



**BUDAPEST BRITISH INTERNATIONAL SCHOOL
PYP COORDINATOR - JOB DESCRIPTION**

Job Title:	PYP Coordinator
Job Purpose:	To coordinate, lead, and ensure effective teaching and learning within the IB Primary Years Programme. The PYP Coordinator is accountable together with the Head of Primary for the quality of the IB Primary Years Programme and is responsible for all PYP administrative procedures and other PYP-related issues as they arise to support this curriculum. The PYP Coordinator moves beyond advocacy to provide active and dynamic leadership and support
Reporting to:	Head of Primary
Other Key Relationships	Key Stage Phase Leaders, Subject Leaders and Specialist Teachers

Areas of Responsibility and Key Tasks

Professional Characteristics

The teacher will demonstrate essential professional characteristics, and in particular will be:

- A trusted colleague, who is keen to work hard as a part of a team and an effective learning community;
- A practitioner who is student-focused and who regularly reflects on their own practice;
- A teacher who is keen to improve the quality of students' learning by contributing wholeheartedly to the learning priorities as identified on the school strategic plan;
- A highly effective communicator who understands and believes in the aims and values of the school.
- Ability to establish effective working relationships based on mutual respect with co-workers, students, and parents alike

Leadership

Staff

- Help teachers to plan, assess, record, and evaluate learning and identify and address PYP professional development needs
- Ensure that teachers have essential and current IB documents and access to all IB online sites (such as MyIB, etc.)
- Guide teachers and students toward the implementation of the PYP
- Induct new teachers into the PYP, including the use of curriculum planning documents and assessment procedures.
- Manage systems and structures to ensure implementation of the PYP through vertical and horizontal planning
- Devise and coordinate a system for collaborative planning among PYP staff.
- Assist all PYP teachers in fully documenting unit plans according to BBIS unit planning requirements.
- Ensure that the concept of international-mindedness and transdisciplinarity permeates all subjects through the unit planning process.
- Work in coordination with the MYP and DP/CP coordinators
- Work with the Principals and programme coordinators in setting up, hosting, and leading any visits from the IB or IB consultants, including the reaccreditation/reauthorization processes.

Students

- Support the development of an optimum learning environment for all students
- Ensure the reporting process supports student growth and development
- Manage the PYP Exhibition
- Develop and implement, in collaboration with the MYP coordinator, a transition program for Year 6 students and any new students and parents coming into the program.

Communication

- Attend Primary Leadership and any other meetings to provide feedback about the progress of the PYP.
- Keep the Head of Primary and Primary School staff regularly informed of PYP developments.
- Maintain communication between the school and the IB.
- Ensure that curriculum-related parent meetings and workshop opportunities are provided.
- Contribute to strategies to promote and inform current and potential parents of the school about the IB Primary Years Programme

Professional Development

- In consultation with the Head of Primary School, identify areas for PD, and plan internal and external workshops accordingly. Internal workshops are provided regularly to reinforce current practices and to further develop knowledge of the PYP.
- Communicate relevant PYP professional development opportunities for staff.
- Review PD applications from teachers and forward to the Head of Primary
- Register PYP teachers for IB PD when necessary.

Other

Other

- All staff must ensure that they meet their statutory responsibilities with regard to Health and Safety, Equal Opportunities and other relevant legislation, and should conform to the professional and ethical requirements
- Operate at all times within the stated policies and practices of the school
- Any other appropriate duties as allocated by members of the school's leadership team.
- Promote and adhere to the school's vision and values.

Person Specification

Qualifications/Training

Minimum five year teaching experience at different age-groups in Primary	Essential
IBO PYP training in one or more areas within the past 5 years	Essential
PYP Coordinator training	Desirable

Experience / Knowledge

IBO PYP teaching experience	Essential
Experience as a PYP Coordinator	Desirable
Previous leadership experience in a Primary school	Desirable

Skills

Fluency in English with strong oral and written communication skills	Essential
Outstanding interpersonal skills: a good listener who thrives in a collaborative environment	Essential

Proven problem-solving skills and the initiative to act on them	Essential
Personal Attributes	
The resilience, flexibility and energy needed to thrive in a growing, dynamic school	Essential
Open and internationally minded with good intercultural understanding	Essential
Honesty, integrity and compassion, all with a good sense of humour	Essential

How to Apply

Tell us how you think you could add value to our school and how you conceptualise the role of a leader. Please use the TES application form to submit your details, along with your letter of application and your CV.

Please contact the school office for any specific information you might require. You are most welcome to speak to our Head of Primary for an informal conversation before making an application by contacting jonathan.spinks@bbis.hu

The shortlisted candidates will be invited to a first-round video interview by Sparkhire, followed by a second-round Google Meet interview. BBIS reserves the right to arrange Spark hire/Google Meet interviews for suitable candidates before the closing date.

BBIS is committed to safeguarding and promoting the welfare of children and will check the suitability of staff to work with children. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where necessary).

Notes:

This job description may be amended at any time in consultation with the postholder

Date	
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Employee signature	
Countersign by Principal	
Countersign by HR manager	

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