



St. Joseph's Institution International School

POSITION DESCRIPTION

Job Title:	<i>Class Teacher & Upper School Coordinator</i>		
Reporting To:	<i>Assistant Principal Academics for academic matters; Assistant Principal (Operations & Pastoral Care) for pastoral and operational matters</i>		
Direct Reports:	<i>Heads of Year (Key Stage 2 year groups); Key Stage 2 Teaching Assistants not assigned to a Head of Year</i>		
Effective starting from:	<i>1 August 2027</i>	To:	<i>31 July 2029</i>

Primary Purpose: The Upper School Coordinator provides day-to-day academic and pastoral leadership for Key Stage 2 (Years 4 to 6) within the spirit of the school's Lasallian Values. The Coordinator ensures the consistent, high-quality delivery of the curriculum (Singapore Maths, the International Primary Curriculum, Science, and reading/writing provision) and the pastoral wellbeing of every child in Key Stage 2, leading the Heads of Year who provide day-to-day first-line contact for teachers, teaching assistants, and parents, and using pupil data to drive improvement and prepare pupils for transition to secondary education.

General Duties and Responsibilities

As the Upper School Coordinator, the post-holder will:

- Demonstrate an explicit commitment to the philosophy, mission, and vision of the school in keeping with core Lasallian values.
- Act as a visible, approachable leader for pupils, staff, and parents within Key Stage 2.
- Foster a positive, collaborative team culture among Key Stage 2 teachers and teaching assistants.
- Ensure consistency of routines, expectations, and standards across all Key Stage 2 classes.
- Liaise closely with the Lower School Coordinator to ensure smooth transitions between Key Stage 1 and Key Stage 2.
- Report regularly to both Assistant Principals on academic progress and pastoral matters within Key Stage 2.
- Model excellent classroom practice, teaching a timetabled class or providing coverage as required.

Specific Duties and Responsibilities

1. Academic Leadership within Key Stage 2

- Lead the effective delivery of Singapore Maths, IPC, Science, and reading/writing provision within Key Stage 2, ensuring planning is ambitious, coherent, and matched to pupils' needs.
- Quality-assure teaching and learning through learning walks, book scrutiny, and informal observation, feeding back to the Assistant Principal Academics.
- Lead section-level moderation and standardisation of assessment judgements, including preparation for any external benchmarking.
- Support the induction and development of new and early-career teachers within Key Stage 2.



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- Embed Project-Based Learning, independent research skills, and purposeful technology use appropriate to Key Stage 2.
 - Lead preparation for transition to secondary education, ensuring pupils are academically and socially ready.
 - Resolve the large majority of day-to-day academic matters within Key Stage 2 directly — planning support, resourcing, minor performance concerns — escalating only significant, persistent, or safeguarding-linked concerns to the Assistant Principal Academics.
 - Hold Heads of Year accountable for effective day-to-day SEN/EAL provision and Teaching Assistant deployment within their year group, working with the SENCO and EAL Leader; monitor section-level SEN/EAL progress within Key Stage 2.
- 2. Data, Assessment & Pupil Progress**
- Maintain an accurate, up-to-date overview of attainment and progress data for every pupil in Key Stage 2.
 - Lead section-level pupil progress meetings with the Heads of Year (who gather input from class teachers within their year group), agreeing and monitoring targeted interventions for individuals and groups, and bring section-level data to the termly whole-ES pupil progress review led by the Assistant Principal Academics.
 - Use standardised and internal assessment data to identify gaps and inform planning, intervention, and resource allocation.
 - Report section-level attendance, behaviour, and wellbeing data and trends to the Assistant Principal (Operations & Pastoral Care) each term, alongside academic data reported to the Assistant Principal Academics.
- 3. Pastoral Leadership within Key Stage 2**
- Hold the Heads of Year accountable for being the first point of contact for pupils, staff, and parents on day-to-day pastoral matters within their year group, resolving the large majority of routine issues directly using restorative, virtues-based conversations; act as the point of escalation for concerns a Head of Year cannot resolve, and personally manage serious, repeated, or safeguarding-linked cases within Key Stage 2.
 - Implement the school's behaviour and anti-bullying policies consistently, embedding the SJIS Character Strengths and the language and practice of the Virtues Project (e.g. Virtue of the Week, restorative conversations) into daily Key Stage 2 routines, working with the Head of Character and Virtues and Key Stage 2's Virtues Champion.
 - Support pupil transition into secondary school and, in liaison with the Lower School Coordinator, transition from Key Stage 1, within the ES-wide transitions framework set by the Assistant Principal (Operations & Pastoral Care).
 - Monitor attendance and punctuality within Key Stage 2, following up on concerns promptly.
 - Support pupil voice and leadership opportunities (e.g. student council, buddy systems) within Key Stage 2.



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4. Staff Development & Team Leadership

- Coach, mentor, and support the professional growth of Key Stage 2 teachers and teaching assistants.
- Personally lead the performance appraisal and classroom observation cycle for the Heads of Year; quality-assure and moderate the appraisals Heads of Year conduct for teachers and teaching assistants in their year group, in line with the whole-school framework set by the Assistant Principal Academics.
- Lead or contribute to Key Stage 2 professional development sessions.

5. Operations & Safeguarding

- Coordinate Key Stage 2 logistics for trips (including residentials), assemblies, and events, working within the frameworks set by the Assistant Principal (Operations & Pastoral Care).
- Apply the ES master duty rota and day-to-day supervision arrangements within Key Stage 2, flagging gaps or conflicts to the Assistant Principal (Operations & Pastoral Care).
- Ensure accurate, day-to-day use of the school's MIS for attendance, behaviour, and assessment recording within Key Stage 2.
- Embed practical sustainability routines (e.g. resource use, waste, care of the environment) into Key Stage 2 life, in support of the school's 'Entering to Learn, Leaving to Serve' strategic pillar.
- Act as a vigilant member of the ES Safeguarding Team, promptly reporting concerns in line with child protection procedures.
- Perform any other duties and tasks as reasonably required by the Assistant Principals or Deputy Principal.