



JOB PROFILE

PROGRAMME COORDINATOR

I. JOB IDENTITY

Location: Brookes Moscow, Russia

Reports to: Director / Leadership Team

Position: Senior Leadership

Brookes Moscow, a premier international school with a strong International educational influence, invites applications for the role of Programme Coordinator. This is a senior leadership position with strategic responsibility for the vision, development, and delivery of the school's comprehensive programme in the Elementary School.

The Programme Coordinator leads the development, alignment, and quality assurance of the school's International Primary Curriculum. The coordinator supports consistent standards, assessment literacy, and vertical progression from Grade 1 through Grade 5, ensuring students are well prepared for entrance to Upper & High School.



Vision

Our vision is to create a world of self-confident lifelong learners connected and inspired to help others.

Mission

Students are supported in a caring environment and given opportunities to learn about themselves and to take action in areas in which they are passionate.



II. RESPONSIBILITIES

- Lead the full cycle of curriculum design, documentation, mapping, and vertical alignment across Grade 1 to Grade 5.
- Ensure curriculum articulation between Early Years, Lower School, and Middle School for smooth transition and consistency of expectations.
- Conduct regular classroom observations and provide constructive, coaching-based feedback to teachers.
- Lead moderation processes, assessment audits, and student work analysis to maintain consistent academic standards.
- Monitor effective use of formative and summative assessment tools.
- Guide teachers in developing differentiated instructional practices to support multilingual and diverse learners.
- Design and deliver workshops on curriculum planning, assessment literacy, data-driven instruction, early literacy/numeracy strategies, behavior management, and inclusive teaching practices.
- Mentor new teachers, support onboarding, and model best practices in teaching and documentation.
- Prepare reports for leadership, highlighting strengths, trends, and intervention needs.
- Maintain and update grading policies, reporting standards, assessment frameworks, and academic procedures.
- Serve as the academic liaison between teachers, leadership, parents, and students.
- Provide clarity on academic expectations, curriculum pathways, student progress, and school-wide teaching initiatives.

III. REQUIREMENTS

- Bachelor's degree in Education, Curriculum & Instruction, Elementary Education or a related field;
- Master's degree in Curriculum Design, Educational Leadership, or similar – strongly preferred.
- Proven background in primary education, curriculum leadership, or instructional coaching.
- Experience in international schools or multicultural environments is highly desirable.
- Familiarity with AP curriculum structure and vertical alignment toward AP pathways.
- Strong expertise in curriculum planning, assessment design, data interpretation, and early childhood/primary pedagogy.
- Demonstrated ability to coach teachers, deliver professional development, and lead academic initiatives.
- Excellent organizational skills and ability to manage multiple projects, deadlines, and school-wide processes.
- Strong analytical, documentation, and reporting skills.
- Fluent English (C1+); strong communication and presentation skills.
- Understanding of safeguarding, child protection, and wellbeing frameworks.

IV. BENEFITS

- Highly competitive salary and comprehensive compensation package.
- Annual performance-based and retention bonuses.
- Fully furnished housing provided.
- Relocation support, including visa sponsorship and travel allowances.
- Medical and dental insurance.
- Complimentary daily meals.

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