



Stamford American
SCHOOL HONG KONG

Middle School Curriculum and Wellbeing Coordinator **Position Description**

Position Title:	Middle School Curriculum and Wellbeing Coordinator
Employer:	Stamford American School
Location:	Hong Kong
Employment Status:	Internal
Reports to:	Secondary Principal/Head of School

Position Description:

The Middle School Curriculum and Wellbeing Coordinator reports to the Secondary School Principal and supports the continuous improvement of the middle school curriculum, and student wellbeing in line with Stamford's core values.

Leadership

- collaborate closely with the Secondary Principal, Dean of Academics, the Pedagogical Leadership Team (PLT) and grade level teams
- fulfil the goals of Stamford's strategic plan
- develop and implement school policies and procedures
- establish, through teamwork, a school culture of improvement to raise the standards of achievement, wellbeing, and positive behaviour of middle school students

Curriculum and student wellbeing management

- work with teams to use data to reflect on and improve the processes of teaching, learning, student wellbeing and positive behaviour in middle school
- assist with the revision of all documents for secondary school - curriculum guide, student handbook, etc.

Middle school curriculum

- provide curriculum leadership and ensure the curriculum is documented, implemented, and reviewed with high expectations
- through curriculum planning, implement the assessment philosophy and principles
- ensure appropriate integration of IT and library skills into the curriculum
- support the counselling team to ensure integration of the social-emotional curriculum across the middle school



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Middle school wellbeing and behaviour

- assist the Secondary School Principal in implementing positive response procedures and systems of interventions focused on a restorative approach
- support student wellbeing in the middle school framed by the Be Well Charter, Stamford's core values and the IB Learner Profile
- Work with the Behaviour Specialist to support students with positive behaviour strategies connected to our school values and the IB Learner Profile
- Support teachers with classroom community agreements and to use professional judgement in determining the appropriate level of response to behaviour
- conduct community information sessions and meetings as needed to educate the community about student wellbeing, mindfulness and positive behaviour strategies

Communication

- instill a sense of quality, confidence, and pride in the school
- maintain regular written communication with faculty, parents, and students
- be openly accessible to meet with individual students, parents, teachers, and staff.

General

- teach any classes as deemed necessary
- provide any other reasonable duties delegated by the Secondary Principal

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.

Terms of Position :

- 1-year commitment
- Time release .30

Note:

The role will be renewed only by mutual consent every year. This decision shall be made in quarter 3 of each academic year. The Head of School and Secondary School Principal shall have final determination on who assumes the Middle School Curriculum and Wellbeing Coordinator position.