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| Position Title | Elementary Single Subject Coordinator (SSC) | Date: June 2017 |
| Function/Department | Elementary School | Location: Singapore |
| Manager Name & Title | Assistant Head of Elementary (T & L) | |
| Position Type | Fixed Term | |
| Position Status | Full Time | |

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Position Objective

In the interests of ensuring high quality learning outcomes for all students in their subject, the SSC is expected to work collaboratively with their team, and other leaders, to ensure continuity, consistency and progression in the written, taught and assessed curriculum.

Specific Responsibilities

- Consistently uphold and promote the school's vision, mission and values and promote caring, positive relationships
- Contribute to the creation of the school's Annual Improvement and Staff Development Plans, including provision of leadership in achieving these plans
- Contribute to an atmosphere of mutual trust and respect in the School, and promote collaboration, discussion, debate and teamwork
- Promote high professional standards and expectations, and model exemplary professional practice to the best of his/her ability
- Demonstrate and model the IB Learner Profile in carrying out his/her duties
- Support and implement the policies of AIS

Key Leadership and Management Responsibilities

- Manage the effective use of the single subject team to ensure appropriate coverage under the constraints of the available resources
- Support Year Level Teams with the implementation of the single subject scope and sequence for the planning and teaching of that subject, in alignment with the Australian curriculum and the IB PYP.
- Work in partnership with the Deputy Head of Elementary, Assistant Heads (Curriculum) Heads of Year (Curriculum), Learning Enrichment and Classroom teachers to ensure familiarity with the curriculum material and support the planning process at all levels.
- Maintain and refine systems to track students' learning in the single subject relative to learning objectives and to supply continuous assessment data to the Elementary Curriculum Team and Year Level Teams for the on-going tracking of student achievement.
- Develop the assessment, recording and reporting processes for the single subject area
- Ensure that approaches to teaching and learning of the single subject are aligned with AIS Teaching and Learning principles and practices.

Staffing

- Manage the effective use of the single subject team to ensure appropriate coverage under the constraints of the available resources

- Modelling for and coaching staff towards the development of best classroom practice and pedagogy
- Leading differentiated teacher professional development that supports the learning needs of all teachers
- Coach teachers towards the achievement of professional goals through the school's Professional Learning and Review System
- Where appropriate provide training to classroom teachers to further the development of student learning in the single subject

Key Relationships

- Reports to: the DHOE Teaching and Learning
- Direct reports: Single subject teachers and SS teaching assistants (where appropriate)
- Liaison with Assistant Head of Elementary (W&A) and Assistant Head (Curriculum) LE/UE
- Liaison with the Learning Enrichment/EAL team to ensure the academic needs of students are addressed
- Liaison with Single subject leaders to ensure the trans-disciplinary nature of the programme is maintained
- Liaison with Secondary School and Early Years counterparts to ensure consistency, continuity and progression across the School as a whole
- Attend Elementary Curriculum Team meetings and single subject curriculum team meetings
- Devise a suitable schedule to ensure the single subject is represented at year group collaborative planning meetings
- Liaises with parents, guardians and external parties, as required

It is the job holder's responsibility to promote and safeguard the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact with and compliance with the relevant Cognita Safeguarding Child Protection Policy and Procedures should be adhered to at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Designated Safeguarding Lead or to the Head or indeed to the Cognita Regional Safeguarding Manager so that a referral can be made accordingly to the relevant third party services.

Position Requirements

- Be involved in school functions, meetings, events and professional development days as required, both within and out of school hours
- Carry out additional duties as directed by the Heads of Year, Assistant Heads of Sub-school, Head or Assistant Head of Elementary, or the Principal
- A teaching commitment is applicable to this role
- A strong understanding of effective teaching and learning of their given subject in an Elementary school setting, based on current research.
- A capacity to provide high quality educational leadership.
- Exemplary teaching and learning skills which achieves an outstanding level of student learning in their subject area.
- Outstanding organisational and administrative skills that support effective and efficient management of data related to student performance and curriculum documentation.
- A strong commitment to the development of a professional learning community that is deeply embedded in the culture of the school
- A demonstrated capacity to work with teams and develop co-operative and constructive working relationships that promote quality teaching and learning practices.
- Ability to successfully initiate, plan and implement programs in response to new educational needs and priorities.
- A demonstrated high level of communication and interpersonal skills when relating to students, colleagues, parents and broader community.
- Experience of leading professional learning in their subject area which supports the philosophy and practices of the International Baccalaureate Primary Years Programme.

Qualifications & Skills

- A minimum four year recognised teaching qualification including a Bachelor's Degree and Teaching Diploma or a Bachelor of Education
- A minimum of 5 years FT teaching experience in a similar role in a recognised educational institution
- Experience working with the IB Primary Years Program would be an advantage
- Post-Graduate qualifications in education or a related field would be an advantage
- Excellent communication skills, multi-tasking and time management
- Ability to work as a part of a team and an interest in participating in the wider school community
- Students, parents, classroom teachers, Single subject staff in their given area, LE and EAL teachers (where appropriate) and Senior Leadership.

Contacts

- Students, Teachers, Assistant Heads, Parents

Working Conditions

- 8.00am to 5.00pm or as required
- Meetings as required

Terms of Employment

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity (if the candidate has lived in the UK) and/or criminal/police or equivalent background checks for all other countries inhabited (irrespective of whether you worked in those countries).

- Full time role
- Paid Annual Leave during prescribed school holidays
- Paid sick and hospitalisation leave
- Other benefits including relocation and housing depending on terms of employment