



**ISA Wuhan**  
**International School**  
**武汉爱莎国际学校**

**Job Description for**  
**International Baccalaureate Diploma Programme Coordinator (IBDPC)**

Responsible to: *The Secondary Principal.*

**Job Purpose:**

The IBDPC is a key leadership position in the Secondary School and is responsible for the coordination and development of the IBDP in Grades 11-12 (G11-12). The IBDPC is involved in the whole-school implementation of the International Baccalaureate (IB) programmes and is the direct point of contact with the IB in matters pertaining to the IBDP. The IBDPC is a member of the whole-school International Leadership Team (ILT).

As Coordinator you are responsible for:

**VISION AND STRATEGY**

To support the ILT in providing a clear educational vision, ethos and direction for the school, which promotes excellent teaching and learning, including the spiritual, moral, social and cultural development of pupils.

**LEADERSHIP**

Assisting the Secondary Principal in the effective leadership and management of the Secondary School, with a specific focus on G11-12.

Playing an active and positive role in regular Secondary Leadership and ILT Meetings.

Leading and managing the programme of study in G11-12 meeting or surpassing ISA's high standards of performance.

Overseeing the running of the IBDP Personal Project (PP) and Creative Action Service (CAS) Programme in support of the PP and CAS Coordinators where these programmes exist.

- Ensuring a focus on student learning and research-based best practice in teaching are in line with internationally recognized standards and on achieving the aims as outlined in the School Vision and Mission.

#### LEARNING AND TEACHING

- Mentoring teachers and model good inquiry practice in the classrooms.
- Leading professional development sessions for faculty.
- Overseeing curriculum review and facilitating curriculum development across the whole school.
- Supporting teachers in the development of assessment tools in line with the school's assessment policy.
- Ensuring that G11-12 have a well-organized curriculum that ensures a smooth transition from the previous and following grades.
- Ensuring that the planning and teaching of the IB Learner Profile (LP) and of Approaches to Learning Skills (ATL skills) show a coherent development from G11-12.
- Developing and using assessment results to lead curriculum review and development and ensuring that these results are used, where appropriate, in reflection upon teaching practice.
- Supporting and advising teaching staff regarding the administration of the IBDP.
- Developing the Community/Personal Project component within the G11-12 programme.
- Facilitating collaborative planning.

#### PROFESSIONAL DEVELOPMENT

- Chairing regular team meetings at various levels across the school.
- Delivering and helping develop IBDP information workshops for all staff.
- Identifying IBDP professional development needs and opportunities on and off campus.
- Providing orientation sessions for all new staff, as necessary.
- Assessing the professional development needs of teachers and coordinate their participation in appropriate workshops.

#### COMMUNICATION

- Engaging with all stakeholders (students, teachers, parents etc.) in working to support students.
- Preparing documentation for authorization/accreditation as and when required.
- Acting as the liaison between the school and the IB with regards to the IBDP consultation/authorisation process and ongoing administration needs.

- Providing outreach to the wider IB educational community through discussion forums, e-mail and school visits.
- Establishing/maintaining links with other schools in the region.
- Providing content for school through social media e.g. Wechat, blogs, newsletters, webpages and other publications publicizing and promoting the outstanding education at the school.
- Ensuring that appropriate student records are maintained through appropriate databases e.g. ManageBac.

#### STUDENT SUPPORT

- Supporting students through regular and appropriate communication between home and school.
- Working with Student Support Services to ensure that teachers are aware of students' specific learning needs, ensuring that these needs are being met through the use of appropriate learning and teaching strategies throughout Grades 11-12.
- Providing information to students and parents on the most appropriate pathways from Grade 6 through the MYP and into the DP, as well as the school's graduation requirements.

#### SCHOOL ENROLMENT

- Meeting potential new parents, answering parents' questions, addressing their concerns.
- Interviewing new students when required, admitting and advising the Principal in placing them.

#### ADDITIONAL RESPONSIBILITIES

- Ensure continuity, progression and assessment in all subjects.
- Initiating both in-phase and cross-phase liaison where appropriate.
- Maintaining the school's status as a Healthy School.
- Supporting and monitor any teachers as required in pedagogical practice.
- Conducting oneself in a professional manner at all times including meeting deadlines punctually, behaving in a polite and understanding way towards colleagues during meetings and all other times.
- Carrying out any other reasonable duties as directed by the Principal or other senior leader of the school.

The Job Description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended and duties varied to meet the changing needs of the school at any time after consultation with you. Receipt of the above agreed Job Description is acknowledged.

FULL NAME (CAPITALS): \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_