



Classroom Teacher's Job Description

Post: Coordinator of Wellbeing Education

Reporting to: Vice Principal (Academic) and Vice Principal (Pastoral)

Responsible for: Wellbeing Education Team

Management Points: 1

Teaching Periods: 26

Please note that it is expected that the Coordinator of Wellbeing Education will teach approximately 50% Wellbeing Education themselves with the remainder being in their second subject. Applications are welcomed therefore by teachers with a second subject from any currently offered at SJI International.

Primary Responsibilities:

To provide students with the personal means to manage their lives in a purposeful and sustainable manner, enhancing their own and others' wellbeing.

To provide students with a stimulating, challenging and enjoyable learning experience both in and beyond the classroom, and to offer them the encouragement they need to thrive at SJI International.

As the coordinator of Wellbeing Education, the teacher will continue to drive the continual review and improvement of the planned, assessed and taught curriculum in line with school and societal priorities.

Specific Responsibilities:

Subject Expertise

- The Coordinator of Wellbeing Education should have experience in teaching a similar subject which may be termed differently (life skills / PSHE / Health / Positive Education) or other equivalents but with a focus on personal wellbeing
- The Coordinator of Wellbeing Education will need to have a comprehensive knowledge of the current research in student wellbeing to include but not limited to a full understanding of digital citizenship, resilience, emotional intelligence, social intelligence, relationship management and positive education / psychology
- The Coordinator of Wellbeing Education will need to keep abreast of current issues of concern for students aged 11-18 in terms of social issues which may impact their wellbeing / health / welfare. As these change over time, the Coordinator will need to be adaptable, innovative and able to respond when immediate issues of concern arise (in consultation with the pastoral team)

Working with the Pastoral Team

- The Coordinator of Wellbeing Education will need to communicate regularly with the pastoral team in particular Heads of Grade and the counselling team so that they are aware of wellbeing issues that are specific to grade or the context of the school.
- The Coordinator of Wellbeing Education will need to liaise with the Vice Principal (Pastoral) on the content of the curriculum, being open to make revisions and improvements where necessary
- The Coordinator of Wellbeing Education will be required to work with Heads of Grade to support the planning of wellbeing topics within enrichment, assemblies and tutor time.

- The Coordinator of Wellbeing Education will take an active role in the planning of the annual Wellbeing Week.

Teaching and Learning

- Identify and adopt the most effective active, creative teaching approaches for SJI International students in line with current best practice
- Teach across the age and ability ranges, as a core subject, from Grade 7 to Grade 10
- Plan and deliver lessons ensuring the highest level of teaching and learning
- Teach engaging and effective lessons that motivate, inspire and improve pupil attainment
- Adopt strategies and monitor teaching and learning activities to support individuals with SEN/ALN in line with school and faculty policy, as guided by the Head of Learning Support
- Ensure that the storage of all materials is in line with health and safety good practice

Recording and Assessment

- Set clear targets for raising achievement
- Ensure that assessment data is recorded appropriately (enter on SIMS where required) and that members of the department use such data effectively to improve learning
- Ensure compliance with established systems for identifying, assessing and reviewing student progress
- Supervise the effective setting and marking of internal assessments and moderation procedures
- Oversee the development of an understanding of different learning needs and the importance of raising achievement among all teachers and students
- Attend parent conferences and ensure that all teachers in the department keep parents informed about their child's progress, both formally through regular assessments and written reports, and informally through effective communication via email
- Maintain a high standard of report writing throughout the department by reviewing teachers' reports on a regular basis (Grades 9 and 10)
- Develop a syllabus and schemes of work for all year groups that are inspiring for learners and teachers alike and review on a regular basis
- Set regular, measurable and significant assessments for the students

Leadership

- Represent the Department and contribute to the school's academic strategy by participating fully in relevant meetings
- Chair regular Department meetings in line with the school's meeting structure, ensuring that minutes are accurately recorded
- Lead the quality assurance process for the members of the Department
- Encourage all members of the department to recognise and fulfil their responsibilities to keep up to date with developments in their subject and in teaching best practice
- Identify and provide opportunities for teachers to participate in professional learning
- Identify and manage resources needed to meet the needs of the department and, identify priorities for expenditure
- Manage departmental budget and resources effectively and efficiently for equipment and resources
- Insist upon high standards throughout the department, including the meeting of deadlines, marking, report-writing and the maintenance of a stimulating learning environment
- Oversee the completion of an annual review of student outcomes, developing a targeted development plan for the department
- Assist in the recruitment of teaching staff when necessary
- Lead the department to apply consistent standards in the planning, delivery, monitoring and review of the curriculum
- Oversee the creation of a stimulating learning environment across the department,
- Ensure that members of the department set and mark homework regularly in line with school and faculty policy, where appropriate
- Ensure that members of the department identify and teach study skills/strategies that will develop pupils' ability to work independently

- Developing strong partnerships and ensuring regular and productive communication with parents regarding what is being delivered and why
- Use display boards to keep students well informed of their learning
- Seek opportunities to arrange for
 - i) Relevant visits to the school by outside speakers etc
 - ii) Educational Outings
 - iii) Participation in competitions, projects and exhibitions

Standards and Quality Assurance

- Support and adhere to the SJI International's Code of Conduct, at all times
- Support the aims and ethos of SJI as a Catholic, Lasallian school
- Support the school's established SMILES values
- Set a good example in terms of dress, punctuality and attendance
- Attend and participate in open evenings and student performances
- Uphold the school's behaviour code and uniform regulations
- Play an active leading role in staff training
- Lead the annual performance professional growth process for teachers in the department
- Attend team and staff meetings
- Assist in the management of effective cover procedures for the department

Other duties and responsibilities

This is essentially a generic Job Specification for Coordinators; **all teachers at SJI International are also expected to contribute to the service and activity programme, to accompany school trips and expeditions and to play a full part in the continued development of a thriving school community.** Most teachers are also expected to take on the pastoral role of **Form Tutor**; a separate job description for Tutors may be found in the Staff Handbook.