



Al Sahwa Schools

Job Specification

Job Title: MYP Coordinator

Line Manager: Reports to Director and Co-Principal (academic)

WRITTEN CURRICULUM

1. Develop, monitor, review and improve the written curriculum and policies.
2. Provide staff with curriculum documentation that is up to date and relevant.
3. Work with the other program coordinators to ensure there is articulation and development of skills, content, expectations that support students' successful journey through the school.

A

1. Integrate the MYP framework into the existing program in accordance with the timeline set by the IB
2. Review the written curriculum through an articulated curriculum cycle – meeting a set timeline
3. Identify and action areas of the written curriculum by implementing the action plan developed after the IB authorisation visit, according to set timelines

TAUGHT CURRICULUM

1. Collaborate with staff to document and plan for the implementation of the MYP program
2. Develop, monitor, and improve structured, purposeful inquiry and concept driven teaching that engages students actively in their own learning.
3. Participate in the implementation and maintenance of the MYP action plan

B

1. Document, archive and articulate the taught curriculum vertically and horizontally
2. Develop and monitor collaboration to improve the quality of inquiry and concept based teaching and learning to meet the interests and needs of students by implementing the action plan developed after the IB authorisation visit, according to set timelines

ASSESSED CURRICULUM

1. Develop and monitor the gathering and analysis of information about student performance.
2. Monitor the archiving and recording of assessment that includes tools and strategies.

C

1. Review and improve assessment tools and strategies that identify students' needs by implementing the action plan developed after the IB authorisation visit, according to set timelines
2. Under the Academic Coordinator, develop and improve the use of assessment data to plan the next stage of learning by implementing the action plan developed for the IB authorisation visit, according to set timelines

PROFESSIONAL DEVELOPMENT

1. Collaborate with the leadership of the school to identify areas for professional development, and plan internal and external workshops accordingly for all members of the school community.
2. Communicate Professional Development (PD) opportunities and review applications from teachers and forward to relevant members of the leadership team; register MYP teachers for IB PD and ensure payment is processed.

D

1. Improve the development of the MYP in the school by providing relevant and engaging PD to all stakeholders
2. Monitor and increase the number of staff accessing Personal PD

LEADERSHIP

1. Be an active part of SELT and provide feedback about the progress and development of the MYP.
2. Ensure that all requirements and procedures set by the IB concerning the Programme are adhered to.
3. Lead the schools MYP evaluation self-study including the preparation and submission of any documentation required for authorization and evaluation.
4. Support and oversee all program specific events such as IDU, PP, service learning etc and be the point of contact for the coordinators.

E

1. Develop, monitor and review an Action Plan for the MYP developed after the IB authorisation visit, according to set timelines
2. Contribute to the presentation and promotion of the academic programme within the School
3. Maintain and archive correspondence and documentation as prescribed by the IB Standards and Practices.

APPENDIX

Written Curriculum Tasks:

Provide MYP teachers with relevant MYP curriculum documentation

Ensure that curriculum documentation is up-to-date

Oversee and collaborate with Academic Leadership Team to review and refine the curriculum map for MYP

Produce a curriculum guide for students for each year level, including reporting outcomes and expectations
Review and update all policies [language, assessment, Inclusion, academic honesty etc]
Oversee the review of the Programme on an annual basis, and submit report to the leadership team.

Taught Curriculum Tasks

Lead collaborative meetings with each group for collaboration and Unit Planner /subject group overview development
Attend meetings with the SLT to plan for implementation
Assist teams in planning for the MYP during regularly scheduled planning meetings.
Ensure that teachers keep long-range unit plans and scope and sequence for the MYP up to date.
Ensure students are educated about the terminology, practices and beliefs of the program
Facilitate student development in lessons using IB learner profile
Supervise the implementation of Personal Project and Service projects in accordance with the MYP Guidelines document, including the assigning of mentors
Archive and document each years MYP Personal Project and Service projects
Supervise the implementation of Interdisciplinary Unit accordance with the MYP Guidelines document

Assessed Curriculum Tasks

Assist with the refinement of the reporting system to include tools and strategies of assessment
Ensure that all MYP teachers have access to the reporting guidelines and provide assistance.
Ensure high-quality MYP related displays around the school
Ensure student portfolios are kept and updated
Facilitate and organise student led conferences and 3 way conferences [goal setting]

Professional Development Tasks

Stimulate, motivate and monitor the development of the MYP in the school
Support and mentor new MYP teachers in the classroom.
Provide learning engagement input and feedback for MYP teachers as requested and when possible.
Provide opportunities for teachers to observe one another in practice, and support them through regular classroom visits.
Ensure that curriculum-related parent meetings and workshop opportunities are provided.
Provide induction to the MYP for new MYP teachers.
Identify areas for professional development, and plan internal and external workshops accordingly.
Communicate relevant MYP professional development opportunities for staff.

Review Professional Development (PD) applications from teachers and forward to relevant members of the leadership team; register MYP teachers for IB PD and ensure payment is processed.

Ensure accounts receive invoice and documents for payment of PD including IB courses

Ensure that all MYP teachers have access to the MyIB

Communicate newly published MYP documents to all MYP teachers.

Attend Regional IB Conference as deemed appropriate by the school

Ensure that the school community is inducted into the programme and keep them updated as they

Provide guidance for MYP teachers in understanding MYP and Al Sahwa Scope and Sequence documents.

Ensure that MYP teachers understand how to use the MYP unit planner and monitor the use of Key, Related concepts and Global Contexts

Leadership Tasks

Lead fortnightly subject specific meetings and maintain a record of agenda and minutes

Keep the leadership regularly informed of MYP/DP developments

Keep copies of all correspondence with the IB, including forms, documents and reports.

Assist the all HoD's/Coordinators in determining main curriculum resources and other needs for professional development; and in placing resource orders

Document and archive assessment, planners, examples of student work and other as required for MOE and evaluation visits