

Performance Charter

Lusaka International Community School
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Position:	Literacy Curriculum Co-ordinator	Date:	12.03.2009
Incumbent:			
Report to:	Principal Primary School		

Mission

To support and coordinate with the Principal and Vice Principal in Literacy. To be able to suggest changes and development in these key areas. To effect improvements in curriculum delivery and assessment procedures throughout the school.

Subjects		Required Performance
1.	Education	<ul style="list-style-type: none"> Bachelors degree and PGCE at Primary level Experience of teaching across the Primary range. MA /MEd in education preferable.
2.	Available Tools	<ul style="list-style-type: none"> Computer access; internet acces to developments in their subject areas. Lockable cupboard for files
3.	Basic Functions	
3.1	Qualities	<ul style="list-style-type: none"> Senior Leadership skills (motivator, exemplary classroom practitioner). Ability to plan and co-ordinate curriculum development in a specific subject area. Proven and respectful communication skills within diverse cultural teaching staff, with students and parents. Proven skills/record in management of a department (min. 2 years) in a school IT literacy, good knowledge of Word, Excel, Power Point within the Microsoft Office 2007/8 Professional Package. Knowledge of and enthusiasm for the designated subject area. Ability to run workshops for teaching staff and exemplify good practice in the classroom.
3.2	Organization	Working in close co-operation with <ul style="list-style-type: none"> Management Team (Principal, Vice Principal, General Manager, All staff members Parents of Students Other schools in Lusaka
3.3	Working Areas	<ul style="list-style-type: none"> Management of subject area. Report to Vice Principal and Principal every month. Chair subject working parties on a regular basis; i.e once a month. Develop a plan and strategies for their subjects. Responsible for ordering, managing and monitoring resources in their subject area. Contribute to organising special themes relating to their subject areas. Carry out observations and and advise teachers in their subject area, contributing to the appraisal of their colleagues. As part of their subject working party, help to develop assessment systems throughout the Primary school. Advise on good teaching and learning practice. Have knowledge of current practices in the classroom. Have knowledge of national Curriculum Frameworks and APP procedures.
3.4	Assessed Performance	<ul style="list-style-type: none"> Appraisal after probationary period of 3 months and at the end of two years. Informal feedback from staff, parents, students and other stakeholders. Improvements in subject area according to School Development Plan.



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4.	Special Tasks/Goals	<ul style="list-style-type: none"> • Assist Principal and Vice Principal with the implementation of assessment procedures and curriculum development • Needs to be able to attend regular meetings with Principal and/or Vice Principal. • Lead staff meetings and work shops when applicable.
5.	Enclosure	<ul style="list-style-type: none"> • Organogram
6.	Comments	The person needs to be flexible and able to multitask. Needs to be a good organiser and to be able to convince staff of the changes needed.