



Keystone Academy Job Description

Position: Lower and Upper Primary Curriculum Coordinators

School Section: Primary School

Reporting to: Head of Primary

Qualifications: Bachelor's degree or above

Period of Appointment: Full-time

About Keystone Academy

Keystone Academy is a leading bilingual institution committed to fostering academic excellence, intercultural understanding, and deep biliteracy. We believe in empowering students to become critical thinkers and effective communicators in both English and Chinese. Keystone Academy blends distinctive traditions in eastern, western, and global education, creating a new world school. All our endeavours are framed by five shared Confucian values: compassion, honesty, justice, respect, and wisdom.

Our keystones are:

- Bilingual immersion in Chinese and English
- Building character and community throughout our residential setting
- Promoting Chinese culture and identity in a world context

Our teachers are passionate about learning, rigorous in their standards, and inspirational in their methods. They are respectful listeners, attentive caregivers, interrogative thinkers, compassionate mentors, and world-minded citizens.

Position Overview

The Lower and Upper Primary Curriculum Coordinators provide leadership and coordination to ensure coherence, progression, and alignment across the bilingual curriculum (Chinese and English). These roles focus on bringing unity to our curriculum, strengthening collaborative planning and teaching across language and subject teams, and ensuring a shared approach to high-quality learning and teaching.



The Coordinators support the design and implementation of an **inquiry-based and concept-driven curriculum framework**, aligned with Keystone's vision of bilingual, intercultural, and values-based education. They work collaboratively with teams to blend the strengths of Eastern and Western pedagogical practices, ensuring that students experience a balanced, rigorous, and culturally responsive education.

Key Responsibilities

Curriculum Leadership and Alignment

- Lead and coordinate curriculum alignment to ensure shared goals, consistent scope and sequence, and common learning outcomes.
- Support the development of a coherent and vertically articulated curriculum across grade levels.
- Guide teams in designing and refining units of inquiry and subject frameworks within an inquiry-based and concept-driven approach.
- Ensure curriculum documentation is accurate, up to date, and accessible to staff.
- Promote teaching and learning practices that reflect a balanced understanding of Eastern and Western educational perspectives.

Collaborative Planning and Professional Practice

- Facilitate collaborative planning, ensuring that language and content learning are connected and mutually reinforcing.
- Model effective inquiry-based teaching and assessment practices through demonstration lessons, co-planning, and reflective dialogue.
- Provide feedback and coaching to teachers to strengthen classroom practice and impact on student learning.
- Support grade level leaders and department heads in ensuring consistency and coherence across teams.



Professional Development

- Identify priorities for professional learning in inquiry-based pedagogy, bilingual teaching, and curriculum alignment.
- Plan and lead professional development sessions for teachers.
- Support teacher induction and mentoring related to curriculum design and bilingual education.
- Encourage engagement with professional networks and training aligned with inquiry-based education.

Assessment and Student Learning

- Support the development of consistent assessment practices.
- Guide teachers in using assessment data to inform instruction and differentiate learning.
- Promote formative assessment strategies and reflective student practices that align with inquiry-based learning.

Communication and Coordination

- Maintain clear communication between leadership, teachers, and parents regarding curriculum developments and priorities.
- Coordinate documentation and communication in both English and Chinese as appropriate.
- Contribute to leadership discussions about teaching, learning, and curriculum development across the Primary School.

Resource Development and Management

- Audit and align existing teaching and learning resources to support coherence across programmes.
- Guide the selection and acquisition of new resources that promote bilingual, inquiry-based learning.
- Develop and maintain shared digital platforms for curriculum planning and professional collaboration.



Qualifications and Experience

- Bachelor's degree in Education or a related field; Master's degree preferred.
- Significant experience in primary education, including curriculum leadership or coordination.
- Experience with **inquiry-based and concept-driven curriculum frameworks** (e.g. IPC, PYP, or similar).
- Understanding of bilingual or dual-language education models.
- Demonstrated ability to lead collaborative professional teams.
- Chinese-English bilingual proficiency preferred, but not essential.

Professional Attributes

- Sensitive to and respectful of both Eastern and Western pedagogical approaches, able to bridge and integrate diverse teaching traditions.
- Skilled in facilitating collaboration and building consensus across multicultural teams.
- Strong organizational and analytical abilities.
- Culturally responsive and reflective in professional practice.
- Committed to continuous learning and the professional growth of others.

Interested applicants should submit a cover letter, CV and statement of educational philosophy to hr@keystoneacademy.cn. Position will be posted until filled.