**Job Description**

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| **Job title** | Diploma Programme Coordinator | **Department** | Secondary |
| **Head Office/School** | MCHK | **Service location** | Tai Po |
| **Reporting line** | Headmaster/Head of Secondary | **Effective date** | August 2020 |

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| **Roles and Responsibilities** | |
| **Overview** | The IB DP Coordinator oversees all aspects of the Diploma programme and works closely with the Head of Secondary, Diploma teachers and the secondary pastoral team to ensure that the academic and pastoral needs of all Sixth Form pupils are supported. The DP Coordinator is a member of the Secondary Leadership Team.  The school is currently a candidate school for the Diploma programme and aiming for authorisation in 2020-21, in readiness for the first Sixth Form cohort to begin August 2021. As part of the authorisation process the school is preparing for the consultancy visit in the Summer Term 2020 with the goal of being ready to apply for authorisation in the Autumn Term 2020. With this in mind, the initial year of the DP Coordinator role will be focused on completing the planning and development of all aspects of the DP and meeting authorisation requirements.  At this stage of the school’s development and with a small senior cohort approaching DP, the flexibility of the DP Coordinator to support and lead on related aspects such as CAS, Extended Essay or University/Careers Counselling is expected. The strengths and experience of the successful candidate (in conjunction with current colleagues’ backgrounds) will determine the exact allocation of roles and responsibilities for the DP Coordinator. Roles will inevitably develop as the school’s senior cohort grows in future years.  In the early stages, it is expected that the DP Coordinator will also carry a teaching load. This will be reviewed as the school grows.  The DP Coordinator will be expected to play an active part in developing the Sixth Form experience at MCHK to ensure it meets the school’s vision and mission.  The successful candidate must have the strategic vision, appreciation of the Malvern heritage, vision and ethos, proven experience of the DP programme, strong interpersonal and leadership skills and exceptional professionalism, to lead the development of the Diploma Programme at MCHK. |
| **Main Duties and Responsibilities** | **General**   * Establish and develop the IB Diploma Programme, working closely with DP teachers; * Liaise closely with the MYP Coordinator and Head of Secondary to ensure alignment across the secondary department; * Ensure the school is meeting all IBO requirements for authorisation and the action plan is complete and evidence prepared; * Take responsibility for all DP communications with the IBO; * Take responsibility for all matters relating to authorisation and, thereafter, evaluation visits from the IBO, and ensure recommendations arising from these visits are followed through; * Have oversight of the DP timetable and work, in liaison with the MYP team, Head of Secondary and Deputy Head, to ensure the scheduling meets all DP requirements and uses staffing allocation in a balanced and efficient way; * Keep SMT informed of all developments within the DP; * Oversee the use of ManageBac for Diploma pupils; * Have oversight of DP resourcing and support departments in budget planning in order to meet DP needs; * Notify the Finance department of IBO DP due payments; * Ensure all relevant policies and procedures are in place and effectively implemented and reviewed regularly; * Contribute to the promotion of the Diploma programme within and beyond the school; * Provide comprehensive information to parents on the Diploma programme, in person at information evenings and through appropriate documentation; * Conduct orientation sessions for new pupils and parents entering Lower Sixth; * Liaise with Diploma coordinators in other schools in Hong Kong and internationally; * Support the Admissions process for direct entry to the Sixth Form; * Produce the DP Handbook for pupils and parents;   **Academic and Pastoral Guidance**   * Participate in Sixth Form pastoral team meetings to discuss particular pupils where academic and pastoral issues overlap, involving the Learning Enhancement Team, Senior Housem and Counsellor;   + Liaise with MYP Coordinator and Head of Secondary regarding the options process and the entry requirements for IB Certificate and Diploma;   + Oversee subject option choices and the process of choosing options, conducting subject choice surveys, advising parents and pupils on the choice of IB Diploma subjects and liaising with subject teams and the careers counselling team to support pupils in making appropriate subject choices;   + Liaise regularly with parents to keep them updated on progress and any concerns, in close liaison with Sixth Form tutors;   + Ensure high quality, personalised subject and tutor reports are written to inform parents of progress;   + Organise Pupil Parent Teacher consultations for DP pupils;   + Respond to requests for references and school reports for Sixth Form pupils moving on from MCHK;   **Work with DP teachers**   * Meet with DP teachers on a regular basis and ensure opportunities for collaborative planning are planned and coordinated; * Act as a source of advice and support to Diploma teachers; * Ensure all DP teachers are kept informed of any relevant IB updates; * Ensure all DP teachers are registered and accessing MyIB; * Ensure teachers comply with programme and examination requirements and that appropriate records are kept; * Have oversight of DP staff professional development requirements - organise, and where appropriate, conduct in-service sessions for teachers, and make recommendations to SMT regarding the participation of staff in IB professional development workshops, either organised in school or externally based; * As the school grows and roles and responsibilities are developed, line manage the work of those with responsibility for CAS, TOK, Extended Essay; * Support learning and teaching in DP classrooms to ensure alignment with DP Standards and Practices; * Play a role in the recruitment of DP teachers; * Support the professional review of DP teachers.   **Assessments and Examinations**   * Have oversight of the internal assessment programme for pupils ensuring all requirements and procedures are followed, the IA programme is appropriately scheduled with pupil welfare in mind and internal moderation takes place where necessary; * Facilitate the external moderation by the IBO of the school’s internal assessments; * Facilitate and direct the operation of external examinations for the IBO and all internal trial examinations; * Register pupils for exams; * Communicate and ensure all internal and external deadlines are met; * Prepare timelines for the submission of work to ensure student-workload is manageable   *This list of duties is not exhaustive and the role will develop to fit the strengths and experience of the successful candidate.* |

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| **Key Relationship** | |
| **Internal** | * Headmaster, Deputy Head, Head of Secondary, MYP Coordinator, Senior Housem, Sixth Form tutors, teachers, administrative team, pupils |
| **External** | * Parents, visitors, IBO |

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| **Position Requirements** | |
| **Academic Requirements** | * Minimum Bachelor’s Degree * A recognized teaching qualification (e.g. PGCE) |
| **Required Working Experience** | * Minimum 5 years’ teaching experience; * Proven educational leadership and programme coordination experience; * Previous experience of working in an international school is preferred but not essential; * Prior experience of a school capturing the British independent school ethos is preferred; * Recent experience of the DP programme; |
| **Additional Requirements** | * Sensitivity to the cultural differences found in Hong Kong and the willingness to develop and maintain across-cultural approach to work; * A willingness and commitment to contribute fully to the life of the pu­pils and school beyond the academic day, including active par­ticipation in the academic enrichment and co-curricular programmes; * Flexibility to teach one of the subjects offered within the MCHK MYP/DP programmes; * An openness to assist with any other duties, tasks or jobs as may be reasonably requested by the Headmaster. |