

## SECONDARY SUBJECT COORDINATOR ROLE

### Main tasks and duties of the Secondary Subject Coordinator

#### SCIENCES

##### Job Scope

The Secondary Subject Coordinators (the 'Secondary SubCos') at SISD provide professional leadership and management for their academic department, and shares responsibility for the overall achievement of each student for all subjects within the department.

The Secondary Subject Coordinators play a key role in the grade-level implantation of SISD policies and handbook procedures. They are responsible for assisting in making sure that policies and procedures of the secondary handbook and the departmental handbooks are adhered to by both students and teachers.

The duties outlined in this job description are in addition to those covered as a Secondary Subject Teacher.

Secondary SubCos should always conduct themselves in an appropriate professional manner to support and foster the aims and ethos of SISD.

##### Safeguarding Statement

Safeguarding is everybody's responsibility. All staff working at SISD will have some contact with children and will therefore be in a position of trust. Staff with teaching duties will be responsible for the students that they teach and may also have additional specific pastoral or other responsibilities for other students they do not teach. In addition, all staff will regularly interact with students who may seek assistance or otherwise interact with them whilst moving around the school. In all cases, the post holder's responsibility for promoting and safeguarding the welfare of the students is to adhere to and always ensure compliance with the school's safeguarding and child protection policies and procedures to include whistleblowing. The post holder is required to declare all convictions and cautions (including those which are "spent") to assess their suitability to work with children. SISD is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post holder must be willing to undergo child protection screening, including checks with past employers and provide police clearance checks.

## Main Duties and Responsibilities

The position of SubCo is one of academic leadership and administration, setting and upholding high standards of teaching and learning at SISD and promoting high expectations of student and staff conduct in their areas of responsibility. SubCos are responsible individually for leading and managing the teaching of their subject(s) Heads of Department are responsible for ensuring that the teaching and learning of the Department are in compliance with MYP, CP, DP, Council of International Schools (CIS) standards and BEST practices.

This not an exhaustive list of duties/responsibilities. The responsibilities outlined may be modified by the Head of Secondary, upon mutual agreement, to reflect or anticipate changes in the role:

- To lead and drive the IB curriculum in their subject area
- To update the department on relevant requirements of the DP, CP and MYP curriculum
- To conduct regular learning walks and provide feedback and coaching to the members of the department each cycle
- To monitor student progress through effective assessment techniques
- Develop, maintain, and continuously update existing unit plans and related documents and have all plans and resources updated on ManageBac
- Embrace the department focus on student-centered learning, inquiry, critical thinking and creativity
- Encourage all students to be actively engaged in their own learning and in reviewing their progress against targets
- Support the differing ability levels of students and differentiate work accordingly within the department
- Set appropriate tasks and challenges according to the published academic timetable and ensure that work is regularly evaluated with constructive feedback using SISD within the department.
- Maintain accurate records of student progress in line with departmental and school policy.

## Key Relationships

**Internal** - Students, Teachers, Learning Support Assistants, Grade Learning Coordinators, Subject Coordinators, Head of Secondary, Deputy Heads of Secondary, Head of Inclusion, Principal and Deputy Head of School (Teaching & Learning)

**External** - Parents, KHDA, IB, outside agencies