



# Job Description Form

**When to use this form:** A Job Description is a summary of a job analysis and is used to assist managers determine an existing or prospective role. Seek HR advice if assistance is required. This form is to be completed by managers who are undertaking:

- Recruitment
- Role and responsibility review of existing jobs
- Performance Management and Assessment of employees
- Training review and assessment
- Compensation & benefits review

Answers should be concise and to the point and it should describe the job as it is now and for the foreseeable future.

**Where to send this form:** Form can be emailed or sent to the HR Department.

Position Title	Primary PYP & Curriculum Coordinator	Date: 12/01/2021
Function/Department	Academic	Location: Sukhumvit 107
Report To	Head of Primary	
Position Type	Fixed Term	
Position Status	Full Time	

## Position Objective

## Responsibilities

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures 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 Child Protection Officer/Designated Safeguarding Lead or to the Head of indeed to the Regional CEP so that a referral can be made accordingly to the relevant third part services.

**Note: This is a blended curriculum school, using both the PYP Framework and the UK National Curriculum. Some level of experience of both would be advantageous.**

### 1. Leadership

- With support from Head of Primary, develop a strong CPD programme for staff in relation to the PYP and wider school curriculum
- Continually strive to develop and embed a strong and engaging academic curriculum programme, drawing on knowledge and understanding of both the **PYP and UK National Curriculum**
- Support and mentor new and existing teachers in the classroom via joint planning, team teaching, observation as required
- Ensure consistency and progression in curriculum coverage and teaching approach throughout the Primary school, by providing frequent opportunities for teachers to engage in curriculum development and CPD and to work together across year groups
- Provide learning engagement input and feedback for teachers as requested and when possible, in relation to PYP framework and overall Primary curriculum.
- Provide opportunities for teachers to observe one another in practice and support them through regular classroom visits.
- To prepare and keep up to date with all necessary documentation related to the PYP.

### 2. Communication



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- Keep the leadership regularly informed of PYP and UK national curriculum developments.
- Assist teaching teams in planning for the PYP during regularly scheduled planning meetings.
- Maintain communication between the school and the IB.
- Maintain communication between the school and PYP consultant.
- Ensure that curriculum-related parent meetings and workshop opportunities are provided, in order to support parents in understanding the school curriculum
- Ensure that all teachers have access to the My IB and are registered as PYP teachers in the school
- Communicate newly published PYP/UK National Curriculum documents to all teachers.
- Contribute to the presentation and promotion of the academic programme within the school.

### 3. Professional Development

- Provide induction to the PYP and wider school curriculum for new teachers, with assistance from Head of Primary
- In consultation with the leadership of the school, identify areas for professional development, and plan internal and external workshops accordingly.
- Communicate relevant professional development opportunities for staff, related to PYP or otherwise
- Review Professional Development (PD) applications from teachers and forward to relevant member of the leadership team; register teachers for IB PD when required

### 4. Curriculum

- Oversee the review of the Programme of Inquiry (school curriculum) on an annual basis, with input from teaching staff and leadership team, ensuring national curriculum coverage underpinned by PYP principles and relevant and engaging trans-disciplinary themes
- Provide teachers with relevant PYP and UK National Curriculum documentation
- Provide guidance for teachers in understanding PYP terminology and documentation
- Ensure that curriculum documentation is up-to-date.
- Liaise with the Head of Primary regarding curriculum issues.

### 5. Documentation and Resource Management

- Keep copies of all correspondence with the IB, including forms, documents and reports.
- Assist the Head of Primary in determining main curriculum resources and other needs for professional development; and in placing resource orders.
- Ensure that teachers keep long-range plans for the PYP up to date.
- In advance, notify the accounts department of IB payments.
- Prepare and submit any documentation as required by the IB
- Ensure that all requirements and procedures set by the IB concerning the Programme are adhered to

### Position Requirements

- A minimum four year recognised teaching qualification including a Bachelor's Degree and Teaching Diploma/PGCE or a Bachelor of Education
- Minimum 3 years teaching experience
- School leadership experience is advantageous but not required
- Experience with both UK National Curriculum and PYP would be a distinct advantage
- Experience in an International School environment would be a distinct 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
- Strong leadership skills

### Contact

Students, Heads of Division, Heads of Department, Program Coordinators, Parents

### Working Conditions



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- Working hours 7:30 am to 4pm or as required
- Occasional weekend or evening work

## 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 depending on terms of employment