

JOB DESCRIPTION: IBDP CO-ORDINATOR

Nexus International School (Singapore)

Purchased by Taylor's Education Group in July 2011, NISS meets the educational needs of students from approximately 50 different countries. The school's main constituency is expat families in Singapore, but it also accepts Singaporean students (subject to government approval) and Student Pass holders from a range of countries. Staff are recruited from Singapore, other national systems and international schools from around the world. Almost 20 different nationalities are represented.

The spacious 470,000 sq ft campus at 201 Ulu Pandan Road, just 2km from Holland Village, has excellent facilities to support all academic and co-curricular programmes for up to 1,200 students. These include swimming pools, gymnasiums, sports fields and recently renovated academic areas. NISS is committed to the integration of innovative learning technologies in the classroom and implemented a 1:1 Apple laptop scheme in the Secondary School in 2013. This was extended to Year 6 in 2014. The Primary School has a 1:2 ratio of MacBooks to learners and other technologies are integrated across the curriculum, including iPads and a range of the latest tools to aid learning.

NISS is an authorised International Baccalaureate (IB) World School for the Primary Years Programme (PYP) and Diploma Programme (DP). It is a member of the Council of International Schools (CIS), and an approved Cambridge International Examinations (CIE) Centre. NISS is EduTrust certified and is currently a candidate school for CIS/WASC accreditation.

NISS is a member of Taylor's Education Group and the second Nexus International School (NIS) campus in the region. The first NIS is located in Putrajaya, Malaysia.

Purpose/Vision Statement

To educate the youth of the world to take their productive place as leaders in the global community.

Mission

Nexus International School (Singapore) will be an internationally minded learning community that nurtures and supports every child's emotional, physical, creative and intellectual needs in order that they can achieve academic success and become globally responsible citizens. We will accomplish this by celebrating diversity and challenging minds.

Core Values

- Respecting and caring for each other
- Being dedicated to a culture of Excellence
- Openness in Communication
- Acting with Integrity
- Being Passionate in what we do
- Creating Enjoyable environments

Desired Culture/Our Promise

- Treat everyone as gifted and talented individuals and foster those talents and gifts through careful mentorship and guidance that is based on respect for all.
- Provide an environment that allows these talents to flourish; one that is innovative, progressive and grounded in trust, compassion and respect.

Key Objectives Of The Position

To carry out the professional duties of an IB DP Coordinator as outlined in the IBO's list of coordinator's responsibilities as circumstances may require and in accordance with the school's policies under the direction of the Principal and the Head of Senior School. Important aspects of the role of an IB DP Coordinator include:

1. To ensure effective administration of the IB Diploma Programme.
2. To overview the management and logistics of CAS, TOK and EE.
3. To ensure efficient and consistent IB Diploma subject planning takes place.
4. To model the IB Philosophy and provide the necessary IB DP training to existing and new staff.
5. To notify staff and keep records when IB professional development is available.
6. To assist in the preparation of an IB budget and/or recommendations for the purchasing of resources to specialist subject departments.
7. Communicate effectively and professionally with all stakeholders, including learners, teachers, school leadership, parents and the IB organisation.
8. To work with Director of Teaching and Learning Development and Heads of Schools to ensure effective IB learning pedagogy is taking place in the classroom, which includes teacher observations, guidance and provision of professional learning
9. Fulfilling the duties of a teacher as outlined in the NISS Secondary School Teacher job description

Role

Consistent with Nexus International School policies, the IB DP Coordinator responsibilities include:

Diploma Administration
<ul style="list-style-type: none"> • Effective administration of the IB Diploma Programme: <ul style="list-style-type: none"> ○ Carry out the necessary tasks outlined in the IBO's list of coordinator's responsibilities, including registration of students, payment of invoices, monitoring of deadlines, dispatch of necessary documentation and organization of the examination sessions. ○ Ensure that the school and its learners comply with all applicable IBO regulations. ○ Make copies of relevant IBO DP publications available to all staff. ○ Counsel students on appropriate subject selection. ○ Support teachers and students in preparing for the Diploma examinations. ○ Make provision for appropriate liaison and support upon the publication of results in July. ○ Maintain accurate and confidential records as appropriate. ○ Prepare management reports as required. ○ Competently use IBNET/IBIS, the Online Curriculum Centre (OCC) and any other ICT developments aimed at assisting IBDP schools ○ Work with Head of School to ensure teachers meet the programme requirements and comply with the general regulations

Curriculum and Learning

- Participate in the development of the school's development plan and educational strategy and work with the Head of Secondary School to ensure that vertical and horizontal curriculum design, development and integration occurs in Years 12 and 13.
- Review the curriculum and courses offered to ensure an adequate range of subject choices and recommend changes to Head of Secondary School.
- To promote the IB Learner Profile and ensure that it is embedded in planning and practice.
- To be involved in giving guidance on teaching pedagogy, which includes training and observation of teachers, to improve IB pedagogy requirements
- Review subject Unit Plans to ensure IB Philosophy and Interdisciplinary links are being included.
- Ensure that Creativity-Action-Service (CAS) procedures are carried out effectively and reflect the right spirit (refer to the Creativity, Action, Service guide). Operational responsibility for CAS should be delegated to the CAS Coordinator
- Administer the extended essay procedures
- Develop and publish an annual assessment calendar
- Ensure that the internal assessment in all subjects as well as TOK procedures, are carried out effectively including, where necessary, internal moderation. Provide learners and staff with appropriate timelines for all deadlines
- Foster in each learner the qualities and values expressed in the NISS Mission and Value Statements and the IB Learner Profile
- Ensure that candidates meet the programme requirements and comply with the general regulations
- Maintain complete and accurate records including a file on each learner
- Register candidates for examinations, liaising with the Accounts Department for collection of payment of fees
- Ensure that pupils obtain their results both in hardcopy and via IB internet services
- Inform pupils of IBO services such as: enquiry upon results, retake examinations, university recognition, university transcripts and legalisation of diplomas
- Model the innovative use of technology

Professional Development

- Provide staff (teaching and non-teaching) with information, guidance and administrative support on IB DP matters
- Ensure that teachers are equipped with OCC passwords, the current issue of Diploma Programme Coordinator Notes, IB Learner Profile information, pages from the IBO Handbook relevant to their subjects, and other appropriate IBO publications
- Ensure that staffs are made aware of IB workshop & conference opportunities.
- Identify professional development needs and opportunities both inside and outside the school.
- Keep a record of workshop attendance and school visits.
- Lead the orientation of new teachers into the IB DP Programme

Resource Management

- Assist the Head of Secondary and School Principal in identifying resource needs.
- Establish an inventory of IB DP resources to facilitate efficient management.
- Assist in the preparation of the Yearly IB DP budget.

Communication

- Provide information, guidance, academic support and administrative support to learners (before and during their participation in the programme)

- Liaise with parents to keep them informed on academic progress, including at-risk letters and re-sit examinations
- Advise and liaise with parents of learners taking self-taught languages
- Liaise appropriately with parents and community members and to be supportive of the philosophy and functioning of the School at all times
- Ensure effective communication and collaboration among all staff members.
- Conduct parent information sessions.
- Publish articles pertaining to the Diploma in the school newsletter and other publications as required
- Ensure that the school website is up to date and informative in respect of IB Diploma matters
- Prepare and circulate an annual review and statistical analysis of IB Diploma examination results.
- Circulate all relevant information received from the IBO.
- Prepare and submit documentation required for authorization and evaluation.
- Ensure that all requirements of the IBO concerning the programme are met.
- Act as the liaison between the school and the IBO.
- Provide outreach to the wider IBDP community through OCC discussion forums, e-mail and school visits.
- Establish/maintain links with other IB Diploma schools in the region.

Co-curricular activities

- Offer at least one Co-Curricular Activity per term
- Be involved in Extra Curricular Activities to enhance the school experience for learners
- Participate in Retreats or Residentials as required
- Undertake grounds duties as required

Other Projects, Duties and Responsibilities

- Maintain oversight of the management and logistics of CAS, TOK and EE, including advising on job descriptions of relevant coordinators
- Have a working knowledge of teachers' professional duties and legal liabilities
- Operate at all times within the stated policies and practices of the school
- Establish effective working relationships with colleagues and parents
- Set a good example through presentation and personal and professional conduct
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school and learners
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school
- Take part in marketing and liaison activities such as Open Days, Parent Teacher Conferences and events with other schools
- Teach classes as required (maximum three classes)

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description may be amended at any time following discussion between the principal and member of staff, to be reviewed annually.

Expenditure Authority

Up to budget allocations consistent with school policies

Key Relationships

The IBDP Coordinator reports to the Principal via the Head of Secondary School. The IBDP coordinator is a member of the Secondary School Leaderships team with Learning Area and Subject Leaders, Phase Leaders and the IGCSE Exams Officer. The IBDP coordinator is a member of the IBDP Steering Committee that reports to the Head of Secondary School. In addition the IBDP Coordinator will develop and maintain effective working relationships with:

- Learners
- Teachers
- Parents
- Other academic staff
- Administration staff

Personal Specification

Qualifications and Training

- A degree plus teaching qualification (or equivalent)
- Higher degree or recognised professional qualification (preferred)
- Evidence of continued relevant professional development

Experience

- Experience in teaching learners with diverse needs, especially ESL
- Experience in an international school environment (preferred)
- Experience in teaching the IB Diploma and attended the IB Coordinators Workshop

Knowledge and Understanding

- Practical and Theoretical understanding of effective teaching and learning strategies in accordance with the IB Learner Profile and the school philosophy
- Understanding and knowledge of principles and practice of the IB Diploma Programme

Person Qualities

- A demonstrated and genuine liking and appreciation of children
- Inclusive
- Resilient, flexible and adaptable
- Sense of humour
- High standards and expectations
- Motivated

Core Competencies

We are looking for someone who can

- Establish and maintain good relationships with colleagues, learners and parents
- Communicate effectively in Standard English both orally and in writing
- Deal effectively and non confrontationally with learners and staff
- Positively influence others
- Listen actively
- Motivate and engage with colleagues