

<p><u>Language and Literacy</u></p> <p><b>Team meetings (x staff) – at least one per term</b></p> <p><b>Agenda set by Anne (minuted)</b></p>	<p><b>Team:</b></p> <p>A Keys (KS1/KS2)  A Johnston (FS/KS1)  J Nelson (LSC)  V Walker (Librarian)</p> <p><b>Can also consult:</b></p> <p>J Murray (FS advice)  J Smith (data)  R Coulson (KS1)</p>
<p><u>Mathematics and Numeracy</u></p> <p><b>Team meetings (x staff) – at least one per term</b></p> <p><b>Agenda set by Rachel (minuted)</b></p>	<p><b>Team:</b></p> <p>R Coulson (KS1/KS2)  A West (KS2)  M Balmer (KS1)  R Breen (FS)</p> <p><b>Can also consult:</b></p> <p>J Murray (FS advice)  J Smith (data)</p>
<p><u>SEN support</u></p>	<p>J Nelson &amp; V Walker  J Smith (data)</p>
<p><u>Newcomer organisation</u></p>	<p>J Smith &amp; S Griffith</p>
<p><u>The Arts</u></p>	<p>A Johnston &amp; A West</p>
<p><u>The World Around Us</u></p>	<p>N McClure &amp; K McGarry</p>
<p><u>Personal Development and Mutual Understanding</u></p>	<p>T Clifford</p>
<p><u>Physical Education/Development</u></p>	<p>J Murray (with the help of other staff for key events)  G Robson</p>
<p><u>Cross Curricular Skills</u></p>	<p>A Rainey &amp; P Hurst &amp; G Robson &amp; T Clifford (ICT)</p>
<p><u>Active Learning, Magenta, Thinking Skills and Personal Capabilities</u></p>	<p>A Keys</p>
<p><u>Early Years/Play</u></p>	<p>J Murray</p>
<p><u>Religious Education</u></p>	<p>M Balmer</p>
<p><u>Safeguarding &amp; Child Protection</u></p>	<p>A Keys (DT)  W Glass and A West (DDTs)</p>
<p><u>Assessment, Recording and Reporting</u></p>	<p>J Smith &amp; W Glass</p>
<p><u>Shared Education/CRED</u></p>	<p>M McCartney</p>
<p><u>Language Centre Co-ordinator</u></p>	<p>P Hurst</p>

**Core S.L.T: Principal, F.S. Co-ordinator, K.S.1. Co-ordinator and K.S.2 Co-ordinator (V.P.)**

Occasional input at SLT meetings by other co-ordinators.

FS Co-ordinator (J Murray) KS1 Co-ordinator (R Coulson) KS2 Co-ordinator/V.P. (A Keys)

**FS, KS1 and KS2 Co-ordinators meet with their respective teachers regularly – formally and informally and minute/report back matters to W. Glass.**

## **Ref. Job Descriptions NOTE CHANGES**

**2023/2024: General (beyond main co-ordinator duties). Taken from current job description/proposed changes:**

<b>First Aid</b>	<b>J Abraham</b>
<b>Playground Pals/activities</b>	<b>T Clifford, J Little &amp; D Black</b>
<b>Duties/Timetables</b>	<b>SLT members</b>
<b>Sports Days</b>	<b>J Murray &amp; K McGarry &amp; A Rainey</b>
<b>P.E. Stores</b>	<b>J Murray</b>
<b>Organising teams</b>	<b>J Murray &amp; A Rainey &amp; M Balmer</b>
<b>Cycling Proficiency</b>	<b>P7 teachers and assistants</b>
<b>Assembly rota</b>	<b>M Balmer</b>
<b>Assemblies (Music)</b>	<b>A Johnston &amp; A Keys</b>
<b>Leavers' Assembly</b>	<b>A West &amp; A Rainey</b>
<b>Music Peripatetic</b>	<b>A Johnston</b>
<b>Fermanagh Feis</b>	<b>A Johnston &amp; A West</b>
<b>Fermanagh County Show</b>	<b>M McCartney &amp; A West</b>
<b>Shared Education</b>	<b>M McCartney + relevant teachers</b>
<b>Requisition of all stationery</b>	<b>R Coulson (collate teachers' orders)</b>
<b>Attendance/EWO liaison</b>	<b>A West &amp; W Glass</b>
<b>Lost Property/Extra uniform</b>	<b>L Fitzpatrick</b>
<b>Paired Reading</b>	<b>P3 and P4 teachers (A Keys)</b>
<b>Paired Maths</b>	<b>P2 and P5 teachers (R Coulson)</b>
<b>Core Reading material and reading stores</b>	<b>P1 to P7 – A Johnston &amp; A Keys (in discussion with other staff)</b>
<b>School Fund</b>	<b>W Glass</b>
<b>School Photographs</b>	<b>A Keys</b>
<b>Contingency/Gifts</b>	<b>N McClure &amp; A Keys &amp; J Murray</b>
<b>Hospitality</b>	<b>N McClure (and Social Committee members)</b>
<b>Competitions/Quiz</b>	<b>SLT</b>
<b>Press clippings</b>	<b>J Murray &amp; A Keys</b>
<b>Website/Facebook/Home Learning</b>	<b>P Hurst &amp; A Rainey</b>
<b>Health Promotion</b>	<b>T Clifford</b>
<b>Fruit Friday</b>	<b>A McCaffrey</b>
<b>Breakfast Mornings</b>	<b>A McCaffrey</b>
<b>Environmental Eco matters (garden etc.)</b>	<b>K McGarry</b>
<b>PRSD</b>	<b>Shared (Pr./F.S./KS1/KS2 Co-ordinators ++)</b>
<b>After School Club</b>	<b>M White (Co-ordinator)</b>