

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Position Title	Academic Coordinator	Reference: 221107
Function/Department	Academic	Location: Hong Kong
Manager Title	Head of School	
Position Type	Fixed Term	
Position Status	Full Time	

Position Objective

The Academic Coordinator reports to the Head of School and divisional Principals and supports the whole school written, taught, and assessed curriculum, as well as managing school wide data. In addition, the Academic Coordinator is a member of the divisional pedagogical leadership teams and works closely with other curriculum leaders in the school.

Responsibilities

Leadership

- Collaborate closely with all members of Pedagogical Leadership Teams (PLT), Curriculum Coordinators, Heads of Departments, Team Leads, and especially with the Elementary and Secondary Principals
- Fulfill the goals of the Stamford's strategic plan
- Develop and implement school policies and procedures
- Maintain a high leadership profile and strong presence for stakeholders across the school
- Establish, through teamwork, a school culture of permanent improvement in order to raise standards of achievement at all levels

Assessment and Reporting Management

- Assist Principals and Coordinators with the quarterly Progress Report process, making sure teachers engage with the reporting process, and that reports are generated and distributed to families
- Ensure appropriate administration of standardized testing (MAP, etc.), analyze results to improve curriculum and instruction and share with staff, students, and parents
- Maintain accuracy and currency of data analysis platform, PERSPECTIVES.
- Facilitate Data Driven Dialogue protocols with teams across the school, to use data to reflect on and improve the processes of teaching and learning across the school
- Assist with the revision of all documents for the division - curriculum guide, student handbook, etc.

School curriculum

- Collaborate with the Curriculum Coordinators, Heads of Departments, Team Leads and other members of PLT to provide curriculum leadership and ensure the curriculum is documented, implemented and reviewed with high expectations
- Ensure that the curriculum is documented in Atlas Rubicon and is properly maintained
- Through curriculum planning, implement the assessment philosophy and principles
- Ensure provision is made for native languages as required
- Ensure appropriate integration of IT and library skills into the curriculum
- Ensure integration of the social-emotional curriculum across the school
- Liaise with the staff in fully implementing an inquiry-based program.

Communication

- Instill a sense of quality, confidence and pride in the school
- Articulate divisional programs, activities and initiatives, and respond to the school community questions through open houses, parent meetings, educational forums, parent conferences and the PSA
- Maintain regular written communication with faculty, parents and students
- Communicate often with divisional staff to facilitate collaborative decision making
- Oversee procedures for reporting student progress and providing quality reports
- Be openly accessible to meet with individual student, parents, teachers and staff.

General

- Teach any classes as deemed necessary
- Provide any other reasonable duties delegated by the Head of School.

Position Requirements

- Excellent communication skills
- Excellent organizational skills
- Very good ICT skills
- Excellent interpersonal skills
- Ready to work after school hours
- Ready to accompany students on expeditions
- Effective relationship builder
- Expertise in developing and monitoring curriculum

Qualifications

- Minimum Bachelor's degree in Education or equivalent is required.
- Master's degree in Education preferred

Contacts

- Other Stamford Teaching and Non-Teaching Staff
- Parents and Students
- PSA
- Community organizations as-needed

Working Conditions

- Duties performed within a school environment.
- Will be required to work independently and as part of a collaborative team effort.
- Extended working hours to complete some projects may be required Identify the working conditions and physical demands related to the essential duties – working outdoors, travel, and overtime.

Terms of Employment

- Working Hours: 7:30 am – 4:30 pm, Monday to Friday
- Medical Benefits: Group medical insurance provided the applicant is not currently covered
- Probation Period: 3 months from date of commencement
- Pre-medical exam: N.A.
- Referee request: Required
- Background Check: Required

Renewal

The Academic Coordinator position will be renewed only by mutual consent on an annual basis. This decision shall be made in quarter 3 of each academic year. The Head of School shall have final determination on who assumes the Academic Coordinator position.

Duration of Contract

The Academic Coordinator contract starts August 1 of each school year and ends on July 31 of the following year. The contract is subject to renewal as outlined above.

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Safeguarding

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Designated Safeguarding Lead or to the Head of School or indeed to the Regional CEO or Safeguarding Manager - Asia so that a referral can be made accordingly to the statutory services.