



# The British School of Costa Rica

## Job Description

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<b>Post Title:</b>	<b>Teaching &amp; Learning Coordinator</b>
<b>Section:</b>	EYFS/KS1 (Early Years 1 - Year 1) or KS2 (Year 2 - Year 5),
<b>Accountable to:</b>	Head of Primary

### Main Responsibilities

#### Leadership

- In consultation with the Head, ensure that a whole school approach to staff and curriculum development takes place
- Contribute to, and be a model of, positive staff culture within the school
- Work with senior leaders to shape the school's future direction and establish policy and practice.
- Define and agree appropriate improvement targets, timescales for action and success criteria for improvement
- Evaluate the impact of programmes on the achievement of all pupils and the quality of teaching and learning; suggest and evaluate new programmes
- Support in recruitment as directed by the Head of Primary
- Supervise staff and monitor the performance of teachers.
- Coordinate orientation programs and parent information sessions as required.
- Assist with the day-to-day running of the primary school, as required
- Contribute to the development of curriculum and pedagogy in preparation for the School's move to a new campus.

#### Coordination

- Research and identify proven methodologies and materials (print and digital)
- Report to the Head of Primary, Headmaster & Advisory Council in relation to curriculum across the Primary school.
- Manage the curriculum budget, including the creation of a yearly budget proposal for the following year
- Liaise with the Student Welfare Coordinator on matters of inclusion

#### Teaching & Learning

- Be involved in teaching through provision of shared and demonstration lesson opportunities with other teachers
- Prepare class timetables that correspond to agreed times for each subject and avoid clashes.
- Orientate new teachers to the academic programmes of the school, and provide follow-up support as necessary
- Attend phase and year level planning meetings (as necessary) to provide support, but also identify concerns (and follow-up/resolve)
- Support the introduction and ongoing development of differentiation and personalised learning
- Ensure high standards of teaching and learning; that programmes are being taught accurately and effectively
- On occasion, provide cover for late or absent teachers within the relevant section
- Coordinate and update Course Statements and ensure they are shared appropriately with parents.

## Curriculum Development

- Remain up to date on global best practice for all aspects of curriculum and pedagogy
- Remain up to date with the requirements of the English National Curriculum
- Be critical of educational innovations and seek out appropriate research from diverse sources
- Ensure Spanish and Social Studies programmes are inline and integrated with the rest of the curriculum, while still satisfying MEP requirements where necessary.
- Lead all aspects of the implementation of new programmes or pedagogical strategies
- Develop and effectively use curriculum maps to ensure coverage along with horizontal and vertical alignment, including into Year 6.
- With their counterpart, evaluate and review curriculum across the Primary School
- Liaise with teachers/HODs from the Senior School to ensure vertical alignment (KS2 only)
- To outline new priorities for School Improvement Plans.

## Professional Development

- Plan and present staff Professional Development sessions in alignment with the School's needs.
- Deliver training and support to teachers using a variety of methods (e.g. workshops, demo lessons, team teaching, observations, sharing articles, PLC, etc).
- Provide ongoing support to teachers according to their individual needs.
- Inform staff of Professional Development opportunities, especially online.

## Assessment & Reporting

- Analyse the results of standardised tests to determine common areas of weakness, and how to address these
- Analyse the results of standardised tests to evaluate effectiveness of teaching methods and programmes, and potentially identify teachers that might need support
- Be involved in the evaluation of prospective students before admission into the school
- Assist with the revision of student reports ensuring grades are reasonable and derived from appropriate type and number of assessments

## Staff supervision and Performance Management

- Line manage phase leaders within section
- Line manage Spanish curriculum lead (KS2 only)
- Ensure all teaching staff (foreign, local, teachers, TAs) adhere to expectations of planning, lesson facilitation and assessment
- Provide performance management for a group of teachers, as decided by the Primary Leadership Team.
- Be involved in Performance Review procedures, as required

## Person Specification - Curriculum Coordinator

	Essential	Desirable
<b>Qualifications</b>		
Minimum Bachelor's degree in Early Childhood or Primary Education	✓	
UK QTS (or international equivalent)	✓	
Relevant Master's degree		✓
Minimum C1 level of English and Spanish	✓	
<b>Experience</b>		
Varied experience and understanding of teaching and learning across the primary age range	✓	
Experience leading and managing people	✓	
Experience of contributing to self evaluation and school improvement	✓	
Experience of leading training and other staff development activities, including performance management	✓	
<b>Professional Knowledge and Understanding</b>		
Experience in teaching synthetic phonics	✓	
Knowledge of, or experience using, the International Primary Curriculum (or similar)	✓	
Knowledge of the English National Curriculum for Foundation Stage, Key Stage 1 and 2, as appropriate	✓	
In-depth knowledge of curriculum development and effective pedagogy	✓	
Sound understanding of assessment, recording and reporting	✓	
An interest in and understanding of the future directions of education, and ability to apply this to the development of the school	✓	
<b>Professional Skills and Attributes</b>		
An excellent classroom practitioner	✓	
Understanding of assessment, recording and reporting requirements for pupils	✓	
Ability to interpret and present data in such a way as to identify weaknesses in the curriculum and in teaching; ability to use such information to develop the curriculum/teachers and find solutions	✓	
Competent user of ICT, especially Google Apps for Education	✓	
Ability to motivate, lead and manage people to work both individually and in teams	✓	

Ability to prioritise, work under pressure and meet deadlines	✓	
Effective problem solving skills	✓	
Effective administrative and organisational skills	✓	
<b>Personal Qualities</b>		
Have a flexible approach to working and enjoy being a positive team member	✓	
Have excellent oral and written communication skills	✓	
Able to adapt to changing circumstances and new ideas in a positive and creative manner	✓	
Willingness to share expertise, skills and knowledge and ability to encourage others	✓	
Willingness to run in-school Professional Development	✓	
Practice equal opportunities in all aspects of the role and around the school, in line with policy	✓	
Maintain a personal commitment to Professional Development linked to the competencies necessary to deliver the requirements of the post, including being reflective on their own practice and the practice of others	✓	