

<b>LOCATION</b>	Nord Anglia International School Hong Kong
<b>JOB TITLE</b>	<b>IB Diploma Programme Co-ordinator</b>
<b>JOB PURPOSE</b>	To be an outstanding leader and classroom practitioner who inspires and develops students and staff to perform at outstanding levels.
<b>REPORTING TO</b>	Head of School
<b>DIRECT REPORTS</b>	None
<b>OTHER KEY RELATIONSHIPS</b>	KS3 and KS4 Co-ordinators Examinations Officer Head of Departments Heads of House Parents Students ASN Department Colleagues
<b>PACKAGE</b>	Competitive
<b>KEY RESULT AREA</b>	
<p>In fulfilling the requirements of the post, the IB Co-ordinator will demonstrate essential professional characteristics, and in particular will :</p> <ul style="list-style-type: none"> <li>▪ Inspire trust and confidence in students, colleagues and parents;</li> <li>▪ Engage and motivate students;</li> <li>▪ Help build strong teams and create the conditions for them to excel;</li> <li>▪ Continually strive to develop the quality of students' learning;</li> <li>▪ Generate and execute action plans for year-on-year improvement in the school's IB results;</li> <li>▪ Use the student tracking and monitoring process to advance student learning and enhance professional practice in line with the school's aspirations and priorities.</li> <li>▪ Contribute significantly to school improvement/ development planning and promote the learning priorities of the school development plan</li> <li>▪ Manage the operation of the IB Diploma programme smoothly and seamlessly, including CAS, extended essay, examinations, career guidance and university entrance.</li> <li>▪ Develop and deploy resources to support high quality student learning</li> <li>▪ Promote the wider aspirations and values of the school</li> </ul>	
<p><b>Areas of Responsibility and Key Tasks Planning, Teaching and Class Management</b></p> <ul style="list-style-type: none"> <li>• Teach students so that they achieve the best they can by :</li> <li>• Planning effective teaching programmes which provide exemplary learning; opportunities within and beyond the classroom;</li> <li>• Positively targeting and supporting individual learning needs;</li> <li>• Maintaining high level of behaviour and discipline;</li> <li>• Effectively using homework and other extra-curricular learning opportunities;</li> <li>• Establishing a purposeful and safe learning environment;</li> <li>• Using modern technology to enhance learning opportunities.</li> </ul>	
<p><b>Leadership</b></p> <ul style="list-style-type: none"> <li>▪ Coach, mentor and help develop colleagues to be the best they can be. Create meaningful accountability for outcomes.</li> <li>▪ Be an outstanding role model</li> <li>▪ Establishing and developing the IB Diploma Programme offering and philosophy throughout the school.</li> </ul>	

### Tracking, Assessment, Recording, Reporting

- Make effective use of formative and summative assessment to plan challenging learning opportunities for all students;
- Monitor and record students' learning to ensure they remain on track to achieve challenging targets;
- Report on progress to appropriate stakeholders

### Pastoral Duties

- Establish a purposeful and safe learning environment for all students;
- Promote the general progress and well-being of individual students and of the IB cohort in general.
- Contribute to the preparation of action plans and other support mechanisms;
- Alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved;
  - Communicate effectively with parents of students, liaising with other staff as appropriate;
  - Contribute to PSHE according to school policy

### Extra Curricular Activities

- Support the life of the school beyond the classroom;
- lead one or more agreed after school activities each week;
- participate in residential weeks and other trips as appropriate;
- contribute to whole school learning initiatives during term

### Other Requirements

- Contribute positively to the morale and community spirit in the school;
- Work effectively in different teams;
- Assist in whole school marketing initiatives and contribute to the growth of the school;
- Operate at all times within the stated policies and practices of the school;
- Maintain an up to date knowledge of good practice in teaching techniques;
- Maintain subject(s) or specialism(s) to enable effective teaching;
- Keep knowledge of wide curriculum developments up to date;
- Undertake professional development to enhance teaching and students' learning, and apply outcomes and identify impact – share outcomes with colleagues.
- Meet responsibilities with regards to health and safety, equal opportunities and other relevant legislation and conform to professional and ethical requirements;
  - Any other appropriate duties as allocated by members of the School's Leadership Team;
  - Promote and adhere to Nord Anglia Education's vision and values
  - **Opportunity** – For us, opportunities need to be meaningful, about achieving potential and making progress
  - **Impact** – For us, impact is about making a difference. It needs to be immediate, positive and lasting.
  - **Leadership** – For us, leadership is about considering the team's needs as well as your own , setting inspiring examples, being supportive and showing real accountability and responsibility.

- **Respect** – For us, respect is about listening, being inclusive, showing tolerance and getting the little things right.

PERSONAL SPECIFICATION	
<b>Qualifications/Training</b>	
▪ Qualified to degree level or above with PGDE/PGCE	Essential
▪ Qualified Teacher status	Essential
<b>Experience / Knowledge</b>	
▪ Proven track record with at least two years' teaching experience	Essential
▪ Experience of being part of a highly successful department and school	Essential
▪ Experience of leadership/management in a school	Desirable
▪ Demonstrable evidence of innovating and adapting curricula to engage children and enable them to perform highly	Essential
▪ Working in partnership with parents	Essential
▪ Experience of delivering a UK National Curriculum, IGCSEs and the IB Diploma	Essential
<b>Skills</b>	
▪ Excellent oral and written communication skills	Essential
▪ Strong organisational skills	Essential
▪ Ability to engage children and enable them to perform highly	Essential
<b>Personal Attributes</b>	
▪ Passionate about education and young people	Essential
▪ Evidence of commitment to continuous professional development	Essential
▪ Confident global citizen or a willingness to become one	Desirable
▪ Understand the complex and demanding environment of an international school community	Desirable
▪ Positive, enthusiastic, resilient and adaptable	Essential

## OTHER CONDITIONS

Compliance with visa requirements for working in Hong Kong

At Nord Anglia Education we are committed to providing a world class, safe, happy environment in which children and young people are able to thrive and learn. We are committed to safeguarding and promoting the welfare of all our pupils irrespective of race, ability, religion, gender or culture.

All post holders in regulated activity (having regular unsupervised contact with children) are subject to appropriate national and international vetting procedures including satisfactory criminal record checks from both Country of residence/birth and any Country of residence within the last 10 years.

Dear Applicant,

Thank you for your interest in working at a Nord Anglia Education school.

By joining one of our schools, you will be welcomed into a global community of over 8,000 people working together in 43 schools located in 15 countries around the world. Together, we educate over 36,000 students globally from ages 2 to 18 across China, Southeast Asia, the Middle East, North America and Europe.

Each of our schools are unique in character and offer an education tailored to meet the needs of its community. However, all our schools are united by our 'Be Ambitious' philosophy – we are ambitious for our students, our people and our family of schools. This means that we want every student to achieve more than may have ever thought possible which we ensure through personalised learning enhanced with unique global opportunities.

As a fast-growing family of schools, we also offer unique opportunities for you to grow professionally and develop your career. In addition to gaining exceptional experience in our schools, our teachers have access to a wide range of resources and support to enhance their success. We offer every teacher extensive training and resources through Nord Anglia University, our vibrant professional development community. Nord Anglia University connects you to colleagues around the world in our online international staffroom and also provides access to courses, seminars and the support of educational experts.

Through unique collaborations with The Juilliard School and the Massachusetts Institute of Technology (MIT), you will also get unrivalled access to world leading experts in the performing arts and STEAM subjects (science, technology, engineering, arts and maths). Also, our collaboration with King's College London, exclusive to Nord Anglia staff, gives you a chance to earn your Executive Master's in International Education.

You can find out more information about what makes our schools a great place to teach at [www.nordangliaeducation.com/careers](http://www.nordangliaeducation.com/careers).

Good luck with your application.