



Role Description

POSITION

Language Arts Lead Teacher for Primary (See also Primary Class teacher job description as the Leader for LA will also have responsibility for a class.)

NEXUS INTERNATIONAL SCHOOL

Nexus International School Malaysia is a new international school in Putrajaya, Malaysia. Nexus International School Malaysia follows a British based curriculum, including IPC, IGCSE and IB.

OUR PURPOSE

To educate the youth of the world to take their productive place as leaders in the global community.

OUR MISSION

To be acclaimed by the world-wide international education community as a provider of the highest quality international education which is specifically matched to the needs of our expatriate and local students.

OUR CORE VALUES

RESPECTING and caring for each other
being dedicated to a culture of EXCELLENCE
openness in COMMUNICATION
acting with INTEGRITY
being PASSIONATE in what we do
creating ENJOYABLE environments

At Nexus International School Malaysia, we promise to:

- Treat everyone as gifted and talented individuals and foster those talents and gifts through careful mentorship and guidance that is based on respect for all.
- Provide an environment that allows these talents to flourish; one that is innovative, progressive and grounded in trust, compassion and respect.

The Lead Teacher for Language Arts will be responsible for teaching a class and will have around 3 hours per week non contact time

KEY OBJECTIVES OF THE POSITION

Consistent with Nexus International School policies, the Learning Area Leader will be responsible for overseeing and working with staff on:

- Establishing goals and expectations: includes the setting, communication and monitoring of learning goals, standards and expectations, and the involvement of staff and others in the process so that there is clarity and consensus about goals.
- Strategic resourcing: involves aligning resource selection and allocation to priority teaching goals.
- Planning, coordinating and evaluating teaching and the curriculum: direct involvement in the support and evaluation of teaching through regular classroom visits and feedback to teachers. Direct oversight

of curriculum in the learning area through school wide coordination across classes and year levels and alignment to school goals.

- Promoting and participating in teacher learning and development: leadership that not only promotes but directly participates with teachers in formal or informal professional learning.

ROLE

Establishing goals and expectations
<i>Key tasks</i>
<ul style="list-style-type: none"> • Report to the primary leadership team and assist in its work of leading and supporting the effective management of the school • Oversee the written guidelines and procedures for Literacy • Communicate school and curriculum goals and targets to relevant staff and parents in relation to literacy
Strategic resourcing
<i>Key tasks</i>
<ul style="list-style-type: none"> • Advise PLT on needs of Primary school when budgeting and ordering new resources • Align resources to maths goals and targets
Planning, coordinating and evaluating teaching and the curriculum
<i>Key tasks</i>
<ul style="list-style-type: none"> • Use a range of data in collaboration with the PLT to support the effective planning teaching and learning of English across the Primary school. (Support through co planning, modelling teaching) • Contribute to school wide English development, liaise with HOP, PLT, teachers and Head of English Secondary to ensure progression and continuity throughout the school • Oversee the English curriculum as the leader of the English working party. • Establish and maintain Curriculum and procedures review processes • Ensure that all staff and students are working towards the goals and targets in all curriculum areas • Define areas of the curriculum that need developing by individuals, year groups or as a primary school – based on data reviews.
Promoting and participating in teacher learning and development
<i>Key tasks</i>
<ul style="list-style-type: none"> • Promote and model teacher professional learning in content and pedagogy • Identify professional learning needs and plan for them to be part of the school development plan and meeting schedules
Ensuring an orderly and supportive environment
<i>Key tasks</i>
<ul style="list-style-type: none"> • Develop and maintain a collegial and supportive culture in Language Arts that encourages risk taking and openness • Ensure that communications with PLT, teachers, learners and parents are positive and effective, and consistent with school wide expectations • Ensure that all staff are familiar with school wide systems and processes as applicable to maths. • In collaboration with PLT ensure assessment procedures and schedules are adhered to and data is reviewed.
Other projects, duties and responsibilities
<i>Key tasks</i>

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| <ul style="list-style-type: none">• Provide leadership in the strategic development of Language Arts across the school (School Improvement Plan) |
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KEY RELATIONSHIPS

The Literacy Coordinator of Primary will develop and maintain effective working relationships with:

- **Head of Primary**
- **Primary Leadership Team**
- **Teacher Librarian and library staff**
- **Milepost Leaders**
- **Head of English KS 3**
- **All teachers**
- **Working party**

Core Competences

- Able to establish and maintain good relationships with colleagues, learners and parents
- Able to communicate effectively orally and in writing
- Can deal effectively and non confrontationally with colleagues, learners and parents
- Positively influences others
- Listens actively
- Motivates and engages with colleagues