



# Sadiq Public School

Coordinator of  
Teaching, Learning & Innovation

JOB DESCRIPTION

# Coordinator of Teaching, Learning & Innovation

## PERSON SPECIFICATION

Candidates must have:

- A degree and a recognised teaching qualification
- At least three years' experience in a teaching role
- Experience in teacher mentoring and/ or studies in a related field
- Experience in pupil mentoring and tutoring and ideally in a pastoral/boarding context.

### Prior Experience

The ideal candidate would have:

- A first degree in a relevant discipline and preferably a recognised teaching qualification
- Significant, successful experience in a '3-18' international or leading national school offering a rigorous academic programme culminating in the IB Diploma or A Level programme.
- Detailed knowledge of teaching and learning strategies.
  
- The ability to develop excellent relationships with young people and adults.
- Experience of successful, harmonious collaboration with a range of people in achieving agreed outcomes
- Experience of successful involvement in whole school initiatives leading to improved standards
- An understanding of the A Level/O Level system and/ or International Baccalaureate Organization
- Experience and notable success in extra-curricular initiatives including, for example, in Sports, Music, Model United Nations and Outdoor Education programmes.

## Teaching and Learning

The ideal candidate would:

- Be able to help foster a culture which enables everyone to work collaboratively to share knowledge and understanding
- Be clear thinking and able to plan strategically
- Demonstrate a personal commitment to quality and excellence in teaching and learning and their own as well as whole staff development
- Be passionate about learning and seek to create a 'learning environment' which inspires 'learning for life' across the whole school
- Understand that learning is about more than simply the achievement of excellent academic results
- Be innovative, 'leading edge' and continuously strive for organisational improvement based on best practice
- Be creative

## People, Relationships and Communication

The ideal candidate would:

- Be able to build on the considerable strengths and expertise of the current staff and possess the flair to motivate and work with the staff as a whole
- Have excellent inter-personal skills and be 'emotionally intelligent'
- Be able to relate to all students and colleagues in a positive and constructive way, inspire them to achieve more than they think possible and be prepared to celebrate their success
- Be an excellent communicator
- Have integrity, optimism, resilience and a well-developed sense of proportion
- Have the ability to empathise with and earn the respect of staff and governors and to manage situations or conflicts with diplomacy
- Help communicate the School's guiding statements (Strategic Aims, Student Profile, Teacher Profile and Parent Profile) to the students, parents, staff and wider community
- Help translate the Strategic Aims into coherent, achievable and challenging plans particularly with reference to classroom practice
- Display a commitment to celebrating the contribution of the School to the wider Community

## Knowledge, Skills and Qualities

The ideal candidate would display:

- Openness, a good sense of humour, energy and enthusiasm
- Sensitivity and wisdom in managing relationships with students, parents, staff and other organisations
- The ability to work effectively with a large and diverse staff team
- High levels of interpersonal and communication skills
- High expectations of student achievement, conduct and behaviour
- The ability to manage the delegated budget effectively and efficiently
- An understanding of international education systems and systems of teacher training especially the PGCEi qualification or related qualifications

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## Reporting Lines

The Coordinator of Teaching, Learning & Innovation will report ultimately to the Principal

## Key Tasks and Responsibilities

The Coordinator of Teaching, Learning & Innovation will be required to fulfil certain key tasks and to demonstrate a broad range of attributes and skills. The expectations associated with this important role include, but are not limited to, the following:

## Training

- To oversee and manage staff development and training for the enhancement of learning
- To keep effective records and recommend appropriate CPD
- To help lead and organise termly inset days
- To take a lead on managing the SITT Programme (Sadiq Initial Teacher Training Programme)
- To help organise and deliver the induction programme for new staff, including mentoring and observations

## Evaluating

- To monitor and develop effectively the quality of teaching in the School via overseeing regular lesson observations and scrutiny of students' work
- To ensure with the HR manager that all staff have accurate and relevant job descriptions
- To contribute to the development of a system of peer observation
- To assist with budgetary review and management
- To assist with the development of new capex programmes

## Innovating

- To play a role in keeping the school up to date with the latest educational research and methodology
- To plan and implement with the appropriate staff projects and initiatives to support teaching and learning
- To have oversight of teaching and learning across the various sections of the School and to help put in place programmes to improve cohesion across the sections

## Whole School Involvement and Teaching

- To undertake an agreed amount of teaching in his/her specialist area
  - To work closely with the Senior Management Team and all staff in leading the School in the Successful realisation of its stated Mission, Vision and Strategic Aims
  - To liaise, as appropriate, with members of the whole school Senior Management Team to ensure the smooth running of the whole school
  - To help maintain effective systems of consultation, co-ordination, co-operation and communication within the school
  - To attend meetings of the departmental team and whole school, as appropriate
  - To participate in any professional development review processes in consultation with other colleagues (e.g CPD team, DoS) as appropriate
  - To lead/participate in any professional development opportunities as appropriate in conjunction with other colleagues (e.g CPD team, DoS) as appropriate
  - To participate in in-service courses as and when necessary in conjunction with other colleagues (e.g. CPD team, DoS) as appropriate
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- To assist the Heads of Department with the development of yearly departmental aims and objectives
  - To participate in the organization of the yearly calendar
  - To take on a role of Pastoral Tutor in one of the boarding houses

## Communication

- To help foster an atmosphere in which students can develop, learn and interact in safety and staff can work in harmony
- To possess and employ very high standards of accuracy and fluency in expressing ideas in writing and orally in a variety of forums including staff presentations
- To participate in regular meetings of staff as required
- To be proactive in fostering liaison and continuity between the relevant departments of the four sections of the School (Junior, Prep, Senior Girls & Senior Boys)

## The Wider Community

- To maintain the caring ethos of the School, working closely with the Head of Councelling and boarding house teams
- To ensure that adequate records of pupil performance are kept
- To maintain a positive, constructive relationship with all members of the wider School Community
- To attend parent-teacher meetings as required

## Planning

- To participate, where appropriate, in the decision-making process
- To work closely with staff as appropriate on school improvement planning and school development

## Curriculum and Student Progress

- To participate, as appropriate, in any review of the curriculum in conjunction with the Director of Studies, the Academic Committee and others as appropriate and be open to 'academic innovation'
- To attend any conferences or workshops as appropriate and report back to school staff
- To ensure the regular monitoring of pupil progress

## Professional Knowledge and development

- To keep well informed on current practice and research applicable to his/her specialist area and in particular on relevant staff training and development initiatives

The above Person Specification and Job Description are not exhaustive and may be changed from time to time.

April 2023