

### **Job Purpose**

- Meet regularly with the KG PYP coordinator to discuss curriculum development, delivery and assessment. Lead ongoing curriculum development across the grade level by facilitating weekly grade level planning meetings.
- Promote best practice in teaching, so as to maximize the learning and development of students and teachers. They lead the teachers in the Performance Management Process in a way that empowers them to give their best and continuously improve performance.

Functional relationships with:

- Principal
- Associate Principal
- KG PYP Coordinator
- Instructional Leadership Team (ILT)
- KG SST

### **Major Accountabilities**

- Monitor, evaluate and review collaborative team planning along with Principal and Associate Principal.
- Facilitate weekly grade level meetings with the focus on developing learning and teaching.
- Support the ongoing review and development of the POI as a member of the KLT.
- Provide professional leadership and management for all aspects of student learning.
- Ensure that all staff are aware and adhere to the agreements outlined in the KG Staff Information Handbook.
- Lead through example in creating a positive learning climate in line with the philosophy of the PYP and the Kindergarten Guiding Statements.
- Identify and provide opportunities for team members to share good practice and professional expertise.
- Ensure that parents and students are well informed through the use of class blogs, email, newsletters etc.
- Facilitate the resource procurement process for local and overseas orders in partnership with grade level team leaders.
- Through personal professional development stay abreast of advances in teaching strategies so as to be thoroughly up to date on best practice.
- Mentor/coach staff to assist them in applying best practice in learning and teaching.
- Facilitate professional learning and development of staff as appropriate.
- Act as a role model for excellent learning and teaching; make every effort to apply best practice to personal performance.
- Ensure that the teachers are proactively gathering feedback and evidence supporting the quality of their work and making plans for improvement.
- Promote awareness of and evaluate teaching and professional practices both individually and collectively across the school through providing ongoing observation and feedback.
- Ensure divisional goals, policies and guidelines are adhered to; track and report difficulties as appropriate.
- Carry out other duties as requested by the Principal or Director.

### **Person Requirements**

Competencies

### Technical Skills

- Leadership experience, successful track record as indigenous 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.
- High level of competency and knowledge of technology.
- 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 standards.
- High level of competency and knowledge of technology.
- Excellent problem solver and decision maker.

### Non-Technical Skills or Attributes

- Exceptional interpersonal skills.
- Collaborative individual who can lead, coach, organize and motivate a team.
- 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 standards.
- Excellent problem solver and decision maker.

### Qualifications

- A minimum of Bachelor's Degree.

### Experience

- Must have IB teaching experience.
- Excellent references