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## Sandringham School Supplementary Job Description

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**Job Title:** STEM Co-ordinator  
**Salary:** Allowance Equivalent to TLR: 2a

This job description supplements your main job description.

### Core Accountabilities

This post carries a responsibility for the development of STEM activities across the school, including developing the school's STEM programme, liaising with colleagues from other faculties within the school and with external partners.

There are 3 Core Accountabilities:

1. Leading, managing and developing STEM across the school
2. Coordinating the extra-curricular programme to inspire students in STEM subjects
3. Work with employers, STEM Ambassadors and careers advisors to develop student understanding of careers and pathways that use STEM subjects

### Key responsibilities

- Work closely with the Science Leadership Team and the DoLs of STEM subjects (Maths, Computer Science, Design & Technology) to arrange regular STEM trips, visits and opportunities for all students.
- Create opportunities for all students to work creatively with STEM employers and the STEM Ambassador.
- Play an active part in shaping the direction of teaching and learning by promoting STEM across the school, focusing on celebrating student success, learning, progress and achievement and sharing outstanding practice.
- Prepare high quality, aspirational focused STEM information for the school newsletter, website and social media platforms that engages parents, governors, students and all members of the local community.
- Contribute to the dissemination of current developments and thinking in STEM. Pass on communication from STEM employers and agencies, bring a working
- Create enrichment opportunities for all students to increase enjoyment and engagement in STEM, in particular coordinating the extra-curricular clubs across the STEM subjects and making sure that students and parents are aware of the offer
- Act as a lead for British Science Week and ensure that activities are offered to students and publicised accordingly
- Prepare funding bids and participate in local and national STEM activities, such as the Big Bang, Royal Society and STEM Futures events
- Work across the Multi-Academy Trust to build links with STEM leaders and subjects, including cross-phase work with primary schools.
- Working alongside the Careers Coordinator and employers, publicise and promote pathways and opportunities for careers in STEM. Ensure regular contribution from STEM Ambassadors to support our students in workshops, talks, seminars and work experience.
- Ensure that a focus upon ensuring that girls have particular encouragement and opportunity to take part in STEM activities and see STEM careers as positive choices
- Explore opportunities with the Arts to include creativity and authentic learning as part of a wider STEAM agenda.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.