

LOCATION	INTERNATIONAL COLLEGE SPAIN, MADRID
JOB TITLE	IB Primary Years Programme Early Years Coordinator
JOB PURPOSE	To teach in the Primary School Early Years and to act as a leader for the on-going development of the PYP Early years programme (incorporating Kindergarten 3 & 4 age level 3 to 5)
REPORTING TO	PYP Coordinator
DIRECT REPORTS	Head of Primary School
OTHER KEY RELATIONSHIPS	PYP Upper and Lower Primary School Coordinators, ICS Leadership Grades A-D. Key member of the Primary Leadership Team.
PACKAGE	Competitive

KEY RESULT AREA

The PYP Early Years Coordinator is accountable for the International Baccalaureate's Primary Years Programme in the Early Years at International College Spain and is responsible for all operational procedures and other related issues as they arise to support this curriculum. Our stated aim is to offer the best Early Childhood education provision in Spain. The PYP Early Years Coordinator has an integral role in ensuring that we meet this goal.

The PYP Early Years Coordinator moves beyond advocacy to provide active and dynamic leadership and support. The leadership position provides significant opportunities for professional growth and is a three-year renewable position subject to mutual agreement.

Early Childhood education is undergoing a positive transformation in the International Baccalaureate's Primary Years Programme. This post is an opportunity to optimise the opportunities that this transformation is bringing and to build a world-class facility and provision. We believe that all teachers are change agents and this post is that of a major change agent to vision, create and deliver a truly excellent experience for the children, families and staff of International College Spain.

The Early Years Teacher and Coordinator has overall responsibility for:

1. Leadership

- Lead a team of professionals and para-professionals to ensure that Early Childhood education at ICS is considered to be the best in Spain
- Lead ICS PYP Early Years (PYP EY) staff in planning, coordinating, implementing, assessing and record learning within the framework of the IBO Primary Years Programme
- Hold ICS PYP EY staff accountable for student learning
- Identify and address professional development needs for the team
- Support and mentor new teachers and learning assistants
- Provide professional learning feedback for teachers and learning assistants.
- Support PYP EY through classroom visits, personal development planning and targeted progression plans for ICS PYP EY staff
- Foster and grow professional inquiry as a individual and team learning tool
- Undertake a lead role in Performance Management procedures for ICS PYP EY staff
- Ensure that the school exceeds the expectations of the IBO's PYP guidelines for early childhood education
- Support and implement whole school initiatives linked to the ICS Strategic Plan
- Support and collaborate with the school's Quality Assurance Programmes Coordinator on all aspects of self-study and review in 5 year evaluations with the IBO on IBPYP
- Participate in the selection and recruitment process

2. Communication

- Ensure and oversee clear communication with ICS families in regards to student learning within the Early Years
- Manage and contribute to an ICS Early Years marketing initiatives
- Support teachers in their communication with parents.
- Provide workshops, information sessions and open mornings for parents.
- Ensure that Early Years staff are well informed and consulted

3. Professional Development

- In consultation with the Head of Primary School, identify areas for PD, and plan internal and external workshops accordingly. Internal workshops are provided regularly to reinforce current practices, and to further develop knowledge of the PYP.
- Communicate relevant professional development opportunities for staff.
- Review PD applications from teachers and forward to the Head of Primary School.
- Develop strategic professional development partnerships that enable high quality, in-school access to professional learning

4. Curriculum

- Provide pedagogical leadership for a team of Early Childhood Educators in line with the philosophies of the PYP
- Along with the PYP Coordinator, facilitate/lead the Early Years teaching teams through the process of planning inquiry-based learning experiences, and in the ongoing development of the Early Years curriculum.
- Facilitate collaborative Early Years team meetings using student-learning data for planning and reflection; share best practice, and engage in pedagogical discourse to further develop student learning.
- Understand the significance of collaborative relationships between the school and parents, and work to build these.
- Work with teachers, parents and the Learning Support department to ensure that children's individual needs are planned for and met.

5. Marketing the school

- Actively market the school at every opportunity
- Meet with new parents, when requested, to market the unique features of International College Spain
- Create publicity materials for dissemination to the school community and for wider marketing
- Contribute to the school's marketing goals
- Contribute to strategies to promote and inform current and potential parents of the school, assist admissions with school tours and questions from perspective families.

6. Teaching Responsibilities

- This is a non-class based post of responsibility.
- However, the expectation for the PYP Early Years Coordinator will have a substantial teaching commitment, the basis of which shall support the Planning, Preparation and Assessment time for the Early Years team.

Other Professional Requirements

Commitment to Teacher Professionalism

- Have a working knowledge of teachers' professional duties as specified in the school's handbook;
- Take account of wider curriculum developments and requirements within the relevant IB programme;
- Maintain an up to date knowledge of good practice in teaching techniques and seek to engage in professional conversation within the school and the company through Nord Anglia University;
- Inspire trust and confidence in pupils and colleagues;
- Model and implement the ICS Code of Conduct in a consistent, firm and non-confrontational manner and contribute to the development and / or implementation of school policies, and whole school annual objectives;
- Promote the wider aspirations and values of the school to parents and students both current and prospective;
- Any other reasonable request by The Principal of the school.
- The job description is to be renewed at the end of the 3 year period.

Budgeting

- Plan for and coordinate the development of the ICS Early Years budget.
- Monitor and approve all budget expenditures.

Commitment to Personal and Professional Development

- Participate in and fully engage with the school's performance management and appraisal process. Demonstrating continuous professional and personal development through the identification and implementation of your own individual development plan arising from company and school performance management and appraisal processes
- Undertake professional development to enhance teaching and pupils' learning, identify impact, apply and share outcomes with colleagues;
- Improved performance
- Contribute to the professional development of others, giving support and willingly sharing ideas and materials;
- Performance appraisal
- Personal Development Plan

Commitment and engagement to the following Company and Professional Values and Dispositions:

- **Seeking and maximising opportunity within the organisation** - For us, opportunities need to be meaningful, about achieving potential and making progress.
- **Recognising and pursuing impact within your role**- For us, impact is about making a difference. It needs to be immediate, positive and lasting.
- **Encouraging and accepting leadership** within the organisation- For us, leadership is about considering the team's needs as well as your own, setting inspiring examples, being supportive and showing real accountability and responsibility.
- **Nurturing and modelling respect in all professional and personal interactions** - For us, respect is about listening, being inclusive, showing tolerance and getting the little things right
- **Complying with legal, contractual and company requirements** – including statutory responsibilities, Company policies with regard to Health and Safety, Equal Opportunities and other relevant legislation.
- **Any other appropriate duties** - as assigned by the Principal of the School or as directed by the Chief Executive Officer or his Regional Representative

PERSON SPECIFICATIONS

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Qualifications/Training	
▪ First degree and teaching qualifications and expertise in the field of Early Childhood Education.	Essential
▪ Early Years Teacher Trainer	Desirable
Experience / Knowledge	
▪ Experience of successful leadership and management in an Early Childhood setting	Essential
▪ Experience as a classroom teacher within the Early Years age group	Essential
▪ Experience of using assessment and recording in the Early Years as an effective school improvement tool	Essential
▪ Demonstrable expertise as an Early Years education adviser across a number of settings	Desirable
▪ Experience of working in an IBO Primary Years Programme Early Years setting	Essential
▪ Expertise in developing indoor and outdoor environments to promote high quality learning in early childhood education	Essential
▪ Expertise in physical development in early childhood education	Essential
▪ Experience of implementing successful system change across the Early Years setting	Desirable
▪ Experience of utilising external networks to promote world-class provision and the ability to establish a Teaching School	Desirable
Skills	
▪ Leadership skills	Essential
▪ Organisational abilities	Essential
▪ Initiative	Essential
▪ Communicative skills	Essential
▪ Understanding of a child-centered, inquiry based learning	Essential
Personal Attributes	
▪ High levels of personal integrity.	Essential
▪ Excellent organisational and time-management skills	Essential
▪ Attention to detail	Essential
▪ Ability to work under pressure and remain calm	Essential
▪ Willingness to take on multiple tasks	Essential
▪ Innovative, creative, flexible, passionate and humorous attitudes	Essential
▪ Boundless energy	Essential
▪ Continually strive for improvement	Essential
▪ Adaptability	Essential

OTHER CONDITIONS

Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in

outside of the UK.

Compliance with visa requirements for working in Europe