



JOB DESCRIPTION

Kindergarten & Preschool

Expose

Job Description for BCS Kindergarten and Preschool Diversity Sensitive Curriculum Coach

BCS Kindergarten & Preschool
mail@cosmopolitanschool.de

Updated 7. May 2021

Job Description:

Diversity Sensitive Curriculum Coach of the BCS Kindergarten & Preschool

Field of work: Kindergarten of EBS Europäische Bildungsstiftung gGmbH

Working hours: 40 hours / weekly in total – 9:30-6pm (August – October – flexible thereafter) 20 hours per week for Curriculum Coordination and 20 hours per week in groups (Professional Development Coaching and/or Support Teaching). These hours will be flexible and vary based on time of year and group room needs for support.

Berlin Cosmopolitan School is seeking a Diversity Sensitive (DS) Curriculum Coach (DSC Coach) to join our kindergarten and preschool campus located at Invalidenstraße 130, 10115, Berlin. The DSC Coach will be responsible for Diversity Sensitive Curriculum Development and supporting colleagues as a Professional Development Coach.

Objectives:

- Coach within the Diversity Sensitive Inclusion & Curriculum (DSIC) team of an international kindergarten & preschool with a focusing on sustainable curriculum development based on modern research and practice
- Promotion and further development of the positioning as a German-English premium institution within Berlin (excellence) that offers and continuously evaluates the curriculum, approach, professional development needs of educators and guidance for families parenting in a modern international environment
- Support multi-professional teams of educators to ensure that consistent quality expectations regarding the BCS DS Curriculum (with Berliner Bildungsprogramm as the Berlin framework that BCS follows) are in place and that goal setting is established within year groups, individual groups and with individual educators that aligns to the BCS curriculum development short- and long-term strategic planning goals
- Create a DS professional development coaching plan that is reviewed in routine meetings with the Heads team that is driven by observational data
- Model DS lessons and/or observe DS lessons in group rooms and initiate learning logs with educators to assist in reflection and continuous development
- Provide DS workshops, trainings, forums and seminars (digital and/or in person) based on need utilizing input from educators
- Maintain close collaboration with the Heads team, Coordinating educators' team and administration team as well as the other BCS faculties
- Manage the DS content and resources of additional learning spaces and continue to development a child-centered approach to properly care for additional rooms that is accompanied by teacher training and development
- Directly organize and manage Late Care and the training of Late Care captains
- Support the onboarding process of new colleagues in close cooperation with the Mentor/Mentee Coordinator

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- Continuously promote the BCS Curriculum and annual celebrations and festivities within the BCS Community, including but not limited to, parents and carers
- Maintain an analysis of ongoing material resources when focuses on DS and Sustainability that includes suggesting materials resources for all group rooms based on pedagogical need and in close collaboration with year group coordinators
- Handling of written and oral communication in English and German
- Maintenance and further development of pedagogical quality regulations of EBS Europäische Bildungsstiftung gGmbH
- Observance and further development of BCS's quality policy and mission statement with regards to internationally, diversity sensitive accepted principles and ongoing development
- Close, professional and trustful cooperation with all colleagues

Desired Professional Qualifications:

- Master's Degree in Early Childhood Education
- 5 Years of Experience working in Early Childhood Education
- Bilingual in English / German (oral: minimum B2 level)
- Experience working in international educational settings
- Research and professional development experience in early years educational settings
- Coaching and/or Teacher Leadership qualification or willingness to take a leadership course within the first two years of the position
- B2 German Language certificate

Required Qualifications:

- Master's Degree in Education
- 3 Years of Experience working in Early Childhood Education
- English or German C1 proficiency
- Experience working in international educational settings
- Research and professional development experience in early years educational settings
- B1 German Language certificate

Foundational Skills:

- Physical and emotional stability
- Poise and patience
- Positive attitude when working with colleagues, families and children within an international educational setting
- Flexible and independent worker with initiative, sense of readiness and organizational skillset
- Joyful communication and the ability to take responsibility for the assigned field of work

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- Ability to work in a team and deal with conflict
- Comprehensive pedagogical knowledge (BBP, Montessori, Reggio, EYFS, Juul, Pikler, PYP, Gerber, RIE, Hengstenberg, Anti Bias approach, Inclusive Classrooms, Bilingual language Acquisition, transdisciplinary teaching, CRC, SDGs etc...
- Ongoing and comprehensive independent professional development (independent study and further education)
- Confidence and competence in the English language and subsequently in the German language
- Readiness to learn the German language with the aim of achieving a B2 level within 1-2 years, taking advantage of any in-house offers

Human Resource Management:

- Expert advice and support for the team of educators
- Awareness of conflicts with a solution-oriented mindset for educators, families and children
- Advancement of professional skills and desire to further educational goals in alignment to BCS's Mission and Vision
- Ability to lead team meetings regarding DS curriculum development
- Assistance and representation of other team members in the DSIC team in their absence that includes vacation planning and unforeseen absence
- Assistance in the coordination and organisation of further educational training regarding additional needs and child development
- Support the goal setting processes of teams and individual educators and keep anecdotal emails/ notes when support is provided in relation to SMART goals established
- Support in confidentially handling all matters regarding Child Protection

Communication with Parents & Carers:

- Support group educators first and foremost in holding discussions and student led conferences (Portfolio Days) with parents and carers to allow them to have growing confidence in presenting the BCS DS Curriculum
- Facilitate low threshold meetings with parents and carers regarding the DS curriculum
- Support group educators in preparing for parent evenings and lead segments accordingly
- Promoting and collaboration with parents and carers as inquiries arise regarding the curriculum
- Attend and/or present at parent representative meetings and/or parent forums as needed to discuss the curriculum and offer guidance
- Assign in conflict management that may arise between educators and parents
- Involve parents and carers within the curriculum development by way of informing and gaining input

Diversity-sensitive approach

- Understanding the importance of inclusive settings, differentiation and personalized learning

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- Awareness of identity building in the early years, different cultural and family backgrounds and interventions
- Follow anti-bias / DS pedagogy, SDG & CRC integration
- Incorporates contributions from colleagues, parents, carers and children
- Active participation in team meetings and development of innovative teaching strategies in an international, open-minded, play-based environment
- Identification of trends and needs communication of those to heads team

Administrative tasks

- Ongoing needs assessment
- Ongoing Curriculum Evaluation including preparation for Internal and External evaluations
- Cooperation with authorities and service providers
- Promotion of all physical, cognitive, social-emotional needs
- Processing of correspondence
- Assistance in the implementation and adherence of legal requirements
- Quality Management

Direct superiors authorised to issue directives:

- Management
- Heads of Kindergarten and Preschool

On equal terms with:

- Colleagues in the (Coordinators) team of the Kindergarten & Preschool

Authorised to issue directives to:

- Members of the DSIC team
- Interns within the Kindergarten & Preschool

In the case of vacation or absence, will be represented by:

- another member of the DSIC team of the Kindergarten & Preschool or as directed by the Heads of Kindergarten & Preschool

Communication and cooperation relationships:

The professional employee of the kindergarten must maintain a communication and cooperative relationship with following persons and institutions:

- with Management / CEO
- with Heads of Kindergarten & Preschool
- with all employees of the Kindergarten and Preschool
- with legal authorities in the Kindergarten and Preschool sector & community (Kiez)
- with children of the Kindergarten & Preschool
- with parents and carers of the Kindergarten & Preschool

To demonstrate interest, please send your CV no later than Monday, May 31st to jobs-kindergarten@cosmopolitanschool.de

With Diversity Sensitive Curriculum Coach Applicant - (last name) in the SUBJECT line.