

STEAM Coordinator P-6 | Position Description



Position title: STEAM Coordinator P-6

Reporting to: Head of Junior School

Position summary:

The STEAM Coordinator P-6 is directly responsible to the Head of Junior School for overseeing all STEAM programs relating to Prep – Year 6. The STEAM Coordinator P-6 works with the Junior School Curriculum and Dalton Coordinator, the Junior School Year Coordinators, Hillingdon STEAM Teacher and staff to lead and assist them to develop the respective areas of the Ascham strategic plan so that the Junior School maintains an innovative curriculum that enables the students to attain academic excellence. This includes supporting staff in implementing programs that utilise fully the Dalton Plan and the School's Learning Management System (CANVAS).

Specific Accountabilities

- Oversee, implement and promote STEAM (Science, Technology, Engineering, the Arts and Mathematics) programs P-6
- Collaborate with class teachers and co-teach STEAM lessons in P-6
- Liaise with the STEAM Teacher P-2 to implement STEAM lessons in the early years
- Ensure academic and learning opportunities for all girls in STEAM

Duties and Responsibilities:

Leadership

- Articulate a coherent and robust educational philosophy, consistent with the School's ethos and values and curriculum vision, in collaboration with the Junior School Curriculum and Dalton Coordinator and Head of Junior School
- Assist the Junior School Curriculum and Dalton Coordinator to develop and lead new initiatives with teaching and learning and develop a culture of teachers as learners
- Assist the Junior School Curriculum and Dalton Coordinator to lead the Junior School staff in maintaining a contemporary pedagogy, inclusive of the Dalton Plan, that achieves best practice for all students, especially in the areas of STEAM
- Disseminate information and lead discussion about innovative and exemplary curriculum practice
- Facilitate appropriate consultation between all levels of the Junior School
- Be a member of, and network with, relevant professional bodies
- Attend school functions

Curriculum

- Assist the Junior School Curriculum and Dalton Coordinator to oversee curriculum development in STEAM from Prep to Year 6 including thorough syllabus documentation for each learning area
- Assist the Junior School Curriculum and Dalton Coordinator to integrate Dalton strategies and the School's LMS (CANVAS) into the Junior School curriculum to ensure consistency and differentiation of STEAM programs

- Liaise with the Director of Curriculum and Learning and Senior School staff to coordinate the curriculum in STEAM
- Maintain a knowledge and understanding of current educational research, particularly pertaining to the education of girls and STEAM programs

Teaching and Learning

- Oversee the integration of STEAM programs throughout the Junior School
- Model and co-teach STEAM lessons with classes P-6
- Oversee STEAM programs, such as Robotics, Scratch, Coding, Computational Thinking
- Liaise with the Year Coordinators and teachers in matters of student progress, expectations and homework
- Model exemplary teaching, assessment and reporting practice

Assessment

- Assist the Junior School Curriculum and Dalton Coordinator to identify students requiring additional STEAM and extension programs through appropriate assessments

Staffing

- Lead, model and educate staff about the integration of STEAM programs
- Lead, educate and support staff in using new technology linked to the School's LMS (CANVAS)

Administration

- Assist with the management of Junior School events
- Support to maintain an ordered school environment, including cleanliness, uniform and punctuality

Communication

- Maintain excellent school – home communication channels including: writing articles for school publications, Parent / Teacher conversations and speaking at Information Evenings
- Assist with planning for staff meetings, parent-teacher meetings, events, assemblies, Open Days etc
- Promote the School positively on all occasions

Facilities

- Manage and oversee the ICT/ STEAM teaching and learning spaces, facilities and resources for Junior School students and staff to ensure they are suitable, sufficient and appropriate
- Assist the Junior School Curriculum and Dalton Coordinator to oversee the integration and installation of appropriate technology in the Junior School

Reporting Lines

- Reports to Head of Junior School
- Direct – Junior School Curriculum and Dalton Coordinator, Junior School Year Coordinators and Specialist teachers in the areas of STEAM Curriculum
- Indirect – Deputy Head of Junior School, P-2 Coordinator, Director of Curriculum and Learning

Undertake any further duties consistent with the responsibilities of the role as directed by the Head of School.

Name: _____

Signed: _____

Date: _____