

JOB DESCRIPTION FOR THE INTERNATIONAL CO-ORDINATOR
FOR GREENFIELD & PULLOXHILL ACADEMY

1. To have overall responsibility for successfully applying for the International School Award.
2. To be responsible for conducting an annual audit outlining the Academy's action plan for developing an international dimension.
3. To be responsible for producing a policy statement for the Academy on the international dimension.
4. To develop an international dimension throughout the Academy by liaising with subject leaders to ensure that a global dimension and an awareness of different cultures are emphasised appropriately within the curriculum and helping colleagues to develop cross-curricular projects.
5. To help the Academy celebrate the rich and diverse cultural heritage and ethnic diversity within the schools.
6. To plan for the international dimension by liaising with all staff.
7. To regularly evaluate the impact of international activities.
8. To develop and maintain resources to promote the international dimension.
9. To develop, monitor and support global school links and exchanges.
10. To liaise with and support visitors from other countries.
11. To be aware of LEA initiatives to promote the international dimension and work alongside them in the development of an international dimension.
12. To provide articles about recent international work for the Academy's termly newsletter.
13. To keep the Governing Body informed of the Academy' global links and associated developments as appropriate.