



MALVERN
COLLEGE TOKYO

Job description

Job title	PYP Coordinator /Assistant Head	Department	Primary
Division/School	Malvern College Tokyo	Service location	Kodaira City, Tokyo
Reporting line	Head of Primary	Effective date	August 2025

Roles and Responsibilities

Job Purpose	<p>The Primary Years Programme Coordinator (PYPC) will play a pivotal role in leading the implementation and development of the PYP from Pre-Prep to Prep 6, while also fulfilling responsibilities as the Assistant Head of Primary. In this capacity, the PYPC will assist the Head of Primary in managing the day-to-day operations of the primary school, supporting staff, and enhancing the educational experience for all pupils. This position involves overseeing curriculum articulation across the school and managing the PYP authorization and evaluation processes in collaboration with the Head of Primary. The PYPC will work closely with all members of the primary team, school leaders and coordinators, reporting directly to the Head of Primary.</p>
Main Duties and Responsibilities	<p>Leadership</p> <ul style="list-style-type: none">• Promote the values and ethos of Malvern College Tokyo.• Collaboratively draft all policies, procedures, and documentation required for IB PYP school authorization and evaluation.• Liaise with senior team members to ensure consistency and articulation across the school.• Lead collaboration among primary teaching staff in the development and implementation of the PYP.• Ensure detailed and timely planning, teaching, assessment, and resourcing of the Programme of Inquiry.• Support the Head of Primary in managing daily operations, staff performance, and professional development initiatives.• Assist in the recruitment and onboarding processes for new staff as appropriate.• Oversee the academic life of the Primary School, ensuring high-quality and creative learning and teaching across all staff.• Provide leadership and guidance to teams and individuals in all elements of the PYP, including developing Transdisciplinary Units of Inquiry.• Deliver professional development to all staff on PYP methodology, planning, implementation, assessment, and reporting, both during new staff induction and ongoing.• Lead and manage Educational Assistants, ensuring their effective deployment and impact on pupil learning and progress.



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COLLEGE TOKYO

- Foster appropriate communication and collaboration among staff to enable the effective design and implementation of the program.
- Actively engage in all aspects of school life, embedding the values and ethos of Malvern College Tokyo in a holistic educational approach.
- Organize, lead, and contribute to parent information sessions to enhance community engagement.

Administration

- Serve as the primary point of contact for all communication with IB offices regarding PYP matters.
- Ensure compliance with IB requirements concerning program implementation.
- Support the development and implementation of relevant school policies and procedures.
- Lead the process of developing and reviewing the school's PYP curriculum documents, including scope and sequence and unit of inquiry documents.
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Key Relationships

Internal

- Head of Primary
- Primary Pastoral Coordinator
- Other Senior Leaders across the College
- Teachers
- Educational Assistants

External

- Parents
- The IBO
- External providers
- Counterparts in other Malvern Colleges

Position Requirements

Academic Requirements

- Relevant teaching qualification

Required Working Experience

- Experience teaching the PYP
- Experience as a PYP Coordinator and/or in IBEN roles
- Knowledge and experience in curriculum design and development
- Experience in an international school environment
- Evidence of continued professional development, including significant IB training

As Assistant Head of Primary, the PYPC will have the opportunity to influence the educational environment and support the professional growth of the staff while contributing to strategic decision-making and fostering a positive school culture. This expanded role offers a unique opportunity to contribute to the educational excellence at



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	<p>Malvern College Tokyo while taking on leadership responsibilities that impact the entire primary school community.</p>
Competencies	<ul style="list-style-type: none">● Sound understanding of shared pedagogical leadership and collaborative planning● Experience in teaching learners with diverse needs including second language learners of English● A competent, confident, and effective communicator● Innovative, flexible, and technologically adept● Demonstration of the highest levels of linguistic excellence, pedagogy, professionalism, and commitment
Additional Requirements	<ul style="list-style-type: none">● Commitment to ensuring high standards of teaching and learning● Highly developed interpersonal and teamwork skills● A leadership style based on appreciating, supporting, and nurturing the talents of staff and pupils● Sensitivity to the cultural differences found in Japan and the willingness to develop and maintain a cross-cultural approach to work● Flexible, resilient, and able to work well under pressure and manage your time effectively, demonstrating a positive attitude.