

## Role of the UK School Cluster Coordinator

Connecting Classrooms through Global Learning is intended to:

- Improve teachers' pedagogical skills, especially their ability to incorporate transferable skills into their curriculum teaching
  - Give young people in both the UK and overseas countries an opportunity to develop the knowledge, skills and attitudes to live and work in a global economy
- Raise awareness of global issues amongst young people by supporting their collaboration with their international peer

In order for schools to derive maximum impact from the project, schools are encouraged and supported to form school clusters, and to co-design creative activities with their pupils that enable students' participation on global issues within school and the community. These clusters can include partnership projects between schools in the UK and schools in other participating countries. In order to support the design and implementation of effective partnerships, training is being made available to teachers in the UK and other participating countries.

A cluster must be facilitated and managed by an identified, experienced, **UK Cluster Coordinator**. It is expected that this role will be filled by a teacher at the lead UK school. However, suitable parts of the role could be delegated, under the supervision of the UK Cluster Coordinator, to a school administrator or other professionals using the contribution intended for supply cover.

## Main responsibilities attributed to a school cluster coordinator:

### 1. Recruitment

- Identify schools in the local area that are suitable to join the cluster and participate in collaborative activities
- Support recruited schools to develop their global learning and international work as per the plan in the grant application



## 2. Pre application

- Using the self-evaluation provided, ascertain the professional development needs for each member of the cluster and plan for the appropriate training to be addressed as part of the plan in the grant application
- Complete grant application in collaboration with all schools in the cluster ensuring training needs and proposed activity plans and grant expenditure are clearly defined
- Ensure the application is completed as a joint endeavour between UK and overseas schools, and includes strong evidence of collaboration and joint working.

## 3. Contracts

- Each successful application will receive a contract that needs to be signed by the UK lead school head teacher. The contract must be returned to the British Council before the grant is paid.

## 4. Grant management

- Correct administration of the grant: accounting for all funds in accordance with the grant contract. The coordinator is accountable for reconciling all funds on behalf of the cluster.
- Monitoring grant expenditure: Ensuring schools in the cluster do not receive more than their allocation and ensuring that any unspent funds or funds spent on ineligible activities are returned to the British Council.
- Arrange for distribution of funds to other schools in the cluster as set out in the approved grant application.
- Consult with the British Council before sanctioning any substantial changes to the proposed expenditure plan.

## 5. Coordination of cluster activities

- Planning, reviewing and monitoring delivery of the activity plan submitted and approved in the grant application
- Act as main point of contact for the cluster with British Council and the Local Advisor
- Arrange and deliver CPD as per the plan in the grant application
- Arrange and deliver network meetings on a periodic basis for the cluster
- Commit to ongoing CPD for themselves as a Cluster Coordinator



- Liaise with the Local Advisor to secure their input and support with managing the cluster, ensuring quality and making best use of available resources

## 6. Visits to and from the UK

Cluster Co-ordinators are expected to play a co-ordination role for visits to and from the UK, ensuring that:

- Pre-departure information is shared with and understood by the participating teachers.
- Travelling teachers understand the requirements before travelling: visas, formal invitation letter, vaccinations, travel insurance, passports etc.
- Visit dates and schedules should be agreed in a timely manner, with input from both the hosting and the visiting schools
- Activities are carried out as per the visit plan.

## 7. Reporting

- Completing a cluster mid-term report and a final report at the end of the project.
- Financial reconciliation of the grant – the report must include details of all expenditure, and receipts must be provided to the British Council if the cluster is selected for audit.

## 8. Communication

- All communication relating to the cluster grant application is addressed between the British Council and the UK school cluster coordinator. It is the responsibility of the cluster coordinator to disseminate any information to all the schools in the cluster, including those outside the UK.

## 9. Child protection

- All overseas participating schools must have completed the mandatory child protection course offered by the British Council before they travel to the UK. Schools will not receive visa support letters from the British Council if they have not completed this course. Cluster coordinators are advised to bring child protection issues to the forefront of their initial discussion with their partner schools.

## 10. Media & Community engagement

- Co-ordinate events or other activities to disseminate awareness and impact of the cluster's international work into the local community.
- Co-ordinate schools' use of the Connecting Classrooms media toolkit, to ensure local media receives information about the cluster's success stories.