

<b>THE ROLE:</b>	<p><b>Primary Coordinator</b></p> <ul style="list-style-type: none"> <li>• Under the overall direction of the Principal contribute to the effective strategic leadership of the school.</li> <li>• Lead the ongoing development and implementation of strategies to deliver high quality learning and sustained high achievement and attainment</li> <li>• Play an active role in developing, sustaining and modelling the skills, attributes and behaviours of a high-performing leadership team</li> <li>• Lead and manage the school effectively in the absence of the Principal</li> <li>• Lead Pastoral Care, with oversight of the behaviour and welfare of all pupils in the Primary School.</li> </ul>
<b>REPORTING TO</b>	Principal
<b>DIRECT REPORTS</b>	Primary Team Other staff as required
<b>SALARY SCALE</b>	Main Scale + responsibility allowance
<b>KEY RESPONSIBILITIES :</b>	
<b>1. Leadership and Management</b>	
<b>Accountabilities</b>	<b>Tasks</b>
Proactive promotion and maintenance, in conjunction with the Principal and senior leadership team, of a shared school ethos of respect for learning and achievement, underpinned by high expectations for behaviour	<ul style="list-style-type: none"> <li>▪ Model high professional standards for the whole school community</li> <li>▪ Ensure that good order and discipline are maintained at all times and promote amongst staff and students an understanding and appreciation of the school's policies</li> <li>▪ Promote and monitor equality of opportunity across the whole school.</li> <li>▪ Foster an environment and culture which promotes respect, responsibility and trust.</li> <li>▪ Adhere to the policies and procedures</li> <li>▪ Ensure the effective performance of supervisory duties in accordance with published duty rotas</li> <li>▪ Ensure appropriate cover is in place for absence in primary</li> <li>▪ Attend school events as appropriate to develop and promote the school's aims and ethos</li> <li>▪ Deputise for the Principal in their absence</li> </ul>
Leadership of ongoing strategic development in the relevant school areas of responsibility	<ul style="list-style-type: none"> <li>▪ Contribute to the creation of the school development and action plans and be responsible for specific aspects of their implementation</li> </ul>

- Contribute to management decisions on all aspects of policy, development and organisation by playing a significant role in the preparation, implementation and monitoring of the school's development plan.
- Assist the Principal in the appointment and deployment of staff where appropriate
- Lead and contribute to school INSET where appropriate
- Maintain positive relationships with students, staff, and parents in a manner reflecting with the school's Core Values.
- Promote open communication based on understanding and respect.
- Assist the Principal in matters of discipline in Kindergarten to Grade 6
- Counsel students (individuals and groups); behaviour management and conflict resolution
- Daily interaction with parents/families, problem-solving, conflict resolution.
- Assist the Principal in the developing and implementing policies, programmes, curriculum activities, and budgets in a manner that promotes the educational development of each student and the professional development of each staff member
- Assist the Principal in the developing of strategic and action plans, allocation of resources and establishment of priorities to ensure continuous programme improvement
- Assist the Principal in identifying the annual objectives for the instructional, co-curricular, and sports programs of the school.
- In collaboration with teachers, evaluate student progress in the IB PYP program, and help in maintaining up-to-date student data.
- Raise the quality of teaching and learning and student achievement, setting high expectations and monitoring and evaluating effectiveness of learning outcomes.
- Ensure continuity of the IB programmes with the other coordinators
- Assist the Principal in the orientation of new staff and providing opportunities for their input into the school program.
- In collaboration with Admissions office, meet new families for Grades Pre-K to 6
- Coordinate and assist with the orientation of new students

	<ul style="list-style-type: none"> <li>▪ Organise parent liaison and information sessions</li> <li>▪ Assist the Principal with timetabling and duty rotas</li> </ul>
Line management of middle leaders and other staff as appropriate	<ul style="list-style-type: none"> <li>▪ Provide regular support and supervision of designated staff and undertake appraisals/performance management</li> <li>▪ Provide induction and contribute to the professional development of designated staff as appropriate</li> <li>▪ Coordination of Pastoral programme in Grades Kindergarten to 6</li> <li>▪ Assist with appraising (and coordinating regular appraisals of) Primary school staff.</li> <li>▪ Ensure all staff follow deadlines for variety of assessments to support timely submission of work</li> <li>▪ Support and advise teaching staff regarding the administration of the PYP</li> <li>▪ Assist staff in developing and planning teaching, in line with IB programme requirements</li> </ul>
Development and maintenance of effective relationships with individuals and organisations including parents, other school teams, the governing body and the wider community to further the achievement of the school's aims	<ul style="list-style-type: none"> <li>▪ Ensure parents, staff and students are kept informed about key initiatives and issues that relate to the year groups</li> <li>▪ Lead Team meetings and attending relevant meetings and events as required by the strategic focus of the role.</li> <li>▪ Develop links with parents, outside agencies and organisations as required</li> <li>▪ Contribute to school handbooks, newsletters and other documents to promote the school and the PYP programme</li> <li>▪ Assist with visits and open days for new families</li> </ul>
<b>2. Learning and Teaching</b>	
<b>Accountabilities</b>	<b>Tasks</b>
Strategic leadership of the school's work to improve teaching and learning, leading to sustained high achievement and attainment	<ul style="list-style-type: none"> <li>▪ Oversee the development, organization and implementation of the PYP</li> <li>▪ Monitor the quality of teaching and learning through regular and systematic review in accordance with the published annual cycle</li> <li>▪ Monitor and improve the work of designated teachers to ensure that high quality learning leads to sustained high achievement</li> <li>▪ Monitor and evaluate the learning, progress and behaviour of students in the designated curriculum and pastoral areas</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Teach a range of classes in accordance with the contact ratio for the post (50%) and model good practice in learning and teaching</li> <li>▪ Work in conjunction with teachers to ensure there is a robust and effective Pastoral programme in place</li> </ul>
<p>Responsibility for contributing to the leadership of agreed aspects of coordinated inclusive educational provision across the school</p>	<ul style="list-style-type: none"> <li>▪ Bring to the attention of the Principal any serious concern with respect to pupils' welfare or learning</li> <li>▪ Make sure that students that require learning support or EAL in the primary school are appropriately supported</li> <li>▪ Oversee pupil assessment and the monitoring of academic standards, ensuring that all students are stretched and challenged</li> <li>▪ Inform and advise the school leadership and the school community regarding all aspects of the Primary Years Programme</li> <li>▪ Provide advice and support to all teachers, as well as keeping staff informed of all current developments with the PYP</li> <li>▪ Demonstrate pedagogical leadership aligned with the philosophy, principles and practices of the IB programme.</li> <li>▪ Lead regular PYP department meetings</li> <li>▪ Lead the understanding and appreciation of the PYP within the ISM school community</li> <li>▪ Organise the formal procedures and documentation in preparation for programme evaluation, leading the IB PYP five-year self-study process.</li> <li>▪ Assist the Principal in defining the responsibilities and accountability of staff members and developing organisational structures which support the implementation of the PYP</li> <li>▪ Proofreading of PYP reports</li> <li>▪ Attend SLT meetings</li> <li>▪ Assess the professional development needs of PYP teachers and coordinating their participation in PYP workshops</li> <li>▪ Induct new teachers, students and parents into the PYP</li> <li>▪ Lead the development, organisation and implementation of policy for the personal and social development of Primary School pupils including pastoral care and guidance.</li> <li>▪ Promote standards of conduct, discipline and proper regard for authority and the</li> </ul>

	<p>encouragement of good behaviour among Primary School pupils</p> <ul style="list-style-type: none"> <li>▪ Develop a culture of high attendance and high achievement</li> <li>▪ Handle individual pupil disciplinary cases that may arise</li> <li>▪ Ensure a high level of provision for the pastoral needs and well-being of every pupil</li> <li>▪ Liaise with parents, carers and external agencies as required.</li> </ul>
<b>3. Administration, Finance and Resources</b>	
<p style="text-align: center;"><b>Accountabilities</b></p> <p>Shared responsibility for the efficient running of the school through effective administration and communication at all levels</p>	<p style="text-align: center;"><b>Tasks</b></p> <ul style="list-style-type: none"> <li>▪ Be responsible for an equitable share of administrative and organisational tasks</li> <li>▪ Hold regular meetings with key staff to ensure that information is communicated clearly and promptly and that administrative procedures are supported</li> <li>▪ Perform other duties commensurate with the status of the post as may from time to time be determined by the Principal</li> </ul>
<p>Shared responsibility with the Principal for establishing budget priorities and evaluating the effectiveness of spending in line with the principles of best value</p>	<ul style="list-style-type: none"> <li>▪ Manage allocated budgets and monitor expenditure in line with agreed limits</li> <li>▪ Oversee the management and monitoring of delegated budgets in the areas line managed</li> </ul>
<p>Responsibility for ensuring that facilities and resources are used efficiently and that high standards of health and safety, security and maintenance are maintained at all times</p>	<ul style="list-style-type: none"> <li>▪ Oversee the use and maintenance of facilities and resources in the areas line managed</li> <li>▪ Ensure that high standards of health and safety are adhered to at all times and that accommodation and resources are kept appropriately secure</li> </ul>

*Specific areas of responsibility allocated to the Primary Coordinator are rotated from time to time to provide ongoing professional development and in the light of the changing needs of the school. Any major change in the manner and scope of responsibilities mentioned above will be agreed in negotiation between the holder and the Principal*