

Secondary German Bilingual Coordinator Role 2024-2025

Job Scope

The Secondary German Bilingual Coordinator at SISD provides professional leadership and management for their academic department, and shares responsibility for the overall achievement of each student in German Bilingual pathway.

The Secondary German Bilingual Coordinator plays a key role in ensuring the quality of teaching and learning within subjects where German is the language of instruction. Also the grade-level implementation of SISD policies and handbook procedures and that they are adhered to by students and teachers.

The duties outlined in this job description are those covered as a Secondary Subject Teacher.

The Secondary German Bilingual Coordinator should always conduct themselves in an appropriate professional manner to support and foster the aims and ethos of SISD.

Safeguarding Statement

All staff working at SISD will have some contact with children and will therefore be in regulated activity. Staff with teaching duties will be responsible for the students that they teach and may also have additional specific pastoral or other responsibilities for other students they do not teach. In addition, all staff will regularly interact with students who may seek assistance or otherwise interact with them whilst moving around the school. In all cases, the post holder's responsibility for promoting and safeguarding the welfare of the students is to adhere to and always ensure compliance with the school's safeguarding policies and procedures. The post holder is required to declare all convictions and cautions (including those which are "spent") to assess their suitability to work with children. SISD is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post holder must be willing to undergo child protection screening, including checks with past employers and provide police clearance checks.

Main Duties and Responsibilities

This not an exhaustive list of all duties/responsibilities:

The responsibilities outlined may be modified by the Head of Secondary, upon mutual agreement, to reflect or anticipate changes in the role:

- To lead and ensure the quality of instruction of subjects specific to the German Bilingual pathway
- Collaborate with Primary German Coordinator to ensure consistency of provision within the German Bilingual Pathway

- Liaise with parents regarding teaching and learning within the German Bilingual pathway.
- To lead and drive the IB curriculum in their subject area
- To update the department on relevant requirements of the DP, CP and MYP curriculum
- To conduct regular learning walks and provide feedback and coaching to the members of the department each cycle
- To monitor student progress through effective assessment techniques
- Develop, maintain, and continuously update existing unit plans and related documents and have all plans and resources updated on ManageBac
- Embrace the department focus on student-centered learning, inquiry, critical thinking and creativity
- Encourage all students to be actively engaged in their own learning and in reviewing their progress against targets
- Support the differing ability levels of students and differentiate work accordingly within the department
- Set appropriate tasks and challenges according to the published academic timetable and ensure that work is regularly evaluated with constructive feedback using SISD within the department.
- Maintain accurate records of student progress in line with departmental and school policy.

The position of Secondary German Bilingual Coordinator is one of academic leadership and administration, setting and upholding high standards of teaching and learning at SISD and promoting high expectations of student and staff conduct in their areas of responsibility. The Secondary German Bilingual Coordinator is responsible individually for leading and managing the teaching of their subject(s) Heads of Department are responsible for ensuring that the teaching and learning of the Department are in compliance with MYP, CP, DP, Council of International Schools (CIS) standards and BEST practices.

Key Relationships

Internal –Students, Teachers, Curriculum Coordinators, Subject and Grade Coordinators, Head of Secondary School, Deputy Heads of Secondary School, Support Services (Counselors and Inclusion Team), Head of Boarding and Boarding Team

External – Parents, KHDA, IB, External Stakeholders

Signed: _____

Dated: _____