**NORTH LONDON COLLEGIATE SCHOOL (SINGAPORE)**

*Seeks a*

**PRIMARY YEARS PROGRAMME COORDINATOR**

*Effective July 2020*

NLCS (Singapore) is looking for a dynamic and committed Primary Years Programme Coordinator with an outstanding track record, to teach at the School from July 2020.

The Pedagogical Leadership Team will be led by the Principal and will be committed to the strategic leadership of education across the school. It will include the 4 Vice Principals and the Diploma Programme, Middle Years Programme and Primary Years Programme Co-ordinators. The team will meet regularly and act as an advisory group for the Principal on all matters of educational policy and implementation.

NLCS (Singapore) opens in August 2020, joining the NLCS family of schools.

**NLCS (UK)**

North London Collegiate School (UK) was founded in 1850 by Frances Mary Buss; her aim was to offer an academically ambitious education to girls, similar to that available to their brothers. The School has pioneered women’s education for over 160 years and remains among the highest achieving schools in the UK. Exam results regularly top the UK league tables and the School has repeatedly outperformed other prestigious schools in terms of Oxbridge success rates.

**INTERNATIONAL SCHOOLS**

In 2011, NLCS opened its first international ‘branch’ school in South Korea: NLCS Jeju. The School, now entering its ninth year of operation, has nearly 1400 on the roll. NLCS Jeju offers the IB Diploma to all in the Sixth Form and has achieved outstanding results since its first cohort of graduating in 2014. The average IB Diploma score in 2019 was 37, with two achieving a perfect 45.

In September 2017, NLCS opened its second branch school in the UAE: NLCS Dubai. The School is now in its third year of operation and is a co-educational, day school. This year, the first school cohort will graduate and take the IB Diploma.

**NLCS (SINGAPORE)**

Founded in partnership with Sobha, North London Collegiate School (Singapore), will offer an academically ambitious education in keeping with the aspirational ethos of NLCS (UK). The School will provide the same impressive range of extra-curricular activities for which NLCS (UK), NLCS Jeju (South Korea) and NLCS Dubai are well known, and to foster well-rounded individuals who are capable of becoming leaders.

This selective co-educational day school for students aged 3-18 years, will be built and funded by NLCS International’s partners, Sobha. The school will be purpose built, boasting impressive, state-of-the-art facilities.

**THE ETHOS**

The ethos of NLCS (Singapore) echoes that of NLCS (UK) – every effort is made to recreate the ethos of the UK ‘parent’ school, whilst taking into account and remaining sensitive to the local culture and context.

The School aims to provide a first-rate ambitious academic education for every child, which inspires a life-long love of learning and gives the knowledge, attitudes and confidence to flourish.

At North London Collegiate schools, academic success is gained, not through an emphasis on results, by creating an atmosphere of rigorous scholarship; students are encouraged to study beyond the examination syllabus in order to develop their intellectual independence and love of their subjects. The pastoral well-being is of the utmost importance and good relationships are fostered between students and staff, as well as between the students themselves.

The extra-curricular life of NLCS schools is vibrant, both in academic and non-academic fields. Students participate in a wide range of subject-focussed clubs and societies, from weekly book groups to Debating, to ‘Mad Scientists’ and ‘Model United Nations’. In the UK School, over forty academic clubs and societies operate weekly meetings and events, in order to give every opportunity for students to develop their intellectual curiosity, independence of thought and genuine love of subject; there are a large number of student-produced academic journals which reflect the particular interests of these societies.

Non-academic activities also thrive as NLCS schools aims to create an environment in which the whole personality can grow. Extra-curricular Sport, Music, Art and Drama are all of excellent quality and over seventy activities take place at lunch times and after school each day, with large numbers involved.

**THE CURRICULUM**

The curriculum will reflect the academic ambition and aspirations of NLCS (UK), and schemes of work will broadly reflect the curriculum of NLCS (UK). This will be supported by an extensive extra-curricular programme of Sport, Music, Drama and other activities, which closely reflects that at NLCS (UK), are provided to enrich and broaden the education offered, developing the talents and confidence of students.

**LIFE IN SINGAPORE**

Singapore is a thriving hub, and intriguing blend of Western modernity and traditional Asian culture. With a population of 5.6 million, Singapore is lauded for its rich culture and vibrant entertainment, and is a prime location for expatriates seeking a high quality of life and beautiful environment.

The Singaporean Government has invested in the education sector as a key priority to support the country’s economic development. With two universities in the top 100 in the world, Singapore’s higher education offer is considered to be one of the best in Asia. The international outlook within Singapore has led to international partnerships with universities offering joint degrees, research programmes and research collaboration; it also attracts 75,000 international students annually from around the world to study at their institutions.

**THE POSITION**

The Primary Years Programme (PYP) Co-ordinator will be responsible for all aspects of the leadership, planning and successful delivery of the PYP at NLCS [Singapore] working collaboratively within the Pedagogical Leadership Team. This will be a challenging, interesting and rewarding role, reporting to the Vice Principal (Head of Junior School). Previous experience of the PYP programme is required.

Duties and responsibilities will include:

The post holder will be selected by NLCS International in conjunction with the Principal of NLCS (Singapore).

The role of the Primary Years Coordinator at NLCS [Singapore] is a unique and incredibly rewarding leadership challenge. This is an exciting opportunity to be part of the development of a new school, drawing on the significant educational expertise and resources of NLCS International. As with all posts, the Principal will reserve the right to vary the precise responsibilities should needs change and opportunities arise.

TERMS AND CONDITIONS

A competitive package will be offered to the successful candidate, which will include the following:

* Competitive salary
* Initial three year contract
* Accommodation
* Relocation costs
* Annual return flights to home country
* Health insurance
* Tuition fees for eligible children

**PERSON SPECIFICATION**

**PYP COORDINATOR**

**North London Collegiate School (Singapore)**

NLCS (Singapore) believes that each employee makes a significant contribution to our success and that contributions should not be limited by the assigned responsibilities.

The School is committed to safeguarding and promoting the welfare of children and young people. The School expects all teaching staff, non‐teaching staff and volunteers to share and uphold this commitment.

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| Position/Job Title: | PYP Coordinator |
| Classification: | Academic |
| Reporting to: | Vice Principal (Head of Junior School) |
| Professional qualifications: | * Teaching qualification * Bachelor’s Degree * Higher Degree (an advantage) * Recent participation in continuing professional development- preferably within a PYP context |
| Professional experience: | * Proven track record of outstanding teaching * Successful experience at leadership level, preferably in a PYP context * Recent experience of managing pupils from a variety of cultures * Experience of the PYP and of international education * A track record of working productively and collaboratively as part of a team to achieve strategic and shared goals * Proven experience in delivering curriculum experiences that reflect differentiated learning |
| Specialist knowledge and understanding: | * Demonstrated knowledge of and vision for the future of educational practice * A passion for education and excellence; ability to inspire colleagues, to accept responsibility, show in their actions and decisions firmness, fairness, consistency and integrity * Comprehensive knowledge of the IB programmes and of key developments, issues and trends in international education |
| Personal qualities and skills: | * Excellent leadership skills * Work effectively as a member of a team * Courage to introduce and manage change and innovation * Ability to show good cultural understanding and differentiation between pupils from various backgrounds * Ability to absorb information, analyse data and present overall picture and trends * Flexible, inclusive and pragmatic management style * Clear strategic thinking * High level interpersonal and administrative skills * Articulate and a strong communicator * Confident in meeting and communicating with others * Possess good organisational skills, manage time efficiently and be able to meet deadlines * Excellent English |
| Duties & responsibilities: | * Playing an active part in the collaborative working of the School’s Pedagogical Leadership Team, and contributing to the process of strategic pedagogical planning * Teaching a designated form-group or subject and in other areas as agreed from time to time * Contributing to the staff selection and appointment process as required * Attending School functions as appropriate * Providing reports to the Vice Principals and Principal, as and when required * Undertaking all such supervisory duties as required of members of the Pedagogical Leadership Team * Working alongside the Deputy Head of Junior School, VP (Head of Junior School) and the Diploma and MYP co-ordinators to ensure the effective implementation of the PYP * Manage the process of Curriculum review and development in the Junior School * Working with Head of First School, Head of Kindergarten, and other staff to ensure that the planning, resourcing and delivery of the PYP is in keeping with the philosophy and expectations of the IB and of NLCS [Singapore] * Developing academic partnerships for PYP pupils, including partnerships with NLCS (UK) and other schools in the NLCS family * Providing overall pedagogical leadership within the PYP to ensure excellent learning and teaching within the programme, and, in particular, that both horizontal (trans-disciplinary) vertical (cross phase) planning are effective and appropriately understood and articulated by all staff * Responsibility for all PYP programme administration * Responsibility for assessment within the Junior School * Preparing and efficiently managing annual budgets for the PYP * Undertaking strategic review of the programme, its performance and its contribution to the aims and educational philosophy of the School, and undertaking any reviews as required by the IB to gain and maintain authorisation * Monitoring and tracking pupils’ progress within the programme and co-ordinating interventions when necessary to ensure excellent outcomes for pupils * Develop and present information presentations for parents * Engage in and encourage professional development * Responsibility for ensuring smooth transition for pupils from the PYP to the MYP * Lead the process of collaborative planning to ensure concurrency and coherence across the curriculum |
| Safeguarding: | * Bringing to the immediate attention of the Vice Principal (Head of Junior School) and the Principal any significant pastoral matters, including any safeguarding concerns. * Abide by the school safeguarding policy and keep abreast of any changes |
| Last reviewed: | October 2019 |

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