

**Keystone Academy of Beijing**  
**Job Description and Person Specification**

**Position:** **Innovation Coach - Secondary Focus**

**School Section:** **Whole School**

**Reports to:** **Director of Innovative Learning**

**Qualifications:** **Bachelors degree or above**

---

**JOB DESCRIPTION**

***Role Description / Working Relationships***

The Innovation Coach reports to the Director of Innovative Learning, and works closely with all constituents of the Keystone community. The incumbent must understand fully and support enthusiastically and articulately the stated mission and purpose of the Academy, both in talking and writing. As with all teachers, the Innovation Coach is expected to model behavior and attitudes that build community, courtesy, and compassion in our boarding and day student society. Positive enjoyment of the job and a lively sense of humor are highly valued.

The Innovation Coach will work collaboratively with the Innovative Learning team, Information Technology department, administrators and faculty to ensure that Keystone academy remains current in innovation learning and pedagogy, and that students are prepared with the competencies and skillsets necessary for their future. They will provide leadership, consultation and support mainly for teachers in the secondary division to explore practices that leverage ISTE standards to improve student learning. They will also support whole-school improvement efforts

from Foundation Year to Grade 12, through planning, implementation and coordination of projects and initiatives. Their philosophy and practice should be one of building future-ready competencies and capacity of all individuals in the Keystone community. Extensive knowledge, experience, and successful implementation of ISTE standards are preferred.

### ***General Duties and Responsibilities***

- Co-teach with teachers, coach and model effective teaching practices that consider 21<sup>st</sup> century learning skills (e.g. ISTE standards)
- Research and remain informed of current, new and emerging practices and resources, along with their potential applications in education
- Work closely with administration, curriculum leaders and teachers to develop innovative solutions for instructional delivery and assessments
- Assist teachers in accessing a variety of tools and resources to more effectively differentiate instruction in order to accommodate the needs of a diverse student population.
- Facilitate data-driven decision-making to determine classroom instructional needs and overall school learning needs
- Collaborate with the Innovative Learning team to determine and plan professional growth opportunities for staff.
- Create learning resources and training materials for staff. These may include websites, tutorials, interactive guides and programs that support teacher growth and development.
- Support the work being done by the Curriculum department in areas of curriculum development from Foundation to Grade 12.
- Together with the Innovative Learning and IT department, vision, plan and execute whole school projects that advance the support services and learning development in the Keystone community
- Shared teaching of specialist courses for students, related to furthering of student competencies with 21st Century Learning skills (e.g. Life Skills course)
- Offer KAP (Keystone Activities Program) sessions in each semester, including 1 innovation-related program.

### ***Qualifications, Experience & Competencies:***

Minimum requirements:

- Love of teaching, learning and students
- Genuine interest in China, Chinese culture and language
- Full teaching qualifications/credentials

- Three years teaching experience in secondary education.
- In-depth and current knowledge of a variety of technologies with evidence of effective practices for teaching and learning
- Willingness to participate in boarding duties (middle/upper school)
- Ability to offer a variety of high quality after-school activities
- Flexibility, open mindedness, robust sense of humor
- Internationally-minded
- A respectful listener, effective communicator and experience in coaching
- Understanding of adult learning styles and past history of teaching technology skills to adults
- Ability to plan, organize and execute projects
- Demonstrated organizational and management abilities
- Bilingual in Chinese & English an asset

Desirable elements:

- International experience
- Bilingual immersion experience
- Ability to lead curricular development and improvement
- Willingness and ability to teach across divisions if needed