

Mahindra International School Job Description

Updated	January 2024
Job Title	IBDP Coordinator
Reports to	Secondary Principal



SUMMARY

The International Baccalaureate Diploma Programme Coordinator provides a key leadership role in the implementation and development of the IB Diploma Programme and is a crucial link between the school and the International Baccalaureate Organisation. The DP Coordinator is expected to maintain a thorough understanding of all aspects of the IB Diploma programme and actively to endorse and promote the principles which underpin it. The DP Coordinator reports to the Secondary School Principal.

Main Responsibilities

- The IB Diploma Programme Coordinator provides key leadership in the implementation and development of the IB Diploma Programme.

Pedagogical Leadership

- Ensure that the school embraces the IB's mission statement and Learner Profile in order to create a programme that engenders international education;
- Implement the IB Diploma Programme in cooperation with the Secondary Leadership Team, ensuring an articulated set of course offerings in all 6 subject groups promoting concurrency of learning;
- Contribute to the Academic Leadership Team meetings and advocate on behalf of the DP Programme;
- Ensure the understanding of the programme expectations as described in the Programme Standards and Practices by the school community and use this as the basis of an effective review process;
- Collaborate with the IB Middle Years Programme Coordinator and IB Primary Years Programme Coordinator to ensure vertical alignment of the curriculum with the MYP and PYP, respectively;
- Collect and maintain student data and programme statistics in order to assess and recommend revision and implementation of the IB Diploma Programme;
- Coordinate and maintain appropriate professional development in the IB Diploma Programme teachers;
- Support and advise teaching staff regarding the administration of the IB Diploma Programme and ensure that all coursework and examination requirements are met by the stipulated deadlines;
- Guide productive teacher reflection with respect to internal and external student results and moderation reports;
- Ensure collaboration between TOK teacher(s) and subject teachers in implementing TOK across the curriculum;



- Liaise with the CAS Coordinator to ensure that an appropriate programme is in place and effectively administered;

Administration of the Programme

- Maintain regular contact with the IBO and assume overall responsibility for administering, distributing, completing and returning all relevant documentation pertaining to the IB Diploma Programme;
- Manage administrative tasks for implementation of the Diploma Programme as detailed in the current Handbook of Procedures including candidate registration, internal and external assessment procedures, mailing and data management;
- Advise in the development and administration of a programme budget to ensure appropriate resourcing;
- Establish a calendar for DP students and teachers ensuring key assessment deadlines are appropriately spread out;
- Ensure the successful implementation of the Extended Essay Component within the IB Guidelines together with the Extended Essay Coordinator.
- Attend regional conferences and meetings for the IBO and subsequently report back to the Secondary Principal and other relevant colleagues as necessary;

Support of Student Learning

- Advise and monitor the recruitment, selection and appropriate placement of IB Diploma Programme students;
- Mentor and provide pastoral care to all IB Diploma Programme students;

Additional

July-August extra responsibilities for 1 week or more of work including:

- Communication with students, parents and teachers in the time surrounding the release of results for counsel and advice as necessary;
- Advise students and parents on the options and risks involved with category 1 enquiry upon results
- Analyze and prepare reports on the results for presentation to the faculty and school board
- Determine and request category 2 and 3 enquiries upon results based on the analysis of results



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Qualifications

It is expected that candidates for this position will be highly qualified educators who are able to lead a faculty in order to make a distinct improvement in the learning environment and learning outcomes of our students. Characteristics of the ideal person for this position would include:

- Extensive experience with the IB DP and familiarity with the IB MYP and IB PYP;
- Recent IB DP Coordinator's Training or IB regional conference participation;
- A continuing record of professional development in the IB DP including active contribution to the IBEN (IB Educator Network). This may include but is not limited to being an examiner, workshop leader, or site visitor.
- A Master's Degree (or pursuing one) in Education, Education Administration or Curriculum Studies;
- A continuing record of professional development in education;
- Excellent interpersonal skills with the ability and desire to work collaboratively with the school community;
- A close attention to detail and ability to manage diverse interpersonal as well as procedural tasks at one time;
- **Knowledge of:**
 - Principles and practices of the International Baccalaureate Diploma Programme;
 - The Handbook of Procedures for the Diploma Programme
 - Principles of the school board policies, procedures and guidelines;
 - Principles of counseling, conflict management, multi-cultural instruction, marketing, public relations, public speaking and budget administration.
- **Ability to:**
 - Use and analyze data to make decisions and guide programme development;
 - Communicate clearly and concisely, both orally and in writing;
 - Develop and implement the IB Programme;
 - Integrate the concerns of the school board, parents, students and teachers with the doctrine of the IBO;
 - Work independently and to be an effective leader and manager of a team.
 - Mentor IB Diploma Programme students in making difficult academic and life decisions;

Safeguarding Statement: *In accordance with the school's commitment to adhere to the International Task Force on Child Protection and all other relevant guidance and legislation in respect of safeguarding children, staff members will be required to demonstrate commitment to promoting and safeguarding the welfare of children and young people in the school.*

