

International Curriculum Coordinator– Primary School

Job Description

The International Curriculum Coordinator- Primary School of Shanghai Concord Bilingual School (hereinafter referred to as “the School”) shall report to the Executive Principal of the School.

The International Curriculum Coordinator – Primary School shall work along with the Chinese Head of Primary in the management of the Primary School, which shall be in accordance with the policies, rules and regulations of the School, any resolutions and decisions made by the Executive Principal and any applicable laws and regulations.

Based on the above principles and according to the Executive Principal’s decisions and instructions, the International Curriculum Coordinator – Primary School shall work with the Chinese Head of Primary in fully implementing the teaching, education administration and day-to-day administration of the Primary School, including but not limited to:

a) Academic/Staff Management

In conjunction with the Chinese Head of Primary, develop and implement the Primary School Timetable.

Work along with the Chinese Head of Primary in communicating with the Executive Principal on the School’s academic/teaching management, which includes quality control, curriculum development, etc.

Work along with the Chinese Head of Primary in communicating matters including, but not limited to Primary student performance, safety issues, and welfare to the Executive Principal;

Under the overall management by the Executive Principal and with the assistance of Chinese Head of Primary, be responsible for communicating and implementing compulsory requirements from government authorities to Expatriate staff.

Conduct day-to-day supervision and management of Expatriate teaching staff with regard to their workload, teaching quality and roles and responsibilities.

Develop and maintain effective strategies and procedures for Primary School staff induction and create opportunities for staff professional development.

Build a collaborative learning culture within the school community and actively engage with other departments to build effective learning communities.

Recruit, retain and deploy staff appropriately, managing their workload to enable achievement of the vision and goals of the school.

Have regard for the well-being of him/herself and others, managing his/her workload to promote a healthy work-life balance and encouraging and enabling others to do likewise.

Develop and maintain a culture of high expectations and aspirations for him/herself and for others, taking appropriate action when performance is unsatisfactory and giving and receiving effective feedback.

b) Curriculum/Teaching and Learning

The International Curriculum Coordinator – Primary School will be responsible for:

Determining, developing, organising and implementing a broad and balanced curriculum for the school, having regard to the needs, experiences, interests, aptitudes and stage of development of the pupils and the resources available to the school.

To ensure that the curriculum is regularly reviewed, evaluated and applied.

To ensure that the assessment requirements of the curriculum are appropriately carried out.

Ensuring that improvements in the curriculum are a priority for all pupils including those with SEN, Gifted and Talented and EAL.

Lead the International Curriculum Teaching and Learning strategy across the Primary School.

Evaluating the standards of teaching and learning in the school, and ensuring that proper standards of professional performance are established and maintained.

Ensuring continuing effective systems of planning, assessment, recording and reporting, using data and benchmarks to monitor attainment and progress, in every child's learning.

Using this data continuously to support and improve standards in teaching and learning, to motivate pupils and to inform parents.

Oversee the planning and allocation of resources designed to facilitate the planned curriculum, including advising the Executive Principal on current/anticipated needs for staff and other resources.

Implement strategies which secure high standards of behaviour and attendance and which reflect the school's agreed values in their response to the needs of vulnerable individuals.

Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils and staff.

Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, including clear delegation of tasks and devolution of responsibilities.

Acknowledge the responsibilities and celebrate the achievements of individuals and teams.

c) Procurement & Budget

Take responsibility for all ordering and expenditure relating to all purchases of primary books, supplies, resources etc. for the International Curriculum, and checking the suitability checking the rationality of the orders;

Working along with the School Finance office and the Chinese Head of Primary, formulate, implement and control the Primary School budget, to include a joint budget allocation

d) Admissions

- In conjunction with the Chinese Head of Primary, formulate the Primary School's Student Admission Policy in accordance with the relevant education policies and internal and external circumstances of the School, and work together to implement the policy;
- Work along with the Chinese Head of Primary to assess and interview potential students for entry into the Primary School;

e) Human Resources

Work along with the Chinese Head of Primary and the School HR Department to develop and implement a staffing plan for the Primary School under the approval of the Executive Principal. This will include specific HR tasks including, but not limited to,

Being responsible for defining the responsibilities, duties and qualifications of each position of Expatriate staff in the Primary School.

Under the overall management by the Executive Principal, working along with the Chinese Head of Primary and the school HR office, carry out relevant and specific HR related tasks, including but not limited to, interviewing, staff recruitment, performance appraisal, etc.

Under the overall management of the Executive Principal, be responsible for conducting, implementing and reviewing the appraisal process for the expatriate staff in the Primary School, and reporting appraisal performance results to the Executive Principal on a regular basis.

Based on the result of such appraisals, work with the Chinese Head of Primary and the School HR office in implementing the relevant recommendations and development of staff to develop and improve the quality of teaching and learning.

f) Strategy/Marketing/Government relationship/Parent relationship

- Work with the Chinese Head of Primary in contributing to and implementing the School's Development Plan, annual work plan and the achievement of both long-term and short-term targets under the guidance of the Executive Principal;
- Be responsible for Marketing/Branding issues for the Primary school, in conjunction with the Chinese Head of Primary and with the support of the Marketing Office;
- Work along with the Chinese Head of Primary in organising the Primary School-Parent Association or similar organisations, developing long-term and effective methods for communication between the School and students' parents/careers. This includes meeting with students' parents and providing regular updates and communication, including School Reports and Parent/Teacher Conferences;

g) Other

Ensure that effective strategies, systems and support are in place to ensure the safeguarding of children and young people in the school and co-operate and work with relevant agencies for the protection of children.

Work with the Chinese Head of Primary to ensure that appropriate standards of behavior and a suitable Positive Behaviour Management Policy are implemented

Arranging for a suitable person to assume responsibility for the functions of the International Curriculum Coordinator– Primary School at any time when s/he is absent from the school.

The International Curriculum Coordinator – Primary School shall implement any other matters related to the Primary's daily management assigned by the Executive Principal.

The International Curriculum Coordinator– Primary School agrees to promptly carry out any other reasonable duties assigned that are deemed essential to the role of The International Curriculum Coordinator – Primary School and shall put in a necessary amount of time, skills, efforts and attention to realise the agreed responsibilities, duties, objectives and goals within the term of this Agreement.