



### **Job Description**

**Post of Responsibility  
Job Title**

Upper Primary School Coordinator (Year 4-6)

**Reports to**

Head of Primary

**Job Purpose**

The Upper Primary School Coordinator will play a pivotal role in ensuring the effective operation and development of our Upper primary school program. This position involves overseeing the academic, administrative, and co-curricular aspects of the Upper primary section, with a focus on creating a nurturing and stimulating learning environment for young students.

The Upper Primary School Coordinator Leader is first and foremost a member of the Primary School Leadership Team (PLT) at BBIS. Fundamentally this role is concerned with ensuring that every student is achieving and progressing as well as they can in all aspects of their learning and development as a young person.

This Post is linked to the position of Class Teacher. All tasks and responsibilities as mentioned in the job description for class teachers and the person specification for the position of Class Teacher are carried out by the staff member who takes up this post. The role is remunerated with a monthly allowance to reflect the additional work expected of the post holder.

## **Key Responsibilities**

### **Student attainment and achievement:**

- Grow a well-established Upper Primary section that builds effectively on the foundations for learning provided in the Early Years.
- Monitor and evaluate the impact of teaching on the learning and achievements of all students in the year groups for which the post holder is responsible.
- Lead the promotion of high standards of work amongst the students
- Advise the PSLT on the overall quality of provision, the impact it makes on achievement and progress for all students.

### **Student Welfare:**

- Create a safe and inclusive environment for students, addressing any behavioural or disciplinary issues promptly and effectively.
- Implement strategies to promote student well-being and a positive school culture
- Liaise with the PSLT regarding any students of concern
- Be a key point of contact in managing behaviour challenges that occur in the Upper Primary school.
- Lead the organisation and delivery of Upper Primary events, celebrations, House events, assemblies, special focus weeks, and parent events
- Collaborate with the Clubs Coordinator to ensure a broad range of co-curricular activities that enrich students' experiences and interests.

### **Leadership:**

- Contribute to the strategic development of the Primary School as a member of the Primary Leadership Team
- Act as a role model for best classroom practice
- Write aspects of the Primary school development plan, curriculum documents and policies in liaison with the PSLT.
- Keep abreast of current developments in Upper Primary practice
- Take responsibility for the look and feel of the year groups so that display in all classrooms and shared areas is excellent, meaningful and relevant.
- Work in close liaison with the Lead teacher for Learning Support/Inclusion and Head of Primary EA to ensure BBIS inclusion policy and ethos is maintained

### **Teacher Support and Development:**

- Promote guidance, mentoring, and professional development opportunities to Upper primary school teachers.
- Ensure effective communication with other teaching colleagues and class TAs
- Act as mentor to new teachers and assist in their orientation to the Upper Primary school
- Develop the leadership qualities of others in your team to promote the 'growing our own' philosophy
- Continual development through the identification and implementation of your own personal development plan

**Parent and Community Engagement:**

- Maintain good communication with parents and ensure the various online platforms are used effectively to promote the school and engage parents in meaningful dialogue.
- Organise events and activities that promote parental involvement in the educational process.

**Administration**

- Manage daily operations of the Upper Primary school, including cover for lessons and duties, resource allocation, stationery
- Oversee Trip planning and approval for the Upper Primary school
- Proofreading reports for the Upper Primary School

**This job description is subject to review and amendment by the Principal in the light of changing needs of BBIS, to provide appropriate development opportunities and/or the addition of any other reasonable duties.**

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*Signature: Agreed by Post holder*

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Name

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Date