



Verdala
INTERNATIONAL SCHOOL

Job Description

Instructional Coach and Librarian (Elementary)

At Verdala International School (VIS), we believe that each employee makes a significant contribution to our students' success and that contributions extend well beyond the assigned responsibilities. Therefore, the job description is designed to outline primary duties, qualifications, and job scope, but does not limit the employee or VIS to only the work identified. It is a basic expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our students and school.

Purpose of Role

The Elementary Instructional Coach plays a pivotal role in supporting the professional growth and development of elementary school teachers, fostering a collaborative learning environment, and ultimately enhancing student achievement. This collaborative partner works closely with teachers to identify and address instructional needs, facilitate professional learning communities, and implement evidence-based practices that promote student success.

Reports to: Elementary Principal

Member of: Whole School Coaching Group, Whole School Curriculum Team

Instructional Coach Responsibilities

- Develops and supports a culture of coaching that is based on trust, psychological safety, continuous growth and reflective practice among teachers.
- Collaborates with teachers to identify and analyse student assessment data to inform instructional decisions.
- Provide coaching sessions and/or cycles that support teachers in improving student learning.
- Works with teams to provide the resources, support and guidance needed to improve student learning.
- Design and facilitate professional learning opportunities for staff, including workshops, seminars, and collaborative learning activities.
- Stays abreast of current research and best practices in elementary education.
- Assists with the implementation of new curriculum and instructional initiatives.
- Supports the development and implementation of school-wide improvement plans.
- Collaborates with school leadership to create a positive and supportive learning environment for all teachers.
- Communicates with all stakeholders as needed, including conducting Parent Information Meetings.
- Other duties as assigned.

Librarian Responsibilities

- Works in collaboration with the Head Librarian and Whole School library team to ensure access to high quality reading material for elementary school students.
- Curate, organise, manage, catalogue and grow the Elementary library collection to ensure its effective use by classes, groups and individuals.
- Make recommendations for the purchase of literary resources that improve literacy learning in the Elementary School.



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- Collaborate with teachers to ensure the integration of the library's resources into the curriculum.
- Participate in and execute the plan resulting from an audit of the library services.
- This component of the role will last for one year.
- Other duties as assigned.

Professional Attitudes, Skills and Dispositions

- Positive and solution oriented attitude.
- Excellent communication skills.
- Strong interpersonal skills; demonstrated ability to work collaboratively with others and engage all stakeholders.
- An ability to support and develop strong professional relationships and a culture of learning.
- Excellent communication and interpersonal skills.
- Commitment to continuous learning and professional growth.
- A focus on and an ability to work with data.
- Strong knowledge of research-based instructional strategies, specifically in inquiry, maths and literacy.
- Effective organisational and time management skills.

Experience and Qualifications

- Instructional coaching training and experience (preferred).
- Master's degree in education or a related field (preferred).
- Minimum of 3 years of teaching experience at the elementary level.
- Current teaching certificate.
- Experience with the PYP (Primary Years Program) curriculum framework and the Workshop Model.
- Experience leading and facilitating professional learning opportunities.
- Experience facilitating and working with data and/or evidence of learning.