



IB DP COORDINATOR JOB DESCRIPTION

LOCATION	Nord Anglia School Jiaxing
JOB PURPOSE	Implementation and authorization of the IB Diploma Programme
REPORTING TO	Head of Secondary/Principal
DIRECT REPORTS	IBDP Teachers
OTHER KEY RELATIONSHIP	IB DP Teachers, Department Heads, Librarians, CAS Coordinator, Extended Essay Coordinator, ToK Coordinator

KEY RESULT AREA	MEASUREMENT OF PERFORMANCE
Engagement and Interaction <ul style="list-style-type: none">Ensuring that parents are consistently informed of the performance of their children;Ensuring that parents' meeting are organized at least once a semester;The producing of a Handbook;Organizing the IB graduation;Organizing relevant assemblies and activities to encourage the development and the promotion of students in the IB programme including school wide assemblies;Accommodating transfer students by liaising with their previous school and/or provide the receiving school with necessary information.Ensuring that examination transcripts/Diplomas/Certificates are distributed to the candidates upon receipt from IBO;Ensuring that candidates are informed of the exam procedures and the services provided by the IBO (early results, enquiries upon results, legislation) and that the services are executed where necessary;Informing newly appointed IB Diploma staff of all relevant aspects of the programme;Liaising with the librarian regarding the provision of resource books and other relevant matters;Liaising with the Guidance Counsellor to ensure that there is adequate information and guidance about further studies, careers and scholarship opportunities, that students obtain the appropriate reference and that transcript are forwarded to universities;	<ul style="list-style-type: none">School Supervision and Growth Principles.



- In conjunction with the CAS Supervisor, establishing the process of monitoring students in their CAS activities to ensure that all students perform appropriate activities;
- Liaising with the teacher responsible for TOK to ensure that the programme is well administered;
- Anticipating staffing needs and encourage the development of non-current IB staff into the programme;
- Monitoring and keep records of IB staff experience and professional development;
- Together with the staff, making an analysis of the annual examinations;
- Ensuring that all staff are informed of the relevant assessment procedures;
- Administering and be responsible for the 'Annual Calendar of procedures and major deadlines' (Diploma Programme: From Principles into Practice);
- Keeping staff informed of current IB Diploma developments as announced in Coordinator Notes the Diploma Programme: From Principles into Practice and correspondence from the IBO;
- Reviewing the annual results with IB staff;
- Monitoring the progress of IB students: be informed of the development of each IB student;
- Contributing to school publications including the school newsletter and yearbook;
- Promoting the programme within and outside the school and communicate with other schools;
- Developing and overseeing the implementation of the Action Plan for the DP;
- Help set up systems for communication and cooperation of the entire professional staff in implementing the programme in the school;
- Keep up to date with and inform all staff of developments and new publications;
- Serving as a liaison between administration, staff, students, parents and IBO and thus handle all relevant communication with different IB DP offices;
- Inform Department Heads and teachers of requirements of internal assessment and guided coursework and distribute mark sheets as supplied by IBCA for completion;
- Acting as appraisal/evaluation supervisor to relevant staff.

Leading in Learning and Teaching



<ul style="list-style-type: none">▪ Consulting with IB staff to monitor the ongoing progress of students particularly following progress and semester reports and mock examinations;▪ Assuming primary responsibility for initiating information to diploma candidates about the extended essay and maintain follow up with teachers supervising extended essays;▪ Discussing with the student and consult with the IB Diploma staff and/or the homeroom teacher about necessary changes in subject options and other actions concerning the student's academic or personal development.▪ Monitoring the progress of IB students: be informed of the development of each IB student;▪ Providing comprehensive information on the IB Diploma programme its aims and requirements to both interested students and students enrolled in the IB programme▪ Ensure that the concepts of international awareness and international-mindedness permeate all subjects;▪ Overseeing the implementation of the global contexts according to IB guidelines;▪ Supporting the teachers responsible for, and the students involved in, the Personal Project and the Extended Essay in the final year of the programme.▪ Assisting teams or individuals in developing and documenting student inquiries.	<ul style="list-style-type: none">▪ School Supervision and Growth Principles.
Operational Expertise & Resource Management	
<ul style="list-style-type: none">▪ Coordinating all IB DP activities;▪ Ensuring that text books, resources and facilities are available and according to the needs of the IB Diploma programme;▪ Organizing the final examination in addition to orals and mock examinations; take overall responsibility for the examination hall, safekeeping of all examination materials, invigilation of examinations and dispatch of all papers and other examination documents to the appropriate examiners and IBCA;▪ Responding to and initiating communication with the regional offices.▪ Ensuring that accurate student records are maintained;▪ Keeping copies of all IB DP publications on file;▪ Ensure that all regulations set by the IB concerning the programme and the procedures are adhered to properly, and that all deadlines are met;▪ Circulate to teachers and students all relevant information received from the IB;	<ul style="list-style-type: none">▪ School Supervision and Growth Principles.



<ul style="list-style-type: none">▪ Ensuring that conditions for the conduct of the examinations are fulfilled.▪ Keeping copies of all correspondence with IBO including forms, documents and reports;▪ Ensuring that administrative procedures be carried out correctly and that deadlines be kept according to IBO instructions;▪ Be familiar with all IB Diploma procedures as listed;▪ Contribute to the school calendar development;▪ Responsible for the timetabling to ensure that the requirements of the IB DP are complied with the different IB Diploma offices;▪ Contributing indirectly to the recruitment needs of the school.	
Professional and Personal Development – Contribution beyond the Classroom and on-going Professional Development	
<ul style="list-style-type: none">▪ Providing to IB Diploma staff a service of advice and support;▪ Organizing regular staff meetings for discussion of common matters to ensure a smooth running of the programme in the school;▪ Ensuring that all IB Diploma staff have access to relevant publications and updated resource materials, and thus are fully informed of current programme content and subject requirements;▪ Contribute to the development of the professional development plan;▪ Managing, constructing and contributing to in-house courses and workshops;▪ Keeping a record of workshop attendance and school visits to ensure equality of opportunity and identify ongoing needs;▪ Making recommendations regarding professional development opportunities on and off campus;▪ Ensuring that staff members are made aware of professional development opportunities;▪ Monitoring and advise on the professional development needs of the DP teachers.	<ul style="list-style-type: none">▪ School Supervision and Growth Principles▪ PD Certificate
PERSONAL SPECIFICATIONS – Skills Knowledge and Experience	
<ul style="list-style-type: none">▪ Experience coordinating IB DP authorization processes as DP Coordinator	Essential
<ul style="list-style-type: none">▪ Experience as IB DP Examiner	Desirable
Personal Attributes	
<ul style="list-style-type: none">▪ High levels of personal integrity▪ Conscientious and able to focus on completing work to a consistently high standard▪ Flexible and positive approach to work▪ Excellent organisational and time-management skills; high attention to detail▪ Ability to work to tight deadlines and able to prompt others to ensure deadlines are achieved	



- Adaptable to working in a fast paced ever changing environment
- Ability to work under pressure and remain calm
- Proactive and willingness to take on multiple tasks
- Self-motivated and enthusiastic
- Ability to work independently
- Must be a team player, willing to help and be flexible
- Continually strive for improvement

Other

- Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.
- Compliance with visa requirements for working in Jiaxing.
- A commitment to safeguarding and promoting the welfare of all pupils. And the willingness to undertake appropriate child protection training when required

PHILOSOPHY AND VALUES



We are ambitious for our students, our people and our family of schools. We believe that:

- There is no limit to what every person can achieve.
- Creativity and challenge help us get better every day.
- Learning should be personalised.
- Unique global opportunities enhance the learning experience.

The NAE Commitment

At Nord Anglia Education, we work every day to inspire our schools, our students and our employees to be the best they can be, and we are ambitious for them all to achieve more than they thought possible in their personal, social and academic endeavours. Within our family of schools, this aspiration is underpinned by a commitment to always act with **respect, integrity, openness, courage and ambition**. These qualities are the foundation of how we approach our work and roles within NAE and are shared by everyone in our global family.

Promote and embodies *The CORE 7 Leadership Capabilities:*

- **Accountable** – Establishes a high performing culture and accepts accountability for organisational performance.
- **Strategic** – Leads opportunity and is committed to continuous improvement aligned with the organisational vision and direction
- **Collaborative** – Works collaboratively with others to achieve organisational outcomes
- **Entrepreneurial** – Creates organisational value for diverse stakeholders and achieves commercial success
- **Enabling** – Drives excellence through valuing and developing others
- **Agile** – Achieves personal and organisational success within a changing, dynamic and complex environment
- **Resilient** – Demonstrates personal resilience within a demanding environment of high expectations

- Role-model the 'Be Ambitious' philosophy each day
- Feedback as a valued member of the team and the wider organisation