

### Job/Position Summary

The primary role of the Pedagogical Coordinator is to support and challenge the pedagogical and instructional capacity of the faculty through the instructional aims arising from strategic planning to support the Mission, Vision and Values of TKS.

The Pedagogical Coordinator will, with the school administration and other school leaders, support the professional growth of TKS faculty through the Professional Learning and Performance (PLP) framework. This includes, but is not limited to:

- working with communities of practice to build their capacity to support each other's inquiries
- working with teachers to support their professional inquiries and plan learning steps throughout the year to deepen learning
- supporting faculty in using the eight TKS professional practices to deepen their knowledge, skills, and understandings
- challenge and support teachers to see and address areas for growth. To this end, "PedCos" may offer unsolicited feedback as needed to support a learner-centered environment.

### Functional relationships with:

- Principal
- Associate Principals
- Primary Years Programme Coordinator
- Associate Director of Academic Affairs
- Team Leaders
- Student Support Team
- ES Information & Digital Literacy Team

### Major Responsibilities

- Support teachers to successfully engage in the eight professional practices of the PLP
  - Mentor/coach staff to assist them in applying best practice in teaching and learning
  - Engage teachers in educational research and best practice
  - Facilitate walkthroughs and observations
  - Provide opportunities for teachers to participate in professional journaling and provide written feedback on these entries
  - Ensure that the teachers are proactively gathering feedback and evidence supporting the quality of their work and making plans for improvement
  - Support teachers in their professional inquiry
  - Support teachers in preparing for their learning conversations
  - Facilitate the self-assessment of the Vital Teaching Practices for teachers
- Monitor, evaluate and review collaborative team planning along with Principal and Associate Principals
- Participate in applicable grade level or subject area meetings with the focus on developing learning and teaching
- Facilitate professional development of staff as appropriate
- Support the ongoing review and development of the Programme of Inquiry

- Ensure that all staff are aware and adhere to the instructional agreements outlined in the Curriculum Architecture documents
- Lead through example in creating a positive learning climate in line with the philosophy of the PYP
- Identify and provide opportunities for team members to share good practice and professional expertise
- Support the resource procurement process for local and overseas orders in partnership with grade level team leaders
- Provide and facilitate on-going inquiry, observation and feedback on standards, practices, as well as on individual, departmental, and school-wide goals
- Use data to monitor student learning, adjust and improve instruction
- Act as a role model for excellent teaching and learning; make every effort to apply best practice to personal performance
- Ensure that teachers are fully aware of the outcomes and standards, and that they are aware of any other success criteria which pertain to their work
- Evaluate teaching practices both individually and collectively across the school, providing on-going observation and feedback on standards, individual performance goals and programmatic /departmental goals as appropriate
- Support the reporting process, including providing guidance and feedback, and ensuring reporting accurately reflects school guidelines, curriculum standards and philosophy
- Ensure that necessary divisional policy and procedures are adhered to; track and report difficulties as appropriate
- Commit to ongoing professional learning
- Carry out other duties as requested by the Principal or Director

#### **Competencies**

- Leadership experience, successful track record as a teacher-leader
- Experience teaching in and knowledge of the PYP
- Experience in developing a wide range of suitable curricular materials and programs, particularly those of the International Baccalaureate Organization
- High level of skill and knowledge in using technology to support learning
- Extensive knowledge of best practice in instruction and assessment
- Exceptional interpersonal skills
- Collaborative individual who can lead, coach, organize and motivate a team
- Excellent command of oral and written English
- Experience working in multicultural environments
- Communicates effectively with parents, teachers, students, and other school personnel
- Personal integrity, logical/forward thinking, results oriented, assertive, has concern for the well-being of teachers and students
- Excellent problem solver and decision maker

#### **Qualifications**

- Must have International School teaching experience
- International Baccalaureate experience preferred