	Role Description
POSITION	Lead Teacher of Primary LOTE

NEXUS INTERNATIONAL SCHOOL

Nexus International School is a young international school in Putrajaya, Malaysia. The current roll (September 2020) is approximately 670 from Nursery to Year 13. Nexus International School follows a British based curriculum, including IEYC, IPC, IGCSE and IB.

OUR PURPOSE

To educate the youth of the world to take their productive place as leaders in the global community.

OUR MISSION

To be acclaimed by the world-wide international education community as a provider of the highest quality international education which is specifically matched to the needs of our expatriate and local students.

OUR CORE VALUES

RESPECTING and caring for each other
being dedicated to a culture of EXCELLENCE
openness in COMMUNICATION
acting with INTEGRITY
being PASSIONATE in what we do
creating ENJOYABLE environments


At Nexus International School, we promise to:

- Treat everyone as gifted and talented individuals and foster those talents and gifts through careful mentorship and guidance that is based on respect for all.
- Provide an environment that allows these talents to flourish; one that is innovative, progressive and grounded in trust, compassion and respect.

KEY OBJECTIVES OF THE POSITION

Consistent with Nexus International School policies, the Learning Area Leader will be responsible for overseeing and working with staff on:

- Establishing goals and expectations: includes the setting, communication and monitoring of learning goals, standards and expectations, and the involvement of staff and others in the process so that there is clarity and consensus about goals.
- Strategic resourcing: involves aligning resource selection and allocation to priority teaching goals. Includes provision of appropriate expertise through involvement in staff appointments.
- Planning, coordinating and evaluating teaching and the curriculum: direct involvement in the support and evaluation of teaching through regular classroom visits and provision of formative and summative feedback to teachers. Direct oversight of curriculum in the

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learning area through school wide coordination across classes and year levels and alignment to school goals.

- Promoting and participating in teacher learning and development: leadership that not only promotes but directly participates with teachers in formal or informal professional learning.
- Ensuring an orderly and supportive environment: protecting time for teaching and learning by reducing external pressures and interruptions and establishing an orderly and supportive environment both inside and outside classrooms.

ROLE

Establishing goals and expectations

Key tasks

- Report to the Head of Primary and work alongside the Head of LOTE (secondary) in leading and effectively managing the department
- Oversee the written guidelines and procedures for Primary LOTE
- Communicate school and curriculum goals and targets to relevant staff and parents in relation to Primary LOTE

Strategic resourcing


Key tasks

- Manage the Primary school when budget.
- Align resources to Primary LOTE goals and targets
- Effectively manage budgets for Primary LOTE as delegated by Head of LOTE
- In consultation with Head of LOTE recommend staffing for any courses and INSETS related to Primary LOTE.

Planning, coordinating and evaluating teaching and the curriculum

Key tasks

- Contribute to school wide LOTE development, liaise with HOP, Milepost leaders, teachers and Head of LOTE secondary to ensure progression and continuity throughout the school
- Oversee the Primary LOTE curriculum as the leader of the Primary LOTE working party.
- Establish and maintain Curriculum and procedures review processes
- Ensure that all staff and students are working towards the goals and targets in all curriculum areas
- Define areas of the curriculum that need developing by individuals, year groups or as a primary school
- Identify professional learning needs and plan for them to be part of the school development plan and meeting schedules
- Inform staff, and SLT of any professional development courses available
- Lead the Primary LOTE department planning meetings.
- Take a lead role in the assessment and reporting of learning in Primary LOTE.
- Oversee the programme for core Bahasa/ Bahasa integration in the Primary school.


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Promoting and participating in teacher learning and development
<p><i>Key tasks</i></p> <ul style="list-style-type: none"> • Promote and model teacher professional learning in content, pedagogy and classroom management • Promote professional learning of support staff in the learning area • Together with a member of the Senior Executive, be responsible for the development and TPA process for Primary LOTE teachers.
Ensuring an orderly and supportive environment
<p><i>Key tasks</i></p> <ul style="list-style-type: none"> • Develop and maintain a collegial and supportive culture in the Learning Area that encourages risk taking and openness • Support teachers with their classroom management when teaching LOTE • Develop and implement effective systems for managing the routines and actions of the Learning Area • Ensure that communications with learners and parents are positive and effective, and consistent with school wide expectations • Ensure that all staff in the Learning Area are familiar with school wide systems and processes as applicable to the Learning Area
Other projects, duties and responsibilities
<p><i>Key tasks</i></p> <ul style="list-style-type: none"> • Provide leadership in the strategic development of LOTE across the key stages • Work alongside the librarian to ensure LOTE home readers and LOTE guided readers are stored and borrowed effectively • Liaise with the Head of LOTE secondary at Nexus and other institutions to examine and organise collaborative learning experiences for Primary LOTE learners.

KEY RELATIONSHIPS

The LOTE Coordinator of Primary will develop and maintain effective working relationships with:

- Head of Primary
- Primary Leadership Team
- Teacher Librarian and library staff

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- **Milepost Leaders**
- **Head of LOTE**
- **All teachers**
- **Working party**

Core Competences

- Able to establish and maintain good relationships with colleagues, learners and parents
- Able to communicate effectively orally and in writing
- Can deal effectively and non confrontationally with colleagues, learners and parents
- Positively influences others
- Listens actively
- Motivates and engages with colleagues