



GREENHILL NURSERY SCHOOL

ROLES OF A YEAR COORDINATOR

The coordinator is responsible for overseeing the effective implementation of the Early Childhood Development curriculum, ensuring quality teaching and learning, building teacher capacity, promoting child-centered methodologies, and upholding high standards of care, discipline, and performance in the Pre-School.

He/she works closely with the Head Teacher

Key Roles and Responsibilities

KPI-1: Curriculum development, Implementation, Monitoring, and Review

- Supervise and support the development and implementation of the Early Childhood Development (ECD) curriculum by ensuring appropriate timetabling and providing teaching-learning materials suitable for young learners.
- Ensure that all learning experiences (academic and co-curricular) are developmentally appropriate, creative, and aligned with national and institutional standards.
- Plan and evaluate co-curricular activities that promote holistic development—cognitive, physical, emotional, and social.
- Monitor the teaching process to ensure child-friendly, play-based methodologies are applied consistently.

KPI-2: Tracking Teacher and Learner Performance

- Monitor teacher performance through regular classroom observations, review of lesson plans, learning materials, and assessment practices.
- Evaluate learner progress using child-friendly and age-appropriate tools; provide support for underperforming learners and celebrate excellent performance.
- Check and approve lesson planning and ensure content is relevant, engaging, and reflects learning outcomes of the pre-school curriculum.

KPI-3: Teacher Support, Supervision, and Capacity Building

- Supervise and support the professional growth of year group teachers through monitoring and structured observations.
- Participate in teacher appraisals, performance reviews, and provide timely feedback and development plans.
- Contribute to the in-house training programs tailored for ECD teachers, identifying key training needs and ensuring implementation of teacher development plans.
- Maintain records of teacher performance, growth targets, and progress made.

KPI-4: Quality Assurance in Teaching and Assessment

- Oversee the quality of teaching and learning by ensuring lesson plans are developmentally appropriate and meet set standards.
- Support preparation and administration of learner assessments—ensuring tasks are age-appropriate and measure developmental milestones.
- Monitor the use of learning aids, classroom environment, and interactions between teachers and learners to ensure a stimulating and safe learning environment.

KPI-5: Discipline, Attendance and Behavior Management

- Monitor attendance and address issues of learner behavior with sensitivity, applying restorative and age-appropriate behavior management techniques.
- Collaborate with the Head Teacher and relevant staff on issues of staff discipline and welfare within the pre-school.

KPI-6: Policy Adherence, Communication, and Institutional Alignment

- Coordinate and communicate effectively with year group teachers, parents, and administration to foster collaboration and progress.
- Uphold the Greenhill Vision, Mission, and Core Values in all aspects of work and promote them actively within the section.

Submits weekly reports to the head teacher on the progress of the pupils and staff in the year group.

Reports to the head teacher