



## Shanghai Singapore International School

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### **Job Title: English Language Acquisition (ELA) Curriculum Coordinator / Primary School ELA Teacher**

#### **Our School:**

Founded in 1996, the Shanghai Singapore International School aims to develop each student into a responsible global citizen, with a strong sense of character preparing them for success in any life or career path they may choose. Our philosophy, vision, and mission are to educate students in an environment that will not only equip them with a high level of content skills and information but also help them to learn the behaviours associated with global citizenry and the concept of being humanitarians and caring individuals.

#### **Reports to:**

Director of Student Services                      Divisional Principals

#### **Organisational relationships:**

Divisional Heads of English Department                      Saturday Cambridge Centre Manager

#### **Works Collaboratively with:**

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|-----------------------------------|---|
| 1. ELA Teachers                   | 4. Divisional Coordinators                      |
| 2. Divisional Principals          | 5. Instructional Faculty                        |
| 3. Divisional Heads of Department | 6. Counsellors and Learning Support Specialists |

### **1. Position Overview**

The Shanghai Singapore International School seeks an experienced English Language Acquisition (ELA) Curriculum Coordinator to join our team. The ELA Curriculum Coordinator is responsible for designing, developing, and implementing a practical English Language Acquisition (ELA) curriculum for grades K-12. The ELA Curriculum Coordinator will work collaboratively with Heads of English departments, teachers, administrators, and other educational stakeholders to ensure all students receive a standards-based, rigorous, and engaging ELA education. The successful candidate should have strong interpersonal and problem-solving skills to collaborate effectively with other SSIS faculty members and should also be creative, organised, and passionate about fostering students' success in their language learning journey.

### **2. General Responsibilities**

- Plan and coordinate the ELA programme curriculum and instruction across all school divisions. The ELA programme includes the Saturday Cambridge Programme.
- Ensure the lessons are aligned with the Cambridge assessment objectives and standards.
- Liaise with the Heads of the English Department and Saturday Cambridge Centre Manager and provide leadership in developing, implementing and revising curriculum.
- Manage and evaluate student performance, providing regular feedback to the Director of Student Services and Principals on the progress of all students.
- Write and execute lesson plans, assessments, or other instructional routines/frameworks.



- f) Model effective literacy and intervention instruction in the ELA classes and English classes.
- g) Prepare necessary statistics and reports related to instructional activities.
- h) Assess students' MAP testing results and collaborate with the English department to review the ELA curriculum in alignment with the English curriculum.
- i) Conduct regular meetings with the team and lead ELA teachers to ensure curriculum alignment under the supervisor's direction.
- j) Ensure the team understands curriculum content, planning expectations, resources and assessment.
- k) Facilitate professional development around ELA curriculum and instruction.
- l) Ensure adequate materials, equipment, and supplies for the division's ELA instructional programme.
- m) Encourage and promote co-planning and co-teaching with English and ELA teachers.
- n) Serve as a resource to the school's administrative staff regarding English instruction and the needs of students.
- o) Ensure proper documentation of the curriculum.
- p) Encourage new approaches, methodologies and initiatives within the department.
- q) Oversee assessment for progress monitoring and ELA programme entrance and exit.
- r) Engage in ELA Teacher's Appraisal
- s) Model non-discriminatory practices in all activities.
- t) Other duties as assigned.

## 2.1 Responsive Services

- a) Ensure teachers understand the Student Support referral process, including the ELA referrals.
- b) Consult with parents, teachers, administrators, and community agencies regarding strategies to help students and families.
- c) Manage documents and files related to students' plans and progress and help maintain the recording and monitoring systems related to additional educational needs.
- d) Collaborate with the team during the Referral Process: Provide learning plans (AP/ILP), accommodations and recommendations; Carry out observations and monitor student performance; Communicate with teachers, parents and/or external agencies throughout the referral process.
- e) Participate positively in departmental meetings and committees; follow policies and contribute to effectively and efficiently running the Student Services and school.
- f) Provide transition support to families and students moving in and out of the school/community.
- g) Attend and be active in Student Services ELA Team meetings.
- h) Attend meetings with Principals and /or Assistant Principals.
- i) Work with HODs and Counsellors to make sure students have the necessary support.
- j) Plan and execute school-wide activities, events, with relevant HODs, Divisions, or external parties (e.g. parent or teacher workshops)
- k) Assume other responsibilities as assigned by the Director of Student Services and Principals.

## 2.2 SEN / Extension Curriculum

- a) Provide co-planning and teaching of the school curriculum to ensure differentiated content, process, and product, to ensure that learners at different starting points can receive the instruction they need to grow and succeed.
- b) Collaborate with subject area and grade level teams to enrich differentiation practices and components of their content curriculum and instruction.



- c) Provide co-planning and teaching of the modified curriculum for students with identified needs.
- d) Conduct small group learning activities outside and inside the classroom to respond to students' identified needs and interests (e.g. running English support sessions during our After School Programme).
- e) Facilitate workshops and informational sessions for parents, staff, and faculty to address the needs of the school community and to reflect the SEN / Extension pathways and curriculum.
- f) Promote awareness of the unique nature of life within the international community and seek opportunities to address internationalism across the curriculum.

## **2.3 Miscellaneous**

- a) The roles and responsibilities of the ELA Curriculum Coordinator are not constrained by the job descriptions above mentioned. This document serves as a guide for the ELA coordinator and teachers.
- b) Undertake other duties as requested by the Director of Student Services (PN-12).

## **3. Qualifications and experience required:**

- a) Bachelor's Degree in English or Education is required, Master's Degree is preferred
- b) K-12 license or certification in Teaching
- c) Proficient in English (native-level fluency preferred)
- d) A minimum of 3-5 years of language teaching experience preferred
- e) At least 3 years of curriculum design experience preferred
- f) Knowledge of language acquisition strategies
- g) Ability to analyse and evaluate student performance data (MAP, Cambridge assessments, WIDA)
- h) Excellent written and verbal communication skills. Ability to communicate effectively with students, parents, teachers and others.
- i) Skilled in the use of technology for student planning and documentation.
- j) Demonstrated commitment to the safeguarding and welfare of children and young people.
- k) Demonstrated ability to serve as a leader engaged in system-wide change.
- l) Demonstrated advocacy for students' personal and educational needs. Demonstrated ability to build effective teams to work toward the common goals of equity, access, and academic and social success for every student.
- m) Ability to work in a dynamic and fast-paced environment.
- n) Skilled in the use of technology for student planning and documentation.
- o) Proven ability to bring about and support change. Positive attitude. Proven ability to build programs.
- p) Willingness to reinforce our School Mission, Philosophy, and Values.

