

## Primary School Coordinator

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Company: Randstad India Pvt Ltd

Location: chennai

Category: other-general

Looking to hire Pre-Primary / Primary Coordinator role for a leading higher education school in Chennai. Reports to Head of School.

1. It's an IGCSE board school hence prior experience particularly in IB or Cambridge board is mandatory.
2. Should have undergone the Cambridge or IB training
3. The candidates should possess CICTL training / Cambridge training

The Primary/ Pre-Primary School Coordinator is responsible for overseeing the transaction of the curriculum, the academic progress and achievement, and safety of all students in the respective level/section of the school.

**Qualifications and Experience**

The Coordinator should have:

- At least an undergraduate degree in any field of expertise.
- Relevant teaching qualifications like a Diploma or Degree in education/Diploma in Montessori or any other research-based Early Childhood Education systems.
- Academic experience, including teaching in a quality school setting of repute.
- At least two years of leadership experience, with a proven track record of excellence.

**Key Responsibility Areas**

The responsibilities of the Primary / Pre-Primary Coordinator:

**Academic Leadership and Learning Management**

1. **Inspirational Mentorship** Be an inspiring role model for the teachers and students. As an academic leader, mentor teachers to be facilitators of active learning, motivating them to aspire for excellence. Monitor teachers' performance, share constructive feedback and debriefing sessions based on lesson observations for professional growth of the teachers. Mentor teachers to evolve into reflective practitioners and encourage them to aspire for excellence, making learning joyful and challenging in Pre-Primary and Primary School.
2. **Development of knowledge and capabilities** Stay abreast of developments in the field of Early Childhood/Primary School Education, both in India and globally. Enroll for professional

development programs and leadership programs as and when recommended by the school management; Transfer, share and implement new learning to the school setting for the benefit of all faculty members and students in Pre-primary and Primary school. Cooperate with competent resource persons who are appointed by the school to conduct programs for continuous enhancement of teachers' knowledge, skills and practices.

### 3. Curriculum Development and Lesson Planning

Ensure that all the curricular and co-curricular programs are in line with the school's Philosophy. Ensure all teachers are aware of the curriculum and syllabuses prescribed by the Board. Ensure development of specific curriculum objectives by teachers. Engage teachers in making yearly, term-wise and weekly lesson plans in a timely and effective manner. Ensure that innovative, age-appropriate pedagogical approaches such as discovery learning, experiential learning, project based learning, and collaborative learning are incorporated in schemes of work and lesson plans, and executed effectively in Primary and Pre-Primary. Review all lesson plans periodically, giving immediate feedback to the teachers regarding any changes that might be required to maintain high standards of lesson delivery. Ensure planning for differentiated instruction to suit learners' needs. Ensure that teachers use a wide variety of resources and do not depend on textbooks as the only resources. Encourage teachers to build adequate manipulative resource materials for experiential learning and suitable visual aids. Conduct effective reviews of the curriculum on a yearly basis.

### 4. Facilitating Transaction of the Curriculum

Manage all academic and co-curricular programs of the Primary/Pre-Primary School as per plans, by building and working with an efficient and effective team of teaching, administrative and support staff. Oversee the work of teachers in all subjects for effective delivery of the Primary/Pre-Primary School curriculum. Allocate teaching periods and workload equitably to all teachers. Observe lessons of every teacher and give timely feedback to enhance professional competencies. Ensure that respective subject lead teachers observe lessons periodically in Pre-Primary/ Primary School and shares feedback with the respective teacher and Coordinator. Ensure that best practices in education are followed in delivery of the curriculum and internally shared on a regular basis among teachers. Ensure that all classrooms and learning spaces are created to make learning learner-centric and are inviting, neat, safe and functional. Be sensitive to students' developmental norms and unique needs. Sensitize the team of teachers to the same. Provide resources and training for differentiated instruction to suit wide range of needs and ability levels of students. Ensure teachers cooperate with and provide inputs to the Special Educator and Counsellor. Seek

meetings with Special Educator and Counsellor regarding regarding progress of children with special needs.

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