



St. Michael's International School KOBE, JAPAN

*A British international school in the Anglican tradition, providing a quality education within a positive culture of excellence and a caring family community.*

## Primary Coordinator

**Responsible for:** Supporting high quality teaching and learning within the primary team.

Key Skills and Attributes
<p><b>Management Skills:</b> Able to</p> <ul style="list-style-type: none"><li>• Prioritise, organise and manage own time effectively</li><li>• Work consistently to deadlines</li><li>• Manage self and others effectively</li><li>• Lead, support and contribute to different teams</li><li>• Think and plan strategically</li><li>• Demonstrate balanced and fair judgement</li><li>• Hold others and self to account</li></ul> <p><b>Communication Skills:</b> Able to</p> <ul style="list-style-type: none"><li>• Inspire trust and confidence in colleagues and parents</li><li>• Listen to and understand the views of others</li><li>• Deal sensitively and fairly with people</li><li>• Consult and negotiate to achieve objectives and deadlines</li><li>• Communicate effectively orally and in writing</li><li>• Present clearly and confidently to a range of different audiences</li><li>• Demonstrate confident IT skills for teaching and learning as well as efficient completion of administrative tasks</li></ul>
Person Specification
<ul style="list-style-type: none"><li>• UK teaching qualification with Qualified Teacher Status or an international equivalent.</li><li>• Primary class teacher</li><li>• Experience of leading a curriculum area, significant event/committee</li></ul>
Key Areas of Responsibility
<p><b>Professionalism</b></p> <ul style="list-style-type: none"><li>• Lead by example achieving high standards of learner attainment, behaviour and motivation through effective teaching</li><li>• Be the lead learner when it comes to assessment for learning and promoting a learning focussed school</li><li>• Liaise closely with all staff to ensure continuity and progression across the age and ability range</li></ul>

- Work effectively in partnership with other members of the senior leadership team
- Encourage and model highly professional behaviour in all formal and informal meetings
- Set a positive example for staff, learners and parents in terms of dress, punctuality and attendance
- Support school events both within and outside the regular school day
- Actively promote the wellbeing of all students and uphold safeguarding and child protection procedures within school
- Support the Head of School in the recruitment and retention of staff

#### **Curriculum and Staff Development**

- Demonstrate a clear understanding of primary pedagogy and the IPC learning process
- Work with colleagues to review, implement and monitor curriculums in line with the Teaching and Learning Policy
- Lead by example, implementing classroom practices that motivate and challenge all learners
- Keep up to date with changes in the curriculum and developments in best practice
- Lead and support whole-school activities that enrich the curriculum
- Support the development of a creative learning community across the primary phase
- Provide curriculum support during the induction of new staff
- Coordinate the administration of the International Schools' Assessments (ISAs) for Years 4-6

#### **Monitoring**

- Monitor and encourage quality provision within the primary phase for example, through class observation and feedback, work scrutiny and student voice activities
- Ensure consistency in planning, assessment and the language of learning within the primary team

#### **Communication**

- Work in partnership with parents, promoting teaching and learning
- Produce annual action plans outlining primary priorities
- Lead primary phase meetings aligned with the primary action plan, supporting and inspiring colleagues
- Lead and contribute to parent workshops/webinars, staff training and professional development

#### **Resource Management**

- Manage the primary phase budget effectively, identifying resource priorities that support curriculum implementation and development
- Follow school Health and Safety policies and ensure a safe teaching and learning environment