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# MULGRAVE INDEPENDENT SCHOOL SOCIETY

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**Position:** IB DP English Coordinator

**Terms:** Permanent, Full-Time

**Reports to:** Senior School Principal

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**Job Summary:**

A member of the Senior School Curriculum Leadership team this role will be responsible for leading the small team of teachers teaching DP and MYP English in the Senior School (grades 10-12). The appointed person will be well-qualified and sufficiently experienced for the role and a passionate, inspiring and skilled teacher and leader. The role will also include being a Teacher Advisor and contributing to the co-curricular programme

**Duties and Responsibilities**

* Teaching the DP and MYP curriculum programmes
* Leading the team of teachers teaching IBDP English to ensure that there is consistently the highest possible quality of student learning and educational achievement in Senior School English classes
* Ensuring the overall academic standards and assessments within the DP/MYP English are maintained at a high standard and that students receive engaging and carefully thought-out educational experiences.
* Using standardised test and other assessment data to improve learning and teaching.
* Have processes and procedures in place to ensure that the quality of learning and achievement is monitored, evaluated and shared.
* Fostering and facilitating professional development, whether this be external or internal, within the Senior School English team.
* In conjunction with the divisional Principal working to develop individual English Teacher’s Professional Growth Plans.
* Promoting English in the school community and providing articles for connexions, curriculum guides and other publications.
* Promoting interdisciplinary study and TOK approaches within the English programmes.
* Leading DP English meetings and CPT sessions.
* Attending curriculum coordinator meetings to share ideas and to give feedback about items which are relevant to the school community as a whole.
* Assuming responsibility for curriculum strand assessment, grading andevaluation practice.
* Reviewing all English assessment results (internal and external) with programme coordinators and divisional leadership teams.
* Ensuring that the English courses are fully articulated in terms of skills and concepts and fully recorded on Atlas
* Encouraging and participating in collegial peer observations with the enhancement of student learning at the center of the process.
* Maintaining, updating and coordinating course outlines, ILOs, IRPs and all other academic documentation.
* Working with the MYP and PYP English coordinators to develop skills and sequence frameworks which enhance overall student learning.
* Where appropriate assisting the Director of Admissions with assessment tools for and placement of prospective students.
* Ensuring that the textbooks and all other academic resources are acquired and connected to learning objectives and outcomes.
* Ensuring that English communication platforms such as class pages/ web pages are high quality and current.
* Responsible for the DP English budget and ensuring that spending allocations are made in a fair and equitable manner which enhances the learning of Mulgrave students.

**Professional Development and Support**

* Curriculum Coordinators will be actively supported in their professional development as leaders and will be expected to participate in leadership and subject training
* Curriculum Coordinators will be coached and supported in their role by a member of the school leadership team

**Qualifications: Ideally the person appointed will have**

* Experience of teaching IBDP and MYP English
* Leadership Experience
* International teaching experience
* Affinity with our school's values and mission
* Be legally entitled to work in Canada (residency or work permit)
* All of the requirements and certifications to teach in BC (or willing to obtain)
* Hold an age appropriate First Aid Certificate
* Experience teaching in a technology rich environment
* The ability to work independently and collaboratively as part of a team
* Ability to communicate effectively, both verbally and in writing, with staff members, students, parents, and outside community agencies and partners.

The salary range for this position will be $72,426 to $97,845, based on skills and experience. This position will also include BC Medical coverage, health & dental benefits, educational allowance and pension contribution. Applicants should either be Canadian and a provincially certified teacher or be prepared, with our support, to go through the process of applying for the appropriate visa and permissions from the Canadian and BC authorities prior to commencement.

Please see our web site for further information about our school at [www.mulgrave.com](http://www.mulgrave.com). Your resume and covering letter should be emailed to [employment@mulgrave.com](mailto:employment@mulgrave.com). Please include “DP English” in the subject line.

We thank all interested parties. Only those selected for an interview will be contacted