above.

Other

- All staff are required to read and understand the document Keeping Children Safe in Education, Part 1 and Appendix A (Sept 2018) along with the academy's policies relating to Safeguarding and Child Protection, all of which are available electronically.
- The Academy has a clear process where every member of staff must report any concern they have about a child directly to the DSL Team. This process is outlined during induction, regularly at whole staff meetings and in weekly bulletins. Details of the DSL Team is displayed daily in reception. Any queries regarding any aspect of safeguarding must be made to a member of the DSL Team.
- All staff are required to read and understand the academy GDPR policy to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) and the expected provisions of the Data Protection Act 2018 (DPA 2018) as set out in the Data Protection Bill. This policy applies to all personal data, regardless of whether it is in paper or electronic format.
- The Postholder must be prepared to carry out additional duties, which may reasonably be required by the Principal. The duties of this post may vary from time to time, as required by the Principal, without changing their general character or level of responsibility.
- The Academy follows Safer Recruitment Guidelines and reserves the right to delay an applicant's start date if any checks are outstanding. This includes an online DBS check and where necessary an overseas check.

Postholder

Signature:

Printed Name:

Date:

Line Manager

Signature:

Printed Name:

Date: