



A roadmap to support language(s) of schooling

# How to choose a coordinator for the ROADMAP?

The coordination and support by the school management are key to the success of the ROADMAP project. In larger schools, it may be helpful to have a group of people taking part in coordination. Please note that the term “coordinator” refers to either one person or the coordinating team.

Here are some suggestions to consider when choosing a coordinator.

## The coordinator(s) can be

- the headteacher
- a member of the management team of a school
- a teacher or
- an (interdisciplinary) group of teachers and/or a management team.

## She/he/they should

- be working at school on at least a 50 % basis
- have enough time to work for the project on top of her/his/their usual work
- have some knowledge and experience of language development and language use across the curriculum
- be a person who has the acceptance of her/his/their colleagues and
- have good organisational and analytical skills.

## The coordinator(s) is/are responsible for

- setting up and administering the online ROADMAP survey
- encouraging participation of all stakeholders
- the communication with the stakeholders prior to and after the survey
- ensuring parental consent and
- preparing the analysis of the results.

Please consult the [checklist for the coordinators](#) to get more information about the coordinators' tasks and responsibilities.

