

## Intl. School of Creative Science

### Job Description

<b>Position Title:</b> Subject Coordinator/Head of Department		<b>Reports To:</b> Director of Phase
<b>Team /Department:</b> Subject Department		<b>Location:</b> Sharjah Industrial Area
<p><b>Purpose of the Role:</b> To serve as a Subject Coordinator, co-ordinate and be responsible for all relevant subject teachers, ensuring they utilise detailed and structured planning and schemes of work, implement a broad range of strategies, differentiated work and materials to match the range of ability in classes. To organize the national examinations (SATS, IGCSEs, etc) relevant to their dept and any internal assessments required.</p>		
<p><b>Working environment</b></p> <div style="text-align: center;"> <pre> graph TD     A[Director of Phase] --&gt; B[Subject Coordinator]     B --&gt; C[Subject Teacher/ Classroom Teacher]     C --&gt; D[Faciliator]             </pre> </div>		
<p><b>Working relationships:</b></p> <ul style="list-style-type: none"> <li>• Director of Phase</li> <li>• Department/Subject Coordinator Team/Head of Department Team</li> <li>• Subject Teachers / classroom teachers / lab instructor (if applicable) / librarian (for English Coordinator)</li> <li>• Department</li> </ul>	<p>Reports to</p> <p>Member</p> <p>Supervisory, mentor and monitor role</p> <p>Organizes, chairs and minutes the meetings</p>	
<p><b>Key Responsibilities:</b></p> <p><b>Implementation of the curriculum</b></p> <ul style="list-style-type: none"> <li>• To prepare and review the yearly plan for each grade level and ensure that it covers the scheme of work.</li> <li>• To prepare and make available to Departmental staff adequate schemes of work which include:                             <ul style="list-style-type: none"> <li>○ Clear aims and objectives</li> <li>○ Guidance on teaching methods and approaches</li> <li>○ Contents of the course, skills, concepts and knowledge</li> <li>○ Methods and frequency of assessment</li> <li>○ Homework</li> </ul> </li> <li>• To ensure that on going evaluation of the students reflects the scale of level of the NC for England and Wales.</li> <li>• To liaise with other departments to ensure that the cross curriculum activities are organized.</li> <li>• To provide guidance to the teachers concerning the resources that could facilitate the learning process.</li> </ul> <p><b>Monitoring the teaching process</b></p> <ul style="list-style-type: none"> <li>• To continuously monitor teachers to ensure National Curriculum standards are adhered to and any concerns rectified immediately. To prepare a monthly report for the Director of the Phase, highlighting the achievements in</li> </ul>		

the department and the concerns if any, with actions suggested.

- To ensure teachers prepare half-termly, weekly plans and lessons plans in advance of the lessons to cover the necessary objectives of the curriculum and to assess their outcome.
- To ensure that the "Weekly Scheme of Work" for parents is entered in the system each week by Tuesday.
- To ensure that the necessary preparation has been carried out by the teachers and that suitable equipment is available to enable him/her to fulfil the required teaching duties.
- To ensure each relevant subject teacher caters for the needs of all abilities ('slow learner', main group and 'fast learner') within their class.
- To implement the Assessment Policy across the school ensuring the evaluation is fair and co-ordinated throughout.
- To ensure that teachers regularly monitor the progress of each pupil and maintain a record of pupils' achievement in accordance with the current Assessment Policy of the school and make special provision for pupils with special needs, in liaison with the SST.

#### **Mentoring teachers:**

- To suggest and help organize staff training for any particular area, to take part in in-service training and professional development courses in the school and, where practicable, at other educational institutions, as directed by the Principal/Directors.
- Where necessary, to teach across the section for which they are responsible by practically demonstrating a variety of teaching styles and strategies and acting as a mentor for less experienced teachers.
- To arrange regular staff meetings, and to chair and ensure recording of the minutes thereof and that action takes place.

#### **Communication with parents:**

- To meet parents who have a specific concern and put actions in place while keeping the Director informed and when necessary the Principal.
- To ensure that teachers submit to parents, according to the Assessment Policy, adequate written reports on the attendance and academic progress of their child at the school and the results of any public examinations entered by the pupil, four times a year (interim reports, mid year report and end of year report).
- Where requested by parents of pupils at the end of Key Stage 1, 2 and 3, to provide written information from the relevant teachers about the pupil's level of attainment in the core subjects.

#### **Development of the school:**

- As a member of the Curriculum Development Committee, to continue develop and refine the Curriculum of the school as well as any academic programme needed. To keep up-to-date with the current trends of the National Curriculum for England and Wales.
- When requested, to be a part of the personnel sub-committee for staff recruitment.
- To assist the Principal and the Director General, in collaboration with teachers in the preparation of the school budget for the forthcoming academic year for such items as books, teaching aids and classroom equipment.
- If relevant, to coordinate with the librarian to prepare the library order / to coordinate with the lab instructor to organize lab sessions and prepare order for the following year.

#### **Additional Responsibilities:**

- If relevant, to liaise with the Librarian, SST and other support and resource departments within the school to ensure proper and full departmental use of the facilities available.
- To be responsible for organizing the different activities planned during the year, related to their dept.
- To provide the school with different related policies that enable teachers to meet NC Objectives.

- For the English Dept, to set the Accelerated Reader and train staff to implement the scheme.
- To help teachers incorporate the Thematic approach, Character Building scheme: The Theme of the Month, and other schemes if applicable.

**Key areas of involvement:**

- Chairs the department meetings, sets agenda and departmental addresses issues.
- Ensures the drafting and implementation of yearly plans for all grade levels concerned.
- Monitors performance at all levels of the phase.
- Provides monthly (or as needed) performance updates to the Director.
- Provides formal and informal teacher assessments and provides feedback in a timely manner, under the guidance of the Directors.
- Communicates department issues that relate to the brand image of SCS.

**Key Accountabilities:**

- Demonstrates supervisory skills in carrying out coordinating role
- Maintains appropriate records related to coordinating role
- Actively participates in the implementation of school policies
- Provides adequate support to teachers
- Actively participates in monitoring and evaluating teachers performance including constructive feedback

**Professional /Educational Characteristics:**

- Educational Qualification: B.Ed / PGCE
- Previous Experience: at least 5 years as a teacher
- Must be up to date with the current curriculum developments.
- Must have proven leadership skills and be committed to implementing the aims of the school.
- Must possess a practicing knowledge of the standards of the curriculum employed at SCS. In addition, the Department/Subject Coordinator must possess the competencies which facilitate the operation and management of the department.

**Other:**

To undertake any other duties indicated by the Director within the scope of work as a Coordinator/Head of Department.