



**Kingdom of Cambodia
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Singapore Amicus International School
Quality, Discipline and Dignity
“The Future of Education”

Singapore Amicus International School: Oxford International Curriculum Coordinator Role Description

Position Title: Oxford International Curriculum (OIC) Coordinator

Overview:

The Oxford International Curriculum (OIC) Coordinator at Singapore Amicus International School plays a pivotal role in implementing and sustaining the OIC framework. This individual ensures the successful integration of OIC principles into the teaching and learning process, aligning the curriculum with the school’s mission and educational goals. The OIC Coordinator acts as a liaison between faculty, administration, and the Oxford curriculum representatives, promoting excellence in delivery and fostering a culture of continuous improvement.

Key Responsibilities:

1. Curriculum Implementation and Development:

- Lead the planning, organization, and implementation of the Oxford International Curriculum.
- Ensure alignment of the OIC with the school’s overall academic objectives and student outcomes.
- Collaborate with subject teachers to adapt lesson plans, teaching materials, and assessment tools in line with OIC standards.
- Provide guidance on integrating global perspectives, well-being, and interdisciplinary learning, as emphasized in the OIC framework.

2. Professional Development and Support:

- Organize and deliver training sessions, workshops, and ongoing professional development opportunities for teachers and staff.
- Act as a mentor and resource for teachers to effectively implement the OIC.
- Facilitate collaborative learning among teachers through Professional Learning Communities (PLCs) focused on OIC strategies.

3. Monitoring and Evaluation:

- Establish systems to track the progress and effectiveness of OIC implementation.

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Testing Here



- Conduct regular classroom observations and provide constructive feedback to teachers.
- Analyze student performance data to identify trends, strengths, and areas for improvement.
- Prepare detailed reports on curriculum impact and progress for school leadership and stakeholders.

4. Communication and Coordination:

- Serve as the primary point of contact with Oxford curriculum representatives, ensuring compliance with guidelines and updates.
- Communicate curriculum changes, updates, and expectations effectively to teachers, students, and parents.
- Organize meetings and events to promote understanding of the OIC among parents and the broader school community.

5. Resource Management:

- Coordinate the acquisition, distribution, and management of OIC teaching resources and materials.
- Ensure that the necessary tools and technology are in place to support effective curriculum delivery.
- Develop and maintain a library of OIC-related resources accessible to all staff.

6. Leadership and Advocacy:

- Advocate for the benefits of the OIC in fostering holistic student development.
- Inspire and motivate teachers and staff to embrace innovative teaching practices.
- Model best practices in teaching and learning as a leader within the school community.

Qualifications and Skills:

Essential Qualifications:

- A degree in Education or a related field.
- Minimum of 3-5 years of teaching experience, with experience in international curricula preferred.
- Familiarity with the Oxford International Curriculum or similar frameworks.

Key Competencies:

- Strong leadership and organizational skills.
- Excellent communication and interpersonal abilities.
- Proficiency in curriculum planning and instructional design.
- Analytical mindset with the ability to interpret data and make informed decisions.
- Passion for global education and innovative teaching practices.

Professional Attributes:

- Commitment to fostering a student-centered learning environment.
- Adaptability and problem-solving skills to address challenges effectively.
- Collaborative spirit and ability to work across diverse teams.

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Expectations:

The OIC Coordinator is expected to:

1. Demonstrate unwavering commitment to the successful implementation and sustainability of the Oxford International Curriculum.
2. Foster a positive, collaborative atmosphere among faculty, students, and parents.
3. Uphold the values and mission of Singapore Amicus International School.
4. Regularly review and enhance the curriculum delivery based on feedback and emerging trends in global education.

This role is instrumental in establishing Singapore Amicus International School as a leader in delivering the Oxford International Curriculum, ensuring that students receive a well-rounded, world-class education.

Preah Sihanouk, 05 September 2024

Hoeung Bunly
CEO

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