

## Job Description

### Early Years Coordinator

The Early Years Coordinator (EYC) is part of the Primary Leadership Team and is responsible for bringing evidence-based practices into classrooms by working with and supporting teachers and administration with the goal of increasing student engagement, improving student achievement, and building teacher capacity.

The EYC will work closely with the Primary Years Programme Coordinator Designate (PYP CD) and the Deputy Head of Learning & Research (Primary & Middle School) to develop an environment that supports learning through play, symbolic exploration and expression, learning spaces, and relationships.

ROLE DESCRIPTION	
<b>KEY DELIVERABLES:</b>	<p>All responsibilities described in the Teacher Job Description apply to this role in addition to the following expectations:</p> <ul style="list-style-type: none"><li>● Work collaboratively with Lower Kindergarten (LKG) &amp; Upper Kindergarten (UKG) to improve student learning through improving teacher learning and practices.</li><li>● Lead the PYP Early Years (PYP EY) staff in planning, coordinating, implementing, monitoring, documenting, measuring and recording learning within the framework of the IB Primary Years Programme (PYP).</li><li>● Foster and grow professional inquiry as an individual and team learning tool.</li><li>● Provide pedagogical leadership, along with the PYP CD, for a team of Early Childhood Educators in line with the philosophies of the PYP.</li><li>● Along with the PYP CD, 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.</li><li>● Facilitate collaborative Early Years team meetings using student-learning data for planning and reflection; share best practices, and engage in pedagogical discourse to further develop student learning.</li><li>● Work with teachers, parents and the Learning Support department to ensure that children's individual needs are planned for and met.</li><li>● Ensure that the development of all the children's spoken and written English is prioritised, planned and provided for.</li><li>● Demonstrate effective teaching methods in the Early Years environment.</li><li>● Liaise with other team coordinators to ensure continuity and progression.</li><li>● Support and mentor new teachers and learning assistants.</li><li>● Provide professional learning feedback for teachers and learning assistants.</li><li>● Work with the PYP CD and the Deputy Head of Learning &amp; Research in leading the review of the curriculum.</li></ul> <p>Professional learning:</p> <ul style="list-style-type: none"><li>● Keep up to date with best practices in the Early Years by attending relevant training, reading appropriate literature and research, and networking with other coordinators.</li></ul>

## QUALIFICATIONS & SKILLS

### QUALIFICATIONS:

- B.Ed/E.C.C.Ed/PGCITE/PPTTC/A relevant qualification in the field of education
- Professional certification specific to Early Years teaching and learning
- Minimum 5 years of early years teaching experience in a PYP setting
- Minimum 3 years of leadership experience in a PYP Early Years setting

### OTHER DESIRED SKILLS:

- Knowledge of play-based learning
- Excellent communication skills
- Proficient in written and spoken English
- Experience in implementing successful system change across an Early Years setting.
- A play-based inquiry approach to teaching and learning and a student-centred approach to discipline
- Commitment to a diverse international education and successful experience in an international or multicultural community.