

Thurston Partnership Coordinator Job Description

Grade 6 Point 39

14.8 hours per week, 39 weeks per year (plus pro rata holiday entitlement)
Contract initially until 31 August 2020

Job Purpose:

The purpose of the role is to provide strategic and operational support to the headteachers and schools of the Thurston Partnership. The coordinator will harness the power of school collaboration, providing strategic advice and educational insight, together with technical and logistical support, to drive the Partnership's overarching aim of achieving the best possible opportunities and outcomes for all children in its schools.

Key responsibility areas:

1. Facilitate the development of the strategic direction of the Partnership
2. Develop and drive professional networks of individuals at all levels within the Partnership
3. Provide information, support and strategic advice to headteachers and governors
4. Communicate on behalf of the Partnership to all stakeholders and the wider community
5. Assist in effective pupil transition to Thurston Community College
6. Provide administrative support for Partnership meetings and events

Key tasks:

- 1. Facilitate the development of the strategic direction of the partnership:**
 - Monitor national and local developments in policy and advise on their implications for the Partnership
 - Proactively research and disseminate emerging evidence-based best practice in education
 - Collate performance data for Partnership schools, analyse trends and use to develop strategic priorities for the Partnership action plan
 - Liaise with the local authority, other schools, teaching school alliances, partnerships and organisations as required
 - Effectively chair meetings of headteachers to ensure they achieve their aims
- 2. Develop and drive professional networks of individuals at all levels within the Partnership:**
 - Liaise with schools and individuals to identify roles where a professional network could add value
 - Broker relationships among individuals and schools within and outside the Partnership
 - Nurture relationships to achieve sustainable networks
 - Steer networks so that they achieve the strategic aims of the Partnership
 - Provide administrative support to network groups
- 3. Provide information, support and strategic advice to headteachers and governors:**
 - Research the current educational landscape and produce a weekly briefing of policy and practice news

- Research and present information on topics as required
 - Investigate funding sources for Partnership work and contribute to funding bids as needed
 - Draft and coordinate contributions to the development of joint Partnership policies
 - Liaise with Governor Services, governor forums etc on behalf of Partnership schools
- 4. Communicate on behalf of the Partnership to all stakeholders and the wider community:**
- Disseminate key information from the involvement of Partnership schools in projects and alliances, e.g. CASSA and Maths Hub
 - Develop and update the Thurston Partnership online and social media presence, providing content for schools' own websites
 - Respond to national and local consultations on behalf of the Partnership
 - Act as press contact for the Partnership
- 5. Assist in effective pupil transition to Thurston Community College**
- Advise on current strategic issues in relation to successful pupil transition between Partnership primary schools and Thurston Community College
 - Liaise between primary schools and the Thurston Community College transition coordinators and other staff in the arrangements for pupil transition
 - Assist in the organisation of transition events
 - Coordinate the collection of data for transferring pupils
- 6. Provide administrative support for Partnership meetings and events:**
- Develop an annual calendar of events, including transfer and transition
 - Coordinate meeting dates, room bookings and refreshments
 - Collate agendas and take minutes of Partnership headteacher meetings and other networks
 - Organise Partnership events, including CPD and multi-school pupil activities
 - Coordinate financial contributions and payments from Partnership schools

And any other tasks as may reasonably be required.