

Job Description

French International Programme Director (FIPD)

Department: Primary
Term Of Employment: Initial two-year and subsequent annual contract. 195 Days
Band: Faculty
Reporting Accountability: Responsible Primary Principal

Shekou International School provides a rigorous education in a caring community and inspires our students to become principled, innovative contributors in a transforming world.

Safeguarding:

SIS is committed to safeguarding children's and young people's welfare and expects the same from its employees. All new staff employment approval will be subject to two satisfactory employment checks and enhanced pre-employment clearance, including identity checks, criminal background checks, qualification checks, and employment checks, including an exploration of any gaps in employment. Diversity, Equity and Inclusion are the responsibility of all SIS staff.

Scope of Responsibility:

In addition to teaching responsibilities, the French International Programme Director (FIPD) contributes to all-around improvements of the FIP through the structures they create for teachers to learn and work together effectively. The FIPD also serves as a liaison between the FIP and the school leadership so that school-level decisions are informed by ongoing, two-way communication between teachers and other school leaders.

The FIPD will work closely with the Language Acquisition Learning Lead in Secondary to support a smooth transition from Grades 5 to 6 and the continuity of the French programme across all grades.

Major Duties and Responsibilities:

Serve as a FIP leader:

- Provide leadership in the collection and analysis of French language acquisition.
- Lead the creation and implementation of the team and grade-level goals.
- Assist in facilitating school-wide staff development activities.
- Provide the necessary information, encouragement, and support for team development.
- Observe and demonstrate instructional strategies.
- Be current on research-supported best practices.
- Serve as a liaison between the team and school leaders:
 - Collaborate with school leaders and colleagues to address team, grade-level and instructional needs.
 - Ensure that team meeting findings and conclusions are communicated to school leaders.
 - Collaborate to develop priorities for academic improvement.
 - Act as a liaison between school leaders and teachers to ensure effective communication.
 - Communicate team needs and concerns to the principal.
- Contribute regularly to the Primary News.
- Lead FIP events.
- Support Admissions for FIP enrolment and marketing for FIP promotion.
- Support with curricular questions and needs when required.
- Assess the students applying for the SIS Scholarship.
- Liaise with external French agencies (such as AEFÉ, French consulate, French embassy, French community, etc.).
- Work with the Secondary Language Acquisition Lead for programme continuity and transition.
- Develop understanding and support the implementation of Diversity, Equity, Inclusion, Justice and Belonging (DEIJ&B) initiatives and related matters.

Team facilitation responsibilities:

- Plan and facilitate meetings focused on developing an effective, respectful FIP section.
- Schedule meetings, develop meeting agendas and keep the team on task.
- Assist in facilitating school-wide staff development activities.
- Maintain a summary of team meetings available on O365.
- Maintain an updated calendar of events, projects and deadlines.

Required Qualifications, Skills, Experience and Attributes:

To perform this role successfully, an individual must be able to perform each essential responsibility listed above satisfactorily. The requirements below represent the required knowledge, skill and/or ability.

- Previous leadership experience
- A minimum of five years of teaching experience.
- Excellent facilitation, organisational oral, and written communication skills in both French and English

- Ability to work well with students, teachers, families, and school leaders and committed to collaboration with all stakeholders for the benefit of students
- Demonstrated excellence in teaching
- Knowledge of best practices for instructional strategies, classroom management, and behaviour management
- Ability to apply knowledge of current research and theory in the field
- Ability to define problems, collect, review and analyse French language data, establish facts and draw conclusions
- Knowledge of grade-level curriculum, assessment, and instruction
- Strong technology skills
- Demonstrated positive interpersonal skills
- Demonstrated success as a creative problem solver
- Demonstrated success as a reliable team member

Compensation:

In addition, up to approximately 50% of release time, the FIPD will receive a yearly stipend of \$5000, which the school will pay at the end of the year.

This position description is designed to outline primary duties, qualifications, and job scope but not limit the employee nor SIS to only the work identified.

Professional Growth and Evaluation:

The FIPD performance standards developed with the Primary Principal.