

IB MYP Coordinator (Grade 9 and 10)

Job Description

In addition to the [Expectations of a Teacher at ISB](#), the MYP Coordinator (Grade 9 and 10) plays a key role in ensuring that the school fosters academic excellence and student enrichment experiences. As part of the leadership team, the MYP Coordinator (Grade 9 and 10) also has a key role in leading school improvement.

Core Purpose:

The core purposes of the MYP Coordinator (Grade 9 and 10), in collaboration with the Senior School Principal, Vice-Principal for Academics, and Director of Teaching & Learning, are:

1. Alongside the Senior School Principal and Vice-Principal for Academics, support the leadership and development of the Heads of Department and their departmental teams
2. Provide academic & pedagogical leadership for the Senior School programme
 - Coordination of the IB Middle Years Programme (Grade 9 to 10 / MYP 4 and 5)
 - Oversight of MYP curriculum & facilitation of curriculum development by teaching teams
 - Ensure authentic, relevant assessment of Continuum learning outcomes within the MYP framework
 - Lead innovation in curriculum, assessment, and instruction across the MYP
 - Lead the Personal Project to ensure a clear and focused experience for students
3. Closely collaborate with a variety of teams to build coherence within programmes and systems
 - Align and strategise with the MS MYP Coordinator to ensure programme continuity and work closely with all IB Programme Coordinators under the Director of Teaching and Learning
 - Coordinate with the CAS & Enrichment Coordinator to build more service learning into the curriculum
 - Collaborate with working group and leadership teams to guide and improve the Global Citizenship Week or other MYP-focussed programming
 - Collaborate with Heads of Grade and Wellbeing teams to ensure timely programming in and out of the curriculum for Senior School MYP students
4. Carry out additional activities, as requested, in line with the general expectations of this job description.

An essential attribute of the role is to ensure that all interactions with students, staff, and parents are as positive as possible.

ISB Philosophy and Objectives:

It is expected that all teachers will become familiar with the school's mission and guiding statements, working to promote these in all aspects of their role.

“We all want to learn more;
We all do it in different ways;
We all have fun learning;
We all help.”

Line Manager: Senior School Principal

Responsible for: Academic Leadership of the MYP in Grade 9 and 10

Responsibility Allowance: Level 3 (CHF 9,000 per year)

Responsibility release time: The appointee will teach 40% of a normal teaching load

Contractual Term: This leadership role is linked to the contractual term of the post holder

Leadership and Development of Academic Team**Curriculum and Assessment Leadership:**

- Uphold and represent the school's mission, vision, and core values
- Facilitate MYP Curriculum structures, including Subject Overviews, Course Assessment Overviews, and Unit Design
- Coordination of the IB Middle Years Programme (Grade 9 to 10) & oversight of vertical articulation together with MS MYP Coordinator
- Lead innovation in curriculum, assessment, and instruction across the MYP
- Oversight of MYP curriculum & facilitation of curriculum development by teaching teams
- Ensure authentic, relevant assessment of Continuum learning outcomes within the MYP framework
- Support assessment and reporting, including assisting staff with these processes

Coordination of the MYP (Grade 9 and 10 / MYP 4 and 5) Programme:

- Oversee the collaborative planning, teaching and assessment of the programme working with the Director of Teaching and Learning, the PYP and DP Coordinators, the Middle School MYP Coordinator (Grade 6 to 8 / MYP 1 to 3), and IB MYP teachers when appropriate
- Produce and implement an IB programme development plan in collaboration with other programme coordinators, Heads of Departments IB MYP teachers, and the DoTL
- Provide staff, students and parents with comprehensive information on the IB MYP programme, its philosophy, aims and requirements
- Ensure that IB regulations and assessment procedures are adhered to and to continue to develop internal assessment procedures and methods
- Coordinate the appropriate documentation and prepare for IB evaluation visits and subsequent school response
- Keep up to date with IB developments, including participation in IB conferences, as approved by the Principal and act as a contact point between the IBO and ISB
- Work collaboratively with appropriate staff to ensure that students make the transitions between the programmes smoothly and are placed on suitable courses/in suitable groups.

Professional Learning:

- Coach teachers in their areas of interest and support ongoing professional development in teaching and learning.
- Implement and oversee an IB MYP training programme for newly appointed teachers as well as offer ongoing IB training to all teaching staff
- Coordinate teacher participation in IB workshops and conferences

Personal Project Leadership**Personal Project Coordination:**

- Identify and clearly communicate the characteristics and requirements of the Personal Project;
- Prepare for and carry out staff training for Personal Project supervisors, as required;
- Prepare students for undertaking the Personal Project;
- Establish procedures for assigning a supervisor for each project;
- Confirm and communicate the timeline for the Personal Project for all involved;
- Monitor students' progress and follow up with students and parents, as appropriate;
- Monitor and support supervisors throughout;

- Oversee the moderation of the Personal Project, including setting up the moderation week(s) and feeding back to individual staff;
- Ensure that all Personal Project documentation is completed as required by the IB;
- Communicate with all parents to confirm the timeline, objectives and characteristics of the Personal Project;
- Regularly update staff, students and parents about Personal Project requirements and developments;
- Support and advise the librarian on the allocation of resources for the successful completion of Personal Project;
- Ensure that ISB students have appropriate opportunity to practise the necessary skills required for undertaking the Personal Project;
- Organise and set up Personal Project Exhibition;
- Organise Personal Project focus days;
- Communicate regularly with the MS MYP Coordinator;

Required Experience and Expertise

In addition to the Skills and Attributes as laid out in The Expectations of a Teacher at ISB, applicants applying for this role should have the following Experience and Expertise:

- Strong working knowledge and experience of the Middle Years Programme
- Academic leadership experience, in a middle or secondary school, including curriculum development
- Hands-on experience in the IB Programme Evaluation Process
- Experience in teaching the MYP

Updated: November 2023