

International School of London - London

Job Description

Job Title: Middle Years Programme (MYP) Coordinator
 Reports to: Secondary Principal
 Deputised by: N/A
 Campus: Primary and Middle School Campus
 Position: The post will be combined with an approximate 50% teaching load; the post holder is a member of the campus SLT and invited to WSLT

The International School of London invites expressions of interest from dynamic and engaging Middle School Leaders to take up a role as our new Middle Years Programme (MYP) Coordinator. Previous experience in this role, a deep understanding of Assessment for Learning and a knowledge of the implementation of Personalised Learning within the context of a diverse international learning environment are highly desirable and a distinct advantage. Please refer to the accompanying job description for further details and information regarding the application process.

0. General

To ensure effective management of the school's Middle Years Programme (MYP) and to coordinate the curriculum in the Middle School.

1. Leadership

- Oversee a Middle Years Programme and a teaching team that encapsulates the ISL Vision and Mission across all aspects of the programme
- Maintain and develop an action plan for the ongoing implementation of the MYP.
- Provide the administration with information about resourcing needs for the realisation of those plans.
- Introduce new elements of the programme into the school in a timely manner.
- Monitor and review the school's progress in terms of the development plan.
- Chair of MYP collaborative planning meetings
- Encourage teachers to contribute to the wider community as examiners, workshop leaders, IB consultants, etc.
- Participate in the school's Leadership team meetings.
- Source, model and facilitate teaching methodologies that support the educational philosophy of the programme.

2. Personnel

- Assist with recruitment of Middle School staff.
- Assist with professional development on Wednesday afternoons and in-service days.
- Contribute to the induction of new Middle School teachers.
- Participate in the line management and appraisal process within the Middle school.

3. Accountability

- Report weekly to the Secondary Principal.
- Chair MYP curriculum meetings and participate in cross section articulation meetings with PYP and DP Coordinators.

- Track conference attendance, participation and training of faculty members.
- Monitor teaching, learning and assessment practices across the Middle School to ensure that they are consistent with the programme guidelines.
- Oversee the MYP external assessment process (e-assessment and portfolios).
- Monitor student learning and progress in relation to the school's curriculum.
- Implementation of the formal reporting of student achievement.

4. Academic Quality

- Implement MYP assessment policies.
- Conduct class observations (regular learning walks and formal class observations).
- Assist with the coordination of Parent – Teacher conferences.
- Review the benefits of courses offered, the performance of students and the relevance for future career choices.
- Respond to parent concerns about teaching and learning.
- Provide input into the school's professional development plan.
- Promote academic honesty.

5. Chronology

- Calendar effective reporting and external assessment deadlines as part of the SLT.
- Work alongside the PYP Coordinator to implement the G5 student induction week to MYP
- Contribute to the development of the Middle School timetable in collaboration with the Senior Teacher.
- Conduct or coordinate ongoing training for teachers.
- Keep a record of workshop attendance and school visits to ensure equality of opportunity to identify ongoing needs, and to complete programme evaluation forms.

6. Community



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- Establish joint projects with Programme Coordinators and teachers from the other ISL Schools.
- Contribute on a regular basis to news information for the school bulletin.
- Publicise aspects of the programme in the school newsletter, social media and on the website.
- Coordinate Middle School Open Days / Evenings.
- Conduct parent information sessions where and when required.

7. Administration

- Review of Teacher's Planner, Student Handbook, MYP Curriculum Guide and MYP web pages
- Contribute and review the Middle School Year Book sections

8. Communication

- Report to the Head of Middle School about MYP developments
- Maintain ManageBac data and ensure it is up-to-date
- Ensure that the document entitled General regulations: Middle Years Programme is supplied to parents/legal guardians.
- Ensure that the school environment reflects and promotes the programme through displays and presentations.
- Promote the use of MyIB within the school community.
- Keep teachers up to date with developments within the IB programmes, and the MYP in particular.

- Work closely with the administration and ensure that they are fully informed about programme developments.
- Prepare and submit the documentation required for programme evaluation.
- Respond to requests for information from the IB, other schools and organisations such as government officials regarding the programme.
- Prepare and submit any documentation required for evaluation.
- Respond to requests for information (for example, questionnaires) from the IB.
- Provide a liaison between the school and the IB.
- Represent ISL at conferences and events.

9. Finances

- Middle Years Programme Budget holder.
- Liaise with the administration regarding the allocation of the school's professional development budget.

10. Care & Guidance

- Assist teachers in the planning of their curriculum and the development of MYP units of work
- Provide orientation for teachers new to the programme.
- Supervise and mentor the Personal Project Coordinator.
- Coordinate and meet with the Heads of Department regarding MYP matters.
- Co-lead Middle School assemblies.

Qualifications:

- Teaching qualification
- Experience within the IB educator network a distinct advantage

Experience:

- Previous experience in a leadership role or leading school development initiatives/projects, ideally within an international context
- Previous experience with the International Baccalaureate programmes and the MYP in particular
- Significant successful teaching experience

Competencies:

- Effective communication skills
- Excellent organisational skills
- The ability to manage and lead staff from a diverse range of cultures
- Excellent interpersonal skills and the ability to build a successful team
- Ability to take initiative and manage a wide scope of projects

To apply or if you require any further information about this role, please contact: *Daphne Davies, HR Administrator* (ddavies@islondon.org)

Applications should include:

Current CV (no longer than 2pages)

A recent photograph

Letter of application

Contact details of 3 professional referees

(including one from a senior person in your current school)