



Job Description – Academic Coordinator

LUC-FGA Preschool enjoys an innovative way of thinking in education and a variety of teaching resources, aiming to provide global-minded families with the best international bilingual and cross-curricular education. We, as enthusiastic and passionate early year's practitioners, have come together from all over the world in order to create a dream of future education.

Reports to:

- Academic Director
- Principal
- LUC-FGA Stakeholders

Core Purpose

Educators at LUC – FGA Preschool make the education of their learners their first concern, and are accountable for achieving the highest possible standards in work and conduct. Our Educators act with honesty and integrity; have strong subject knowledge; keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their learners.

This role of Academic Coordinator involves leading the LUC-FGA program and supporting in line-managing the Year Group Coordinators in a designated campus, Class Teachers and all other members of the Academic Team. The post holder is accountable to the Senior Leadership in their respective areas of whole school management.

Main Purpose of the Academic Coordinator

- To provide and lead the strategic direction for LUC-FGA in line with the school's guiding statements and the school development plan under the accountability of the Academic Director's whole school vision and as directed by The Little Urban Center Education Group.
- Demonstrate professional behaviours and leadership that moves LUC-FGA Preschool towards exemplary performance and serves as a role model to others within the profession.
- The Academic Coordinator ensure that the standards of teaching, learning and attainment in all areas of school life within LUC-FGA reflect the school's guiding statements, mission and vision. Assuming responsibility for the day-to-day management of the Academic



Team and resources of the provisions, overseeing Year Group.

- Ensure a high priority is given to the implementation and management of safeguarding, health and safety and that LUC-FGA policies and procedures are adhered to, so ensuring appropriate risk assessment and action that appropriate information, training and supervision is made to ensure the health and safety at work of employees ensuring that all LUC-FGA policies and procedures are implemented and upheld to the highest possible standard.

Person Specifications

Aptitudes, Disposition, Skills:

- A motivating and inspirational educator and leader
- Passionate, dedicated and experienced early years educator
- Able to demonstrate an understanding of child development from 2 to 6 years old
- Committed to the LUC-FGA Preschool values and philosophy
- Innovative, flexible, calm and efficient under pressure
- Strong interpersonal and decision-making skills
- Excellent communication skills including use of ICT
- Outstanding organizational and administrative skills
- Capable of forming and expressing an independent view, whilst working effectively as part of a team
- Friendly with a professional approach capable of inspiring confidence and resolving issues

Professional Responsibilities

The post holder will be required to exercise his/her professional skills and judgement to carry out, in a collaborative manner, the professional duties set out below:

Strategic Direction and Development of the whole LUC-FGA

- Share the vision and positive ethos for the future of LUC-FGA, which embraces the purpose, mission and strategic targets set in the school's guiding statements and as detailed in the school development plan;
- Implement and review an LUC-FGA Improvement Plan, that contributes to the Whole School Development Plan, to ensure that appropriate priorities and targets for the improvement of pupils' learning, are identified and the necessary resources are clearly allocated;
- Ensure all Teaching Staff are committed to the school's vision and mission, and are motivated and involved in the achievement of the priorities and targets which the school



sets for itself, and are provided with the necessary support and guidance in order to implement the relevant action plans successfully;

- Monitor, evaluate and review the impact and effectiveness of the LUC-FGA Policies and Whole School Policies as relevant to the campus and take appropriate action or advise the Academic Director accordingly;
- Ensure all relevant educational developments are implemented as needed to meet the needs of LUC-FGA;
- Support in managing change within the campus judiciously;
- Inspire stakeholder confidence in LUC-FGA

Teaching and Learning

- Promote and maintain an environment within LUC-FGA that secures high standards of planning, organisation, teaching, learning, behaviour and achievement;
- Implement the LUC-FGA curriculum framework in a way that is relevant to the needs of the learners and enables all learners to achieve;
- Monitor and evaluate the quality of teaching and standards of learning and achievement for all learners in the LUC-FGA;
- Maintain and develop the LUC-FGA extended curriculum and co-curricular programme in collaboration with other Academic Director and Management;
- Maintain and promote an effective partnership with learners, parents to support and improve learner achievement and personal development.
- Further develop the understanding of all policies and procedures of the school and being able to communicate effectively between the school, team members, parents, outside members and the LUC-FGA community as a whole.
- Provide cover lessons in the absence of a staff member.

Leading and Managing Staff

- Ensure the professional duties of all teachers and teaching assistants within LUC-FGA as defined in the terms and conditions of staff contracts and job descriptions, are fulfilled;
- Plan, allocate, support and evaluate work undertaken by groups, teams and individuals within LUC-FGA, ensuring clear delegation of tasks and devolution of responsibilities;
- Ensure systems are in place for the performance management of all staff and that their effectiveness is monitored;
- Directly manage the Year Group Coordinators in their roles and be accountable for them.
- Develop open and honest relationships with all staff, learners and parents, providing information, support and objective advice as appropriate;



Effective Deployment of Staff and Resources

- Monitor and review the deployment of LUC-FGA staff such that the learning needs of groups and individual pupils are met;
- Lead, co-ordinate and monitor the Continuing Professional Development of LUC-FGA staff, including support staff;
- Lead Parent Information Sessions to share educational philosophy and practice
- Monitor and review the use of resources in order to ensure the principles of best value are achieved within LUC-FGA.
- Manage the school physical environment efficiently and effectively ensuring the school is a safe, healthy and attractive place for learning;

Accountability

- Work closely with the Academic Director and Academic Coordinators of the LUC-FGA Group to ensure that all expectations, standards, procedures and systems are built on throughout the LUC-FGA Group and provide a natural progression for pupils and staff between the four schools;
- Work closely with the Academic Director, Principal and the Administration Staff on all operational matters related to the smooth running of the LUC-FGA facilities;
- Provide information, objective advice and support to the Academic Director and Principal to enable them to meet their responsibilities;
- Continue to develop an organisation whereby all staff recognise that they are accountable to the success of the school;
- To maintain confidentiality in all matters relating to the LUC – FGA Education Group;
- Monitor and evaluate the performance of LUC-FGA and regularly present coherent and accurate accounts to inform the School Evaluation Process and its stakeholders;
- Ensure that parents and pupils are well informed about the curriculum, attainment and progress towards their targets;

Whilst every effort has been made to explain the main duties and responsibilities of the Academic Coordinator role, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

LUC is committed to safeguarding and promoting the welfare of all the students in our care and expects all applicants to share this commitment. We follow safe recruitment practices, which are aligned to the recommendations of the International Task Force on Child Protection. We hold ourselves to a high standard of effective recruiting practices with specific attention to child protection.

All appointments are subject to an interview, identity checks, criminal record checks,



successful references, as well as due visa and work permit process as required by Chinese law.

The Little Urban Center Preschool

