



To provide an exceptional education that draws out the unique potential of each student
Innovation | Collaboration | Community

Learning Systems Coordinator

The Learning Systems Coordinator is a member of the School Leadership Team (SLT) and is responsible for the effective oversight and management of, and the delivery of effective outcomes through, school systems across the Halcyon. The Learning Systems Coordinator reports to the Director.

The Learning Systems Coordinator is responsible for

- the management of the school day and supporting school information systems
- the organisation and management of extra- and co-curricular activities, including field trips
- ensuring the optimal use of facilities
- optimising the use of data to support effective learning decisions

General responsibilities

The Learning Systems Coordinator will

- collaborate with the SLT to develop, implement and deliver the school's operational goals, aligned to the school's mission and strategic targets
- collaborate with all learning teams to provide a supportive learning environment for students, teachers and all other members of the community
- promote a culture where diversity and inclusion are encouraged and students learn to respect differences, take responsibility for their actions, exercise leadership, actively build community and strive for academic excellence
- engage with teachers, students and the school community to create a dynamic and aspirational culture – a professional learning community grounded in collaboration, focused on improving learning outcomes, and driven by data-informed decision-making
- lead and support a culture accepting of innovation
- be an active, life-long learner

Specific responsibilities

To lead learning, the Learning Systems Coordinator will

- collaborate with and support the IB Coordinators to source, compile, and analyse learning and teaching data
- support the Digital Learning Leader, promoting the use of innovative digital learning strategies through daily systems decisions
- liaise with the Student Wellbeing Leader to ensure the articulation of school systems with wellbeing policy and practice
- ensure daily routines are designed and delivered to provide optimal learning impacts
- ensure facilities are fit for purpose, supporting intended learning impacts

- ensure trips and events are scheduled and delivered in support of learning goals

To lead teaching, the Learning Systems Coordinator will

- ensure a consistent collaborative focus on improving student learning outcomes through the modelling of best teaching practice, as based on current research
- ensure daily routines are designed and delivered to provide appropriate and diverse teaching opportunities
- ensure facilities support and enrich appropriate and diverse teaching strategies

To lead operational/strategic planning, the Learning Systems Coordinator will

- develop, with the SLT and Project Leaders, appropriate analysis of, and feedback and consultation about, student learning data with the purpose of developing short- and long-term strategic planning
- prepare, with the SLT, for evaluation/accreditation/inspection visits

To lead staff professional learning, the Learning Systems Coordinator will

- develop, with the Director and as a member of the SLT, the school's provision for professional learning, both internal and external, aligned to school strategic planning
- plan with SLT the effective induction of new staff in learning policy and practice, including an overview of our MIS, systems supporting learning, teaching, assessment (ManageBac) and digital learning systems
- promote collaborative practice to engage staff and ensure effective working relations
- act as a positive role model

To lead quality assurance, the Learning Systems Coordinator will

- support and facilitate, with the SLT, the school's Professional Learning Program
- establish and monitor systems performance targets in line with wider school goals, and work collaboratively toward their achievement
- support the the Director and SLT, in the institutional delivery of agreed standards of learning and teaching
- support the Director and SLT in evaluating the effectiveness of school systems on learning, and conduct regular reviews using multiple sources of evidence including: student assessment data, curriculum documents, teaching practice, colleagues' professional portfolios, learning walks, and feedback from students, colleagues and parents/carers

To lead communication & liaison, the Learning Systems Coordinator will

- support the Director and SLT to ensure that all staff are conversant with learning policy and practice
- liaise closely with the Communications Coordinator to ensure information about school routines, activities, trips, events, examinations is shared effectively with the community
- ensure that community understands, and interacts effectively with, our MIS

To lead the management of resources, the Learning Systems Coordinator will

- in consultation with the Director, prepare the school timetable and associated support functions such as
 - the integrity of classes, and student enrolment within each class, within our MIS
 - ensuring student and staff timetables are accurate, accessible and updated
 - managing room booking and other support facilities
- organise staff cover

- aligning student data in ManageBac with that in the MIS
- organise extra-curricular activities
- manage field trips and other school (internal) learning events
- provide timetabling and logistical support, as agreed with the SLT, for specific events (examinations, conferences, staff planning days)
- support the colleagues in the preparation of the annual school budget
- be available to support the Director and the SLT in the appointment of teaching staff

Person Specification

The Learning Systems Coordinator will

- have excellent communication skills - written, verbal and non-verbal
- be very comfortable in a wholly digital environment, and have superior digital skills
- have a good understanding of the needs and sensitivities of a diverse international school community
- know how to listen, to lead, and be an inclusive collaborator
- be innovative, in mindset and practice
- have experience, and a proven background, in senior or middle leadership in school, preferably in an international and/or IB setting
- have at least a first degree and a recognised professional teaching qualification
- demonstrably be a lifelong learner