

## JOB DESCRIPTION

### Coordinator Primary School - German International Stream

The German Swiss International School (GSIS) in Hong Kong is one of the city's leading international schools, offering high-quality, holistic education to a diverse student body of approximately 1,300 students, supported by 240 dedicated faculty and staff. Established as a non-profit organisation, GSIS operates under a unique governance model with affiliation to the German government, reflecting its deep-rooted commitment to educational excellence and international cooperation. The school is structured into two distinct Streams—German and English—providing pathways to the German International Abitur and the I/GCSE & IBDP qualifications, respectively.

GSIS is a value-driven institution that empowers its multicultural community through a positive, inclusive, and academically rigorous environment. Rooted in both German and English educational traditions, the school nurtures global citizens who are well-prepared to thrive in an interconnected world. We are now inviting applications for the following position, commencing in **August 2026**.

The Coordinator Primary School supports the Team Lead Primary in the operational management of the primary school. The focus is on the administrative organisation of everyday school life and pedagogical quality assurance in teaching. The role reports to the Team Lead Primary.

#### Key Areas of Responsibility

##### Coordination & pedagogical development

- Implementation of the "Bildungshaus" concept: Operational support for the transition from kindergarten and preschool in order to anchor the guiding principle of 'from learning through play to playful learning' in everyday teaching in grades 1 and 2.
- Curriculum & standards: Ensuring that the primary school curriculum is implemented operationally in all grades of Primary.
- Support: Supporting teachers to ensure common standards of academic skills and inclusion.
- Developing and implementing an effective anti-bullying policy which includes preventative measures to ensure a harmonious school environment.
- Working together with the Team Lead, ensure robust child protection and safeguarding procedures are adhered to across the department.
- Pre-school work: Operational management and organisation of pre-school groups.

##### Administrative support & organisation

- Ensure an efficient start of each academic year.
- Timetabling: Creation of timetables and daily organisation of substitute teachers in the event of teacher absences (resource planning). Introduction of UNTIS into substitute planning.
- Material management: Recording the need for teaching materials and equipment for the overall management's budget planning.
- Documentation: Monitoring the timely preparation of and quality of report cards and development reports.
- School enrolment: Carrying out school enrolment assessments in cooperation with the Team Lead Primary and coordinating taster days.
- Assist in planning the school-wide CPD Days.

### Student interaction

- Monitor attendance of students.
- Be accessible and approachable to students.
- Liaise with School Counsellors, teachers and parents to ensure the well-being of all students.
- Maintain discipline standards within the Department.

### Team & parental involvement

- Onboarding: Support new teachers in school procedures and administrative processes.
- Team development: Providing professional support to educators/early childhood educators in their day-to-day work and organising internal training courses.
- Parent communication: Contact person for parents regarding organisational questions and support in organising class parent-teacher conferences. Working together with the Team Lead, deal with matters that require de-escalation and mediation.
- Transition: Participation in joint conferences with the kindergarten team to strengthen cooperation.
- Actively support the KPR system.
- Cooperation: Actively promoting exchange with Kindergarten school teachers, e.g. through joint projects.
- Ensure efficient transfer of information within the Department.

### Teaching obligations

- Teaching 16 lessons per week. This corresponds to a lesson allowance of 12 lessons/week.

### Qualifications

- Completed teacher training (2nd state examination for primary school) OR
- Master's degree in educational sciences with a focus on early education OR
- Comparable qualification with proven experience in both areas of education

### Experience

- At least 8-10 years of teaching experience, including demonstrable experience and school improvement projects in an international setting.
- In-depth knowledge of German educational standards.
- Experience in data management in terms of tracking and monitoring student progress.
- Up-to-date knowledge of child protection and safeguarding procedures.

### Competencies

- Teamwork: Ability to work with a team from different professional groups (educators & teachers) and to understand the different working cultures.
- Organisational skills: Confident handling of administrative tasks and digital management tools.
- Strong ability to communicate, build relationships, and collaborate effectively with all stakeholders (students, staff, parents, leadership) in a diverse, multicultural setting.
- Excellent German communication skills with willingness to achieve fluency in English.

***GSIS is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Full background checks including employment history and reference checks, criminal record checks and child protection screening will be conducted to safeguard all students at GSIS. The successful candidate will also be required to attend in-house child protection and safeguarding training and sign a Code of Conduct.***

## **What we offer**

In addition to a competitive salary, GSIS offers benefits such as end of contract gratuity, medical health insurance, housing allowance, relocation allowance and education benefits. Staff bus transportation between Central and the Peak Campus (subject to availability), and meals at our in-house cafeteria, are offered at reduced prices.

Our employees work in an environment of high trust where they are afforded responsibility without unnecessary micro-management. Professional development and continuous learning are actively encouraged and financially supported. We welcome candidates who show a commitment to continuous development and are willing to contribute to wider school activities.

You will be working with excellent students with outstanding academic results. You can see the impressive results on our website at <https://www.gsis.edu.hk/en/school-life/news-and-events/news/>.

## **How to apply**

If you are interested in joining our team, please apply via the GSIS online recruitment portal <https://www.gsis.edu.hk/en/about-us/careers/job-openings>. Personal data collected will be used for recruitment purposes only.

Further information on the school, its facilities and programmes are available on the school's website <https://www.gsis.edu.hk/>. Applicants not invited for an interview after four weeks may consider their applications unsuccessful.