

Job Title: MYP Coordinator

Reports To: Secondary Principal

Job Type: Full-time (up to 8 periods of teaching weekly)

Summary:

The MYP Coordinator at The Island Private School is responsible for overseeing and managing the implementation and smooth running of the International Baccalaureate (IB) Middle Years Programme (MYP). This individual will play a crucial role in ensuring that the MYP framework is effectively integrated into the school's curriculum, promoting international-mindedness, academic excellence, and holistic development.

Key Responsibilities:

1. Programme Leadership:

- Lead the development, implementation, and continuous improvement of the MYP in alignment with the IBO mission & standards as well as the school's mission, vision, and educational goals.
- Act as the point of contact for IB-related matters, fostering strong relationships with IB stakeholders.

2. Curriculum Development and Integration:

- Collaborate with teachers and Faculty heads to ensure the MYP framework is integrated seamlessly into the school's curriculum.
- Promote interdisciplinary teaching and learning by facilitating collaborative planning and assessment.
- Support the development of unit plans, curriculum guides, and instructional materials in line with IB standards.

3. Teacher Professional Development:

- Organise and facilitate professional development opportunities for teachers, ensuring they are well-versed in MYP principles, teaching methodologies, and assessment strategies.
- Provide guidance and mentoring to educators to enhance their understanding of the MYP framework.

4. Assessment and Evaluation:

- Oversee the development and implementation of effective assessment and evaluation strategies in line with MYP assessment criteria.
- Maintain accurate records of student progress and facilitate the process of internal and external assessment.

5. Parent and Community Engagement:

- Foster open and constructive communication with parents and the wider school community regarding the MYP program.

- Organise information sessions and workshops to ensure parents have a clear understanding of the MYP.

6. International-Mindedness:

- Promote the values of international-mindedness, global awareness, and a diverse, inclusive school culture among students, staff, and parents.

7. Compliance and Accreditation:

- Ensure the school maintains compliance with IB standards, policies, and procedures.

- Assist in the preparation and coordination of IB evaluation and accreditation processes.

8. Budget Management:

- Manage the MYP budget, ensuring that resources are allocated efficiently and effectively.

Qualifications:

- Bachelor's degree in Education or a related field depending on the specialisations.

- A minimum of 5 years of experience in educational leadership.

- IB educator certification or MYP-related training and professional development.

- Strong understanding of the IB MYP framework, curriculum, and assessment.

- Excellent communication, organisational, and leadership skills.

- Ability to work collaboratively with faculty, staff, and parents.

- Proficiency in educational technology and relevant software tools.

What We're Looking For:

- A Bachelor's degree in Education or a related field depending on the specialisations is a must.
- A teaching qualification (e.g., PGCE, QTS, teaching credential) is preferred.
- A minimum of 5 years of experience in educational leadership.
- IB educator certification or MYP-related training and professional development.
- Strong understanding of the IB MYP framework, curriculum, and assessment.
- Excellent communication, organisational, and leadership skills.
- Excellent ability to work collaboratively with faculty, staff, and parents.
- Proficiency in using digital tools and technology to enhance teaching and learning.
- Fluent English Language (C1-C2).

Personal Attributes:

- Passionate about IB and dedicated to helping teachers achieve teaching excellence.
- Collaborative and flexible, with a willingness to contribute to a dynamic and supportive team.
- Culturally sensitive, committed to creating an inclusive and respectful learning environment for all students.

Recruitment process:

- Panel interview including Head of School, Secondary School Principal and Employee Success Director (30-45 minutes).
- Additional meeting with other Senior Leaders of the Academic team (30 min).
- Final interview with the CEO/Founder of the School (30 minutes).