ACADEMIC COORDINATOR JOB DESCRIPTION

(in addition to Lower School Class Teacher JD)

Job Title:	Academic Coordinator
Line Manager:	Head of Lower School

Please note that this is a class-based role, and this person specification accompanies a Lower School Class Teacher description. The successful candidate will teach 50% of the teaching load of a full-time class teacher.

Purpose of Job

- Provide professional leadership and management of the subject in order to secure high quality teaching, the effective use of resources and improved standards of learning and achievement for all students
- Model and promote best practice in the teaching and learning in the subject
- Establish, evaluate and develop the academic aims and standards of the Maths, English, and Science curriculum and assessment
- Take overall responsibility for Lower School curriculum leadership
- Lead on pedagogical initiatives and approaches
- Keep up to date with changes and initiatives in education
- Lead on pupil progress and tracking systems in core subject areas
- Assist the Head of Lower School in establishing and maintaining a vibrant and thriving school
- Ensure that quality educational programmes take place in a safe, positive and healthy learning environment

• Duties and Responsibilities

Overall Responsibilities

- Promote high standards in all aspects of school life, particularly in student progress
- Actively support the values, vision, ethos, culture and policies of the school
- Inspire and motivate students, teachers and other school employees
- Comply with the professional duties of the Harrow staff Code of Conduct
- Contribute to a school culture which is positive, purposeful and professional
- Engage positively in the school Appraisal process and performance management arrangements
- Are committed to safeguarding and to promoting the welfare of children and young people

Leading Teaching, Learning and Assessment

- Set a model of excellence in classroom practice
- Liaise with colleagues across school to ensure smooth transition of pupils between year groups/phases with regards to curriculum provision
- Identify ways students can achieve 'Mastery' and support teachers in delivering this
- Work with the Head of Lower School to use pupil progress data to identify key groups needing support or extension
- Lead the development of a first-class provision in Maths and English that encompasses the key requirements of the Chinese National Curriculum and UK National Curriculum
- Liaise with Lower School Head to ensure the subject is well resourced and manage the purchase and

organisation of resources
- Undertake a yearly cycle of self-evaluation and improvement planning on the delivery of the curriculum
- Track student progress, monitor standards of learning and teaching in order to set realistic academic targets for pupils
- Seek opportunities for inter-school collaboration and moderation

Collegiality
- Work alongside Early Years Curriculum Coordinator to align frameworks and manage transition between phases
- Work alongside Upper School Academic Coordinator to align frameworks and manage transition between phases
- Work closely with the Pre-Prep Head of Chinese Curriculum to align assessments and procedures
- Work closely with the Head of Inclusion to identify and assist students requiring additional support

Wider responsibilities
- Build strong relationships with parents and assist in the coordination and delivery of parent curriculum meetings and/or workshops as appropriate
- Lead on staff workshop, training and curriculum-orientated CPD

Collegiality

- Take responsibility for mentoring new teachers, particularly those with whom a functional relationship exists.

Other Responsibilities
- Undertake other reasonable duties as requested by members of the Senior Leadership Team and any duties that the Head Mistress / HoLS deems necessary for the effective operation of the school

Personal Specification

Education, training and qualifications

- Appropriate degree, with UK PGCE, or other teaching qualification giving QTS
- Working knowledge of the National Curriculum of England including KS3, IGCSE/GCSE and A Levels as appropriate
- Evidence of relevant and challenging continuing professional development
- Experience of curriculum leadership

Knowledge and experience
- Minimum two years' teaching experience
- Be aware and up to date in all relevant safeguarding polices and practice
- Knowledge and experience of how to use of ICT effectively in promoting student learning
- Recent and consistent involvement in extracurricular activities
- Previous experience or knowledge of working with students for whom English is not their first language

Personal qualities

- Respect for all members of a school community, irrespective of position, gender, age and ethnic background
- Passionate about teaching and a strong commitment to holistic education
- The ability to inspire students through a genuine passion for learning and a desire to lead them towards outstanding academic outcomes
- A positive and solution-focused attitude to working life
- Highly motivated, ambitious and collaborative
- Demonstrate empathy, humility and genuinely care about children, taking the time to listen and motivate them

Other

- A clean enhanced Disclosure and Barring Services check or police check (for applicants who have never worked in UK) and no question regarding suitability to work with children

Education is an ever-changing service and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.