

Revised: April 2024

Review: April 2025

Revised by: BCIS Cambridge Programme Principal

JOB DESCRIPTION

Purpose of role

In alignment with the BCIS mission, vision and values, support students in the Cambridge programme. The Academic Coordinator is a vital role to help ensure that students have the best possible preparation for their exams and are apprised of their progress and expectations.

Responsible to

The Cambridge Principal for all aspects of the role.

Responsible for

Teachers, students, and parents in the Cambridge programme seeking better preparation for and understanding of the expectations for IGCSE, AS, and A Level examinations.

Key Responsibilities (Teachers and Curricula)

- Monitor program and curricular pacing
- Ensure teachers have full knowledge of their curricula
- Monitor data recording (formative and summative assessments)
- Monitor relevance of data recorded
- Monitor balance and validity of summative and formative assessments
- Participate in the Professional Development and Growth process for IGCSE, AS, and A Level teacher (evaluation and feedback of lessons)
- Conduct interventions where necessary to ensure material is delivered in a contemporary teaching style that acknowledges the diverse learning and cultural needs of BCIS students

Key Responsibilities (Students)

- Improve the communication and “connection” between students and teachers
- Monitor grades/assessments/progress and
- Conduct meetings with families when grades drop to C or below (when necessary the subject teacher/Principal/Head of Secondary/School Counselor/Careers Counselor)
- Develop clear individual educational plans/academic improvement plans for students with grades C or below
- Supervise a “study hall” for Year 10-13 students (ensure students are supervised and using their time wisely)
- Fulfil the requirements of KS4 and 5 Coordinator
- Conduct one to one academic interventions/counselling
- Track progress using the school’s university profile builder (currently using Unifrog)
- Monitor attendance and conduct interventions when necessary
- Survey course selection preferences for IGCSE, AS, and A level
- Conduct meetings with students/families to discuss course selection and impact (these meetings may be conducted with the Head of Secondary, Deputy Head, Careers Counsellor, Socio-emotional counsellor, Principal when deemed necessary).

Key Responsibilities (Teaching)

- Conduct at least one IGCSE, AS, or A level course

Communication

- Communicate with students, parents, teachers, socio-emotional counsellor, careers counsellor, Deputy Head of Secondary, Head of Secondary, Principal to ensure the above key responsibilities are being conducted smoothly

Professional Development

- Network with colleagues in other international schools globally.
- Take advantage of BCIS' membership of the Council of International Schools and utilise their services as appropriate.
- Keep abreast of current global university trends via workshops and webinars.
- Participate in the school, department and individual review process (School Self-Evaluation)
- Actively seek opportunities for CPD/ professional learning in order to keep up to date with current best practice in UK and world-wide
- Attend such meetings, workshops and courses provided in school which support the School Improvement Plan
- Participate in the whole school vertical meetings with primary and secondary staff
- Provide appropriate CPD/ professional learning for colleagues as needed

General

- Attend and participate in the organisation of school events, productions and sporting events when required
- Take responsibility for Health and Safety matters for the area where you work and report any matters that are a hazard; thus ensuring that adequate safety precautions are taken with the students
- Follow the Child Protection and Safeguarding policy at all times
- Ensure that all behaviour issues are dealt with in accordance with the BCIS Behaviour Policy
- Supervise areas of the school as outlined in the Supervision Duty Rota
- Be a role model for students and ensure adherence to the Staff Code of Conduct
- Carry out other related duties as required by the Academic Leadership Team (ALT).

This job description forms part of your Employment Agreement. It has been prepared for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the appraisal process or as appropriate.