**Position: German Curriculum Coordinator**

**Nature of the Role:**

The **German Curriculum Coordinator** is responsible for the day-to-day running of the German Section, as well as the monitoring and development of Teaching & Learning. The **German Curriculum Coordinator** is a member of the **Senior Management Team** and reports to the the Heads of Primary and Secondary  on issues of teaching and learning and the **Principal** on strategic issues.

The Coordinator of the German Curriculum is a key role in the Senior Management of the school as the presence of the German Curriculum within the school is one of the fundamental requirements of the School Articles. As a member of the School Senior management team the coordinator is required to participate in SMT meetings and support initiatives of the school leadership. The German Curriculum Coordinator is invited to attend school committee meetings as a non-voting member.

**Role and Responsibilities of the German Curriculum Coordinator:**

This Job Description must be read as an *addendum* to the [DSB Teacher Job Description](https://docs.google.com/document/d/1AaTcb9NHa9Rz-ls2Dr5PnSPEn-Eg6B6vGlNNwSKye-M/edit)

The teaching load for the post is 25 lessons a week in secondary or 24 in Primary

**Roles**

To coordinate the delivery of the German Curriculum in Grades Kindergarten to Grade 8

To ensure alignment of the practices and procedures of the German Curriculum with those of DSB International school where practically possible.

To work with other members of SMT to ensure integration of German Curriculum staff into the wider school community.

To understand the content of the German curriculum at each stage

To ensure reliable assessment of learning and transition across the stages

To undertake the school appraisal process for staff in the German Curriculum and support appraisal more widely where it aligns with subject specific skills and to ensure quality teaching and learning in the German Curriculum in alignment with the DSB guiding principles: Teacher Profile, IB ATLs and Learner Profile.

To manage in consultation with the heads of Primary and Secondary any pastoral issues arising with students in the German Curriculum.

To manage with Heads of Primary and Secondary the integration of the timetable for students in the German Curriculum into the whole school timetable.

To complete annual report to the ZfA. contracts with the ZfA

To where relevant, manage contractual matters for the BPLK

To contribute to the development of the German identity of the school in line with the Principal’s vision.

To work to develop links with other schools.

**Skills**

Efficient organiser

Problem solver

Excellent pedagogical leader

Bilingual in English and German

Collaborative member of the team;

Innovative and risk taking

Dedicated to ensuring the success of the German Curriculum in the wider school context.