



The British School of Costa Rica

Job Description

| | |
|------------------------|---|
| Post Title: | Personalised Learning (PL) Project Leader |
| Section: | Primary School (EYFS - KS2) |
| Accountable to: | Head of Primary |
| Working with: | Curriculum Coordinators |
| Project length: | 3 - 4 years ¹ |
| Start date: | 8th July, 2019 (flexible) |
| Note: | This is an <i>additional</i> responsibility for an existing classroom teacher; it is not a standalone position. |

Job Purpose

- To work with teachers to ensure an effective instructional program aligned with the school's guiding statements
- To research, define and implement personalised learning strategies
- To align personalised learning with the School's evolving assessment policy
- To ensure suggested curricula and associated resources are sustainable beyond the life of this post
- To provide necessary training and support for other teachers by sharing and modelling best practice

Main Responsibilities

Curriculum

- To support the development of personalised learning across curriculum areas.
- Along with the T&L Coordinators, meet with different phases to create action plans for PL.
- To foster curriculum continuity and progression between the different sections of the school

Resource Management

- To suggest appropriate resources for purchase to support personalised learning
- To order, organise, inventory and distribute resources, as appropriate

Professional Development

- To keep up-to-date in developments related to personalised learning and disseminate information through INSET and other means
- To support the professional development of other teachers in the area of personalised learning

¹ An initial contract for an international teacher at the school is two years, but this may be extended upon mutual agreement. The initial postholder will be required to have an action plan in place should the post need to be transferred to a subsequent postholder.

Person Specification - Computing Curriculum Project Manager

| | Essential | Desirable |
|---|-----------|-----------|
| Qualifications | | |
| Minimum Bachelor's degree in Primary Education | ✓ | |
| UK QTS (or equivalent) | ✓ | |
| Relevant Master's degree | | ✓ |
| Experience | | |
| Experience in the development and implementation of Computing curriculum | ✓ | |
| Bilingual speaker (English/Spanish) | | ✓ |
| Experience managing people | | ✓ |
| Experience as a positive team member | ✓ | |
| Professional Knowledge and Understanding | | |
| Up-to-date with current changes in education from around the world | ✓ | |
| Familiar with the International Primary Curriculum (IPC) or other thematic-based curriculum | ✓ | |
| Be a Google Certified teacher | | ✓ |
| Understand what constitutes good practice in the relevant phase | ✓ | |
| Professional Skills and Attributes | | |
| An excellent classroom practitioner | ✓ | |
| An up-to-date and innovative classroom practitioner, not afraid to push the boundaries when it comes to helping students learn; be open to change | ✓ | |
| Ability to use and present data in such a way as to support the effective tracking of individual pupil progress | | ✓ |
| Excellent ICT knowledge and skills relating to teaching - demonstrate and model the effective use of ICT to enhance learning and teaching | ✓ | |
| Willingness to develop professionally and personally | ✓ | |
| Personal Qualities | | |
| Have a flexible approach to working and enjoy being a positive team member | ✓ | |
| Have excellent oral and written communication skills | ✓ | |
| Be able to manage own workload effectively and respond swiftly to tight deadlines | ✓ | |

| | | |
|--|---|--|
| Good interpersonal skills with the ability to enthuse and motivate others and develop effective partnerships | ✓ | |
| Willingness to share expertise, skills and knowledge and ability to encourage others | ✓ | |
| Willingness to run in-school Professional Development | ✓ | |
| Practice equal opportunities in all aspects of the role and around the school, in line with policy | ✓ | |
| Maintain a personal commitment to Professional Development linked to the competencies necessary to deliver the requirements of the post, including being reflective on their own practice and the practice of others | ✓ | |