

Appendix 1

Head of Academics Pre School

This document is a general outline of the three main tiers of responsibility but is not limited to only these within Brainworks - Total Group of Schools. To continually grow and keep pace with an ever developing education system these roles may change or be expanded from time to time. The first role is to be the **Head of Academics Pre School**. As the Head of Academics you will also be the instructional leader of all Pre School programs at all branches. This includes:

- Supervise and/or develop Scheme of Work and ensure academic planning is in alignment with school policy and best practices.
- Supervise and/or develop Curriculum and ensure academic planning is in alignment with school policy and best practices.
- Understand and be able to teach the Jolly Phonics system.
- Liaise with the training department to conduct training sessions for local and expat teachers to ensure the smooth introduction of Jolly Phonics.
- Ensure that every school is equipped with the necessary teaching aids, curricula, and lesson plans to ensure the teacher has everything to operate and new employees can begin work with little difficulty.

- Learn and understand the “Reading Mastery” program
Liaise with the officer in charge of integrating reading mastery and fast forward to ensure its smooth operation in all branches.
- Oversee the introduction of any new curriculum into all Pre School branches.

- Supporting the academic advancement of the students
- Assessing student achievement
- Monitor staff performances, organize and be involved with classroom observation and feedback.
- Helping teachers with positive and productive teaching practices through professional development and other related interventions
- Providing progress reports on a regular basis to School management.
- Conduct semi-annual performance reviews with all expat teachers.
- Maintain personal files and professional development records of staff.
- Learn and understand how the Chinese department is an integral part of the school.
- Help Organize educational, unique, and stimulating class trips for all preschools.
- Create themed lessons to help students embrace and celebrate other cultures.
- Liaise with the Primary School coordinator and other Primary School management members to ensure a smooth flow of curriculum and learning in order that it smoothly flows through to Primary students.

The second tier of responsibility is to ***manage the foreign and local teaching staff in their teaching roles***. This role requires:

- Providing orientation to new staff members.
- Insuring that ex-pat teachers have their teaching needs taken care of.
- Holding regular weekly meetings with Pre School ex-pat teaching staff to support their work
- Providing instructional support when necessary
- Developing systems and strategies that integrate the ex-pat and host country national teachers on all levels
- Act as a rendezvous between expat teachers and local teachers to resolve issues that need outside assistance. The Coordinator will first give recommendation tactics to expats, if this fails, the Coordinator will assist by speaking with the local teacher with the assistance of the Head of School to give constructive recommendations to resolve the issue.
- Coordinate attendance of expat teachers to attend school functions and that they are dressed in a professional manor that represents the values of the school.
- Order equipment or supplies to successfully implement new programs.
- Incorporate teacher suggestions of merit into lessons.
- Increase the level of communication between expats and local teachers.

The third tier of responsibility pertains to being an ***internal and external school ambassador***. Tied to this role are the following points:

- Creating relationship with parents
- Keeping parents informed of department related events
- Writing weekly communiqué to parents on school and educational issues.
- Assisting in developing ways to involve students, parents, and other stake-holders in school functions
- Support Brainwork's participatory approach to early learning by actively encouraging parent participation in all aspects of school life.
- Continually seek ways to promote Total Brainworks as a high quality early childhood program by both bringing professionals to Total Brainworks for a variety of forums and by being actively present in the external early childhood community.
- Developing constructive relationships with the other departments in the school
- Strategic planning in regards to cross-department collaboration, meeting academic goals, alignment of assessments with teaching.
- Liaise with HOS in organizing parent meetings at the beginning of each academic year.
- Promote and attend family social, recreational or educational activities.
- Liaise with Head of School as to timetables, lesson allocations and scheduling issues
- Liaise with systems department concerning examination requirements.
- Help conduct an annual evaluation of the program that includes the opinions of families and staff.
- Create themed lessons to help students embrace and celebrate other cultures.