

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

<b>Position:</b>	<b>Innovation Coach (English)</b>
<b>School Section:</b>	<b>Whole School</b>
<b>Reports to:</b>	<b>Director of Innovative Learning</b>
<b>Qualifications:</b>	<b>Bachelors degree or above</b>

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## **JOB DESCRIPTION**

### ***Role Description***

The Innovation Coach is responsible for enhancing teaching and learning practices at Keystone Academy, through instructional coaching, professional development programming and empowered leadership. As a part of the Digital & Innovative Learning team, the Innovation Coach works collaboratively to empower our community to be engaged global citizens by fostering a forward-thinking culture of inquiry, collaboration and innovation. The Innovation Coach is a capacity builder, inspiring educational innovation in-line with the school's mission, vision and strategic plans.

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

#### ***Coaching & Instructional Leadership***

- Guide & facilitate teachers in identifying learning goals to develop innovative approaches and research-based effective instruction in the classroom, through observation, co-teaching, modeling, data collection, reflection and feedback.

- Collaborate with subject/department teams in the design and implementation of high-quality units and learning experiences, to support school curricular goals, especially in the area of digital & innovative learning.
- Proactively establish and maintain effective coaching relationships with teaching staff that establish mutual trust, encourage risk-taking, and empower teachers to refine their practice.
- Partner with other Innovation Coaches and the Director of Digital & Innovative Learning to promote a culture of coaching in the school through strategic planning, training, and measures of impact.
- Remain informed of current, new and emerging practices, research and resources, utilising this to support and shape learning at Keystone Academy.
- Build capacity of faculty related to emergent and digital pedagogies, by working closely with school leaders and the Digital & Innovative Learning team, to determine and plan professional growth opportunities.
- Create learning resources and training materials for staff. These may include websites, tutorials, interactive guides and programs that support teacher growth and development.
- Participates in furthering of student learning competencies through sharing of teaching responsibilities.
- Evaluate effectiveness of coaching practices through feedback, data, documentation and reflection in peer coaching clusters.

### ***Community Empowerment & Visioning***

- Collaborate with teachers and administrators to evaluate and identify key digital and innovative resources that enhance teaching and learning, and are compatible with the school technology infrastructure
- Keep data/measures of impact to help Keystone reflect on and optimize teaching practices, and facilitate data-driven decision-making.
- Support the work being done by the Curriculum department, to promote clarity and cohesion within and across divisions with regards to curriculum, assessment and instruction.
- Together with the Digital & Innovative Learning and IT department, vision, plan and execute whole school projects and initiatives that advance support services and learning development.
- Promote teacher leadership through certification programs, contribution to the Keystone NEXT teacher program, and coordination of task forces.
- Educate the broader Keystone community about the purpose and nature of educational innovations at the school (e.g. parents, school partners).
- Promote student agency & leadership through various programs and initiatives (e.g. badging, student mentorship, enrichment, competitions, Keystone NEXT)
- Offer KAP (Keystone Activities Program) sessions in each semester, including 1 innovation-related program.

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

- Experience and success in instructional coaching, peer coaching or a related role, with demonstrated skills in establishing mutual trust, encouraging risk-taking, and empowering teachers to refine their practice.
- A substantial track record of highly successful classroom practice in a variety of settings from K-12, with a strong grasp of pedagogical research and instructional practices.
- High proficiency of technology skills and a deep understanding of their potential to support student learning.
- Exhibits strong interpersonal and communication skills characterised by high levels of emotional intelligence and the cultural sensitivity and global perspective to relate well to people at all levels and from a diversity of backgrounds.
- Well-developed project management and organizational skills with passion to take on new challenges and initiatives, and the flexibility to engage and work effectively with various stakeholders.
- Ability to lead and facilitate high-quality professional development for individuals and large groups of educators, with differentiated instruction for a wide range of skill levels.
- A values-driven leader with strong character and a commitment to the mission, vision and goals of Keystone Academy.
- Strong English proficiency.
- Experience in a bilingual setting preferred.