

LOCATION	International College Spain
JOB TITLE	Assistant Head of Primary/Primary Years Programme Coordinator (G1-G5)
JOB PURPOSE	<ul style="list-style-type: none"> • To help lead, inspire and guide the Primary Team • To promote the development of a high performance culture and wellbeing for students and staff • To ensure the smooth day to day operations of the Primary school • To be accountable, together with the Head of Primary, for the quality of the IB Primary Years Programme • To be responsible for all PYP administrative procedures and other PYP-related issues as they arise to support the curriculum • To identify and help resolve issues in positive ways <p>This leadership position provides significant opportunities for professional growth and is a three year renewable position subject to agreement</p>
REPORTING TO	Head of Primary
DIRECT REPORTS	G1-G5 Grade Level Leaders for Math and Language, Heads of Department
OTHER KEY RELATIONSHIPS	Early Years Coordinator, Early Years PYPC
PACKAGE	Full time position, teach 5-8 periods a week
<p>Key Tasks and Responsibilities:</p> <p>Help run the school in an organized and efficient way</p> <ul style="list-style-type: none"> • Support in the day to day operations of the Primary School, e.g. deploying cover teachers appropriately, duties, etc. • Support in the development and implementation of the Primary Development Plan <p>Pastoral</p> <ul style="list-style-type: none"> • Intentionally promote ATL skills, specifically self-management and social skills in planning with classroom and specialist teachers • Further develop and implement positive discipline and restorative approaches to conflict • Effectively support students and teachers using a holistic and balanced framework: pastoral, discipline, health and safety, counselling and learning support • Deal with pastoral and discipline issues of individual cases, using positive and dynamic approaches • Using a team approach, intentionally increase awareness and promote ideas related to equality, diversity and inclusion <p>Primary Years Programme Coordinator</p> <ul style="list-style-type: none"> • Lead collaborative planning and help teachers plan, assess, record and evaluate learning within a PYP framework • Support and collaborate with the school's Early Years PYPC and Quality Assurance Programme Coordinator • Regularly review the POI and guide the planning of the UOIs with classroom and specialist teachers • Lead the planning and implementation of the Exhibition • PYP-MYP Transition – enthusiastically and effectively collaborate to further build the continuum <p>Academic</p> <ul style="list-style-type: none"> • Support and mentor new teachers and learning assistants • Ensure that curriculum-related parent meetings and workshop opportunities are provided • Guide standalone planning as needed 	

- Co-lead the strengthening of students' language and math skills
- Use data to inform learning and demonstrate growth
- Implement standardized testing

Make sure people know about our great learning

- Ensure that evidence of our great learning is a focal point of all our school communications
- Meet with new parents, when requested, to share about the Primary Years Programme
- Lead information workshops

What we are looking for:

Knowledge/Experience:

- Qualified teacher with 5-7 years of teaching experience
- Strong knowledge of the PYP programme
- Up to date knowledge of curriculum developments
- Experience in an international setting
- Proven curriculum management/development skills

Skills:

- Ability to develop good relationships within a team
- An effective communicator (written and verbal) to a variety of audiences
- Ability and willingness to develop dynamic ways of using evidence of learning and data to reflect on and improve student learning
- High level of IT competency
- Familiarity with Seesaw and Managebac

Personal Attributes:

- Passionate about developing positive relationships with students and staff
- Encourages high academic standards
- Organized and can meet deadlines
- Inclusive
- Has a growth mindset and wants to continually improve the school in positive ways
- Resilience and humor
- Personal integrity
- Attention to detail
- Flexible and responds in healthy ways to unrelenting change
- Ability to work under pressure and remain calm
- Willingness to take on multiple tasks
- Problem solver, has a "can do" attitude
- Self-motivated and enthusiastic