

NEW INTERNATIONAL SCHOOL OF THAILAND

Job Description

Job Title: Elementary School Vice Principal - Curriculum

Reports to: Elementary School Principal

Main Working Relationships:

Subject Coordinators, Year Level Coordinators, Vice Principal (Pastoral) Teachers.

Overall Role:

Is a member of the Elementary Administration Team.

The Elementary School Vice Principal - Curriculum is responsible for the development, coordination and monitoring of the IB Primary Years Programme from the Early Years to Year 6 areas of the school.

Main Responsibility:

1. Ensuring that the School's values, practices, procedures and Strategic Plan are realised within the curricular programme of the Elementary School.
2. Ensuring the quality and high standard of all aspects of the Elementary Curriculum.
3. Takes a full role in the implementation of the performance management process.
4. Overseeing, managing and leading research and curriculum development in collaboration with the Principals.
5. Works closely with the Principals in the overall planning and management of the Elementary School.
6. Takes a shared role in Deputising for the Elementary School Principal during the Principal's absence.
7. Coordinating the application for PYP accreditation and act as the PYP Coordinator.
8. Taking responsibility for World Language language options.

Curriculum:

9. Developing and ensuring the quality of the written, taught and learned curriculum.
10. Ensuring that curriculum policies and documentation is updated regularly and made accessible to all Elementary staff.
11. Establishing a schedule of regular meetings with Year Level, Curriculum Coordinators and teachers including specialist areas (PE, Music, Art, IT, World Languages, Thai Studies and Learning Support).
12. Liaise with the MYP and Diploma Vice Principals
13. Identifying curriculum needs in the Elementary School, identifying areas for development and proposing means of improvement.
14. Investigating the feasibility for implementation of curriculum initiatives and design development plans for publication.
15. Investigating new resources including teaching materials, websites, professional books and journals.
16. Oversees the Curriculum Budgets ensuring that appropriate resources are sourced.
17. Ensuring curriculum documentation is maintained on the Portal

Assessment and Reporting

18. Monitoring assessment practices and procedures to ensure a balanced approach at each year level in line with the Assessment Policy and the PYP.
19. Advises the Elementary Principal on the standard of students' achievement and the quality of the curriculum offered to students
20. Overseeing the organisation of Student-Led Conferences.
21. Planning and facilitating Specialist Open Days and Specialist Conferences with Principal.
22. Ensuring that reports and the storage of relevant student assessment data are up to date and accessible to teachers.
23. Coordinating the completion of transfer documents at the end of the year.

Professional Development

24. Producing a balanced programme for curriculum related staff meetings throughout each year.
25. Supporting the appraisal process for teachers by collaborating with Year Level Coordinators to identify suitable PD opportunities for teachers.
26. Coordinating in-school workshops and PD opportunities.
27. Maintaining records of PD for Primary School teachers.
28. Collaborating with Principal to ensure process of PD allocation is fair and transparent.
29. Investigating and advertising PD opportunities to staff.

Parent Education

30. Planning and implementing workshops and brochures to inform parents of the curriculum.
31. Ensuring that all publications for parents are regularly updated, including curriculum information on the School Portal.

Communication

32. Ensuring that Specialist teachers are informed and up to date with curriculum developments and practices in the Elementary School and supporting them in any area of Elementary Curriculum development.
33. Attending meetings with Subject and Year Level Coordinators.
34. Preparing the Academic Strategic Plan for the Primary School.
35. Managing and implementing surveys to gain information and feedback from staff and parents.
36. Representing the PYP effectively to:
 - the IBCA and IBAP offices by liaising efficiently on all matters relating to the PYP
 - parents, by developing and distributing information materials about the PYP
 - other schools, by developing and maintaining professional links with other PYP Coordinators around the world

Revised November 2007