



ST. JOSEPH'S INSTITUTION INTERNATIONAL ELEMENTARY SCHOOL

Job Description

Post

Lead Instructional Coach (Language Arts Focus)

Management Points

2

Reporting to

Principal, AP Curriculum

Teaching Allocation

Coaching Contact - 21 hours per week

Job Purpose

- Through instructional coaching, develop staff capacity and efficacy to improve student learning
- Support curriculum planning, data-driven differentiated instruction, and best instructional practices, focusing on English Language Arts (Literacy)
- Provide targeted professional development to enhance staff knowledge, skills, and practices.
- Foster a culture of high pedagogical standards and continuous improvement through instructional coaching.
- Uphold the school's Lasallian Vision, Mission, and Values

Key Responsibilities

- Conduct coaching cycles with staff to build professional capacity and improve student outcomes
- Provide teachers and teams with resources and support for classroom instruction and planning.
- Support data-driven conversations to improve classroom instruction and student learning
- Model best practices and research-based teaching methods.
- In collaboration with the AP Curriculum, lead professional learning for teachers and parents
- In collaboration with the AP Curriculum, conduct parent workshops
- Work with the SLT to ensure a high standard of teaching and learning is evident in every classroom.

Specific Tasks and Duties

Curriculum and Pedagogy & Assessment and Reporting

- Enhance staff understanding of the school curriculum.
- Coach staff to improve teaching through goal setting, observation, reflection, and action.
- In collaboration with the AP Curriculum, professional development on curriculum and pedagogy.
- Assist teachers in creating curriculum-aligned materials, especially for Language Arts.
- Provide resources related to Language Arts instruction and curriculum.
- Contribute to and support instructional decisions based on assessment data.
- Research instructional and curriculum approaches and programmes, staying up to date with current evidence-based practice.
- Support teachers to align teaching with standards, curriculum, and assessments.
- Model differentiated and inclusive instruction, through demonstration of planning and teaching practice
- Support teachers to enhance classroom engagement, motivation and management.
- Use student data to improve teaching and learning.
- Support the analysis of student assessment data.

Collaboration and Relationship Management

- Build and sustain professional coach-teacher relationships.
- Work with the Teaching and Learning Team to develop the instructional coaching model and achieve the Elementary School Strategic Plan (ESIP) goals.

Resource Management

- Collaborate with SLT to create and deliver professional development.
- Identify professional development needs with the Teaching and Learning Team.
- Source resources to improve teaching and learning.
- Work within the allocated budget.

Communication

- Communicate effectively about coaching cycles.
- Promote and celebrate good teaching practices.
- Build coaching relationships through strong communication skills.
- Articulate the Language Arts curriculum's benefits.

Self-Evaluation and Quality Assurance

- Participate in the Professional Reflection and Development (PRD) process.
- Seek professional development opportunities.
- Work with SLT to ensure teaching quality

General Areas of Responsibility

- Advocate for the school's decisions.
- Provide learning opportunities for teachers.
- Offer encouragement and support to teachers.
- Encourage professional growth.
- Manage time and schedules effectively.
- Maintain confidential and collegial relationships.
- Report safety/ethics issues.
- Participate in professional development activities.
- Perform duties assigned by the Principal and SLT.

Person Specification

Criteria	Essential	Desirable	Evidence
Education	Bachelor Degree	Master's Degree or Higher in Education / Leadership	CV, Documentation
Experience	5 or more years as a teacher/ leader with coaching responsibilities	10 years or more as a teacher/ leader with coaching responsibilities	CV, References, Interview
Knowledge and Skills	Excellent communication and interpersonal skills Ability to implement and apply whole school coaching models	Exceptional communication and interpersonal skills. Proven ability to implement and apply whole school coaching models	CV, References, Interview

Personal Characteristics	Knowledgeable, Collaborative, Open Minded, Diligent, Approachable.	Knowledgeable, Collaborative, Open Minded, Diligent, Approachable.	CV, Interview, References, Portfolio
Other	Knowledge of: • Coaching Models • Early Literacy Development • Reader's and Writer's Workshop • Data collection and analysis • Evidence-based classroom instruction	Knowledge of: • Coaching models • Reader's and Writer's Workshop • Common Core State Standards • MAP Assessment	CV, Interview, References, Portfolio