

NORTH LONDON COLLEGIATE SCHOOL DUBAI

JOB SPECIFICATION

NLCS Dubai 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.

The PYP Coordinator will report directly to the Deputy Head of Junior School. He / she will be responsible for the PYP across the School, leading curriculum and establishing and developing a culture of excellence. The successful candidate will ensure that the quality of teaching in delivering the PYP is the main focus.

He/ she will develop a strategic view for the curriculum in the School, which supports the vision, ethos and policies of the whole school. The appointee will support the implementation of the PYP action plan school development plan, and will use management data effectively to manage standards across the School.

Position/Job Title:	PYP Coordinator/ Curriculum Lead
Classification:	Junior School
Reporting to:	Head of Junior School
Professional qualifications:	<ul style="list-style-type: none"> Teaching qualification Bachelor Degree or higher Experience of implementing a range of pedagogical techniques, with a track-record of innovation in teaching and learning Recent participation in continuing professional development
Professional experience:	<ul style="list-style-type: none"> Proficient and experienced in teaching, ideally with experience of the IB PYP Proven leadership experience in leading a curriculum area or whole school curriculum Proven track record of outstanding teaching Recent experience of working with from a variety of cultures Commitment to issues of equity and working with culturally diverse families Exemplary communication skills, both verbal and written Able to work positively and effectively with and parents, outside agencies and colleagues Committed to raising the achievement and standards of students Experience of delivering a broad, balanced and academically ambitious curriculum Have a good knowledge of curriculum initiatives

Personal qualities and skills:	<ul style="list-style-type: none"> • Work and effectively lead a team • A positive and energetic classroom presence • Flexible, inclusive and pragmatic style • High level interpersonal skills • Articulate and a strong communicator • Confident in meeting and communicating with others • Possess good organisational skills, manage time efficiently • Excellent English • An ability to remain calm under pressure, a good sense of humour and the necessary enthusiasm to enjoy the challenges of the role are essential • Knowledge of additional languages would be an advantage.
Duties & responsibilities:	<p>CORE RESPONSIBILITIES OF THE POST</p> <ul style="list-style-type: none"> • Promote and implement the School's vision, aims, policies and ethos • Play an active part in the collaborative working of the School's Pedagogical Leadership Team, and contribute to the process of collaborative pedagogical planning • Attend School functions as appropriate • Provide reports to the Vice Principal and Principal, as and when required • Undertake all such supervisory duties as required of members of the Pedagogical Leadership Team • Work alongside the DP and MYP Co-ordinators to ensure the effective implementation of the IB Curriculum • Work with the Deputy Head of Junior School, the Head of First and Lower School, 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 NLCS Dubai • Develop academic partnerships for PYP students, including partnerships with NLCS (UK) and other schools in the NLCS family. • Provide overall pedagogical leadership to ensure excellent learning and teaching within the PYP • Responsibility for assessment and reporting within the PYP • Prepare and efficiently managing annual budgets for the PYP • Undertake strategic review of the programme, its performance and its contribution to the aims and educational philosophy of the School • Monitor and track students' progress within the programme and co-ordinate interventions to ensure excellent outcomes for students • Responsibility for ensuring smooth transition from the PYP to the MYP • Act in accordance with relevant legislation in the UAE and Dubai, as well as UK guidelines, particularly with regards to educational provision, health and safety initiatives and safeguarding and ensure that all students and staff maintain these standards
Safeguarding:	<ul style="list-style-type: none"> • Bringing to the immediate attention of the designated safeguarding lead and the Principal any significant pastoral matters, including any safeguarding concerns • Abide by the school safeguarding policy and keep abreast of any changes

As with all posts, the Principal will reserve the right to vary the precise responsibilities should needs change and opportunities arise

