

JOB DESCRIPTION OF THE FOUNDATIONAL YEARS COORDINATOR **(NURSERY TO CLASS 2)**

Job Profile:

The Foundational Years Coordinator will be responsible for overseeing the educational and developmental activities of students from Nursery to Class 2. The individual will work closely with teachers, parents, and other members of staff to ensure a nurturing and stimulating learning environment for young children.

Key Responsibilities:

Curriculum Development: Collaborate with teachers to design and implement age-appropriate curriculum and learning activities that align with educational standards and developmental milestones.

Teacher Support: Provide guidance, training, and support to teachers to enhance their understanding of early childhood education principles and best practices.

Student Assessment: Develop and implement assessment strategies to monitor student progress and identify areas for improvement. Provide feedback to teachers and parents on student performance.

Parent Communication: Establish open and effective communication channels with parents to keep them informed about their child's progress, developmental milestones, and any concerns.

Classroom Observation: Conduct regular classroom observations to evaluate teaching methods, classroom management techniques, and student engagement levels.

Resource Management: Manage and maintain a variety of educational resources, materials, and equipment to support teaching and learning activities.

Collaboration: Foster a collaborative and supportive work environment by facilitating teamwork, sharing best practices, and promoting professional development opportunities for staff.

Child Welfare: Ensure the safety, well-being and emotional development of students by implementing appropriate policies, procedures, and intervention strategies.

Reporting SOPs

The Foundational Years Coordinator will report details of grades Nursery to class 2 in the following domains to the Head of the Junior School, Vice Principal and the Principal:

- **Data Collection:** Specify methods for collecting data on student progress, attendance, and behavior.
- **Analysis Protocol:** Define procedures for analyzing data to identify trends, strengths, and areas for improvement.
- **Reporting Timeline:** Establish a regular reporting schedule, outlining when reports should be compiled and disseminated.
- **Stakeholder Communication:** Detail how reports will be shared with relevant stakeholders, including teachers, parents, and administration.
- **Action Plan Implementation:** Describe protocols for using report findings to develop action plans and monitor their effectiveness in addressing identified needs.

Qualifications and Skills:

Bachelor's degree in Early Childhood Education or a related field. Master's degree preferred. Previous experience working in a similar role or in early childhood education. Strong understanding of child development principles and educational theories. Excellent communication, interpersonal, and leadership skills. Ability to multitask, prioritize responsibilities, and work effectively under pressure. Proficiency in educational technology and software applications. Certification in early childhood education or relevant credentials preferred. Working Conditions:

The role primarily operates in an educational setting, including classrooms, offices, and outdoor play areas.

May require occasional evening or weekend hours for parent meetings, school events, or professional development activities.
