



**The British
International School
Kuala Lumpur**

World Class Education

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Co-ordinator of Subject or Curriculum Area Job Description

(Reporting to: Head of Primary / PLT)

Curriculum Responsibility:

In conjunction with the Headteacher and staff and with reference to the School Development Plan, the co-ordinator should work to raise the standards of pupil attainment in their area of curriculum responsibility.

Policy and Scheme of Work:

- Co-ordinate and lead meetings to determine the school's aims and objectives in your area of the curriculum.
- Co-ordinate the development of a school policy, guidelines and scheme of work for your area of the curriculum, which meets with the requirements of the National Curriculum.
- Ensure that parents are provided with accurate information about your curriculum area.

In-Service:

- Provide professional leadership and management for a subject to secure high quality learning experiences.
- Promote reflective practice; initiate school based In-Service Training (INSET) / Continued Professional Development (CPD).
- Play a key role in supporting, guiding and motivating teachers and other adults with specified curriculum area.
- Ensure that relevant information is disseminated to staff.
- Keep up-to-date with curriculum development through research or CPD.

Resources:

- Audit the resources for your area of the curriculum and make changes in response to the needs of the school.
- Order new materials with regard to the above and to the school Development / Improvement Plan.
- Keep spending within your curriculum budget allocation

Assessment, Recording and Reporting:

- Work with staff to ensure the National Curriculum requirements and School Targets are met through a whole school approach to the planning, assessment, recording and reporting on pupil's progress in your curriculum area.

- Assist in the assessment of pupils with Special Educational Needs.

Raising Standards, Continuity and Progression:

- Liaise with staff in other schools locally, within FOBISIA and Nord Anglia Education to exchange ideas and develop continuity.
- Establish monitoring procedures (e.g. classroom visits, working alongside staff, scrutiny of work, pupil interviews, video evidence) to evaluate continuity, quality of teaching and learning, pupil attainment and progression in your curricular area.
- Ensure that practices improve the quality of education provided, meet the needs and aspirations of all pupils, and raise standards of achievement in school.
- Write an action plan for your curricular area, setting priorities and targets.
- Undertake and additional tasks directed by your Curriculum responsibility that the Headteacher might reasonably request in order to ensure the appropriate educational provision for all children, the support staff and the effective running of the school.