**Programme Coordinator**

Duties

* Communication e.g. liaising with parents, staff and outside agencies.
* Planning e.g. co-ordinating programme planning, timetabling
* Administration e.g. record keeping, arranging out-of-school activities, monitoring of practical achievement tasks
* Motivation e.g. team building, establishing the profile of the programmes, maintaining morale.
* Organisation e.g. organising work experience, insurance, meeting employers.
* Reporting to the school authorities.
* Liaison with Foreign trip coordinator
* Regular class checks – journals/uniforms
* Putting up of calendar
* Scheduling of activities with Deputy Principal
* Collection of money – voluntary contributions, foreign trips etc. and subsequent filling of receipts/record keeping
* Organisation of induction day
* Linking/overseeing of Links programme
* Facilitating core team meetings once a month
* Liaising with the State Examinations/external examiners for interviews and Task examination
* Updating of the TY/LCA plans and schemes in conjunction with Department heads/subject teacher
* Compilation of Year Head Report weekly
* Attendance at Year Head Meetings
* Oversee SEN delivery and organisation of activities as needed
* Organisation of Information evening for Third Years
* Organisation of Information session with current LCAs for perspective LCA students/parents
* Organisation of interview process for perspective TY & LCA students
* Coordination and correction of online portfolio
* Organisation of TY Graduation night with team
* Ensure regular assessment and reports for parents
* Oversee visiting speakers
* Pastoral care
* Funnelling of material to website coordinator
* Purchase of materials for art supplies/reflective diary
* Oversee Gaisce programme and activities
* Be familiar with all the necessary documents, policies and circulars
* Liaise with outside agencies
* Liaise with the school’s work experience coordinator
* Dissemination of materials to staff – post, competitions etc.
* Dissemination of CPD opportunities in the area of TY/LCA to staff
* Regular update of the TY/LCA notice board
* Booking of buses when needed through bus coordinator
* Compilation of TY classes in conjunction with teachers
* Input at Staff meetings on TY/LCA activities and updates
* Monitoring of class activities
* Monitoring of attendance