



IB Middle Years Programme Coordinator

- Ntare Louisenlund School Careers
- Rwanda
- School Management / Programme Coordination
- Teaching & Learning / Instructional Design
- International Education

Who We Are

Ntare Louisenlund School (Rwanda) aspires to become a leading institution in Africa, dedicated to fostering excellence in education. Through the Rwanda plus-STEM program, the school aims to attract the finest talents in mathematics, computer science, natural sciences, and technology, serving as a catalyst for innovation, entrepreneurship, and future-shaping endeavors. Situated on a sprawling 60-hectare campus in Rwanda's Bugesera District, a brief forty-five-minute drive from Kigali, the school is designed to accommodate up to 1000 boarding students.

Ntare Louisenlund School is committed to delivering an exceptional international education, empowering students to seek scholarships at the world's leading universities. The student body will comprise two halves, with a portion selected through a rigorous assessment and funded by appropriate scholarships (plus-STEM stream), and the remainder consisting of students from across Africa pursuing the IB Diploma with their families financing the education. Seeking candidacy as an IB World School, Ntare Louisenlund School plans to offer the IB Middle Years Programme and Diploma Programme.

Operated and managed by Ntare Louisenlund CBC, in collaboration with Stiftung Louisenlund, a renowned institution with over 70 years of experience running a secondary boarding school in Germany, Ntare Louisenlund School strives for comparable excellence at both locations in Germany and Rwanda. A strategic partnership with the Rwandan government is envisioned to identify plus-STEM students eligible for government scholarships.

Your Challenge & Responsibilities

The Middle Years Programme Coordinator (grades 7-10) at Ntare Louisenlund School is responsible, together with the Middle School Principal, for the authorization, implementation, and coordination of the IB Middle Years Programme in accordance with the standards and practices set forth by the IB Organization. This position is part-time (25% release time) and combinable with a teaching position.



The Middle Years Programme Coordinator is responsible, in collaboration with the Middle School Principal and the Plus-STEM Coordinator, for the areas of academic instruction, planning, school development and quality management for the school's educational programmes, including co-curricular learning experiences. He or she serves students and parents with respect to all aspects of "living, learning, and achieving" in our school community, together with the Principal, Plus-STEM Coordinator, the Deans of Student Life, academic mentors, and house parents.

The Middle Years Programme Coordinator is a member of the pedagogical leadership team and reports directly to the Middle School Principal.

Your Main Responsibilities

The Middle Years Programme Coordinator is specifically accountable for the following areas:

- Keeping up to date with and inform all staff of developments in and new publications from the IB.
- Setting up systems for communication with the entire professional staff to ensure cooperation in implementing the programme in the school.
- Circulating to teachers and students all relevant information received from the IB.
- Ensuring that all regulations set by the IB concerning the programme and all procedures are adhered to properly, and that all deadlines are met.
- Overseeing the implementation of the published subject-specific assessment criteria.
- Collaboratively monitoring the effective integration of the key and related concepts within teaching and learning.
- Collaboratively monitoring teaching and learning through global contexts, including sustained inquiry into a wide range of locally, nationally and globally significant issues and ideas.
- Ensuring that the concepts of international awareness and international-mindedness permeate all subject areas.
- Supporting students of the MYP and their parents, in particular advising students on course selection, informing about the MYP requirements and answering questions related to the programme.
- Providing teachers and students with guidance concerning the Personal Project.
- Working together with the SA Coordinator to support the effective implementation of co-curricular experiences.
- Maintaining accurate school information via the IB information system (IBIS).
- Ensuring that the document entitled General regulations: Middle Years Programme is distributed to parents (available to parents on the school website).
- Providing introductory information on the MYP to students and parents.
- Supporting the Middle School Principal to ensure that parent meetings concerning the MYP are organized on a regular basis.



- Helping parents understand the MYP assessment criteria and the school assessment policy and procedures
- Planning for teacher participation at MYP workshops and other professional development activities.
- Informing the faculty of all requirements and deadlines related to completion/revision of unit plans, eAssessment, and programme evaluation.
- Reporting to the Middle School Principal and keeping the principal regularly informed of MYP developments.
- Serving as an active member of the pedagogical leadership team.
- Promoting the understanding and implementation of 21st century educational pedagogy and methodology.
- Contributing to the presentation and promotion of the MYP within and outside of the school.
- Ensuring the development, updating, and implementation of school policies (school assessment policy, school language policy, academic honesty policy, inclusive education policy).
- Managing and facilitate the use of ManageBac, AssessPrep, and other learning software within the school.
- Ensuring appropriate conditions for the conduct of eAssessment; organizing and delivering the eAssessments annually.
- Organizing and completing the five-year evaluation and self-study for the MYP.

Your Profile

- You have a teacher certification and significant experience working as a teacher (preferably in the IB Middle Years Programme or Diploma Programme).
- You are passionate about your subject area and enthusiastic about working together with young people.
- You have significant experience in instructional design with an emphasis on innovative, student-centered approaches to teaching and learning.
- You have experience in school leadership and have successfully held a leadership or coordinator position in a scholastic context (preferred).
- You have experience leading and developing people, including facilitating professional development opportunities for teachers.
- You ideally have experience with accreditation and/or evaluative processes and systems in education.
- You are interested in working to shape the Ntare Louisenlund Pedagogy for the 21st century.



- You are willing to familiarize yourself with the unique pedagogical concept of Ntare Louisenlund and to take part in professional development workshops, as well as the school development process.
- You are passionate about and/or supportive of the school's focus on excellence in holistic, STEM education and social entrepreneurship.
- You speak and write English fluently and are competent in using English as a language of instruction (exceptions include foreign language courses)

Benefits & Compensation

- A fully equipped school campus with excellent facilities in a beautiful natural setting in Bugesera.
- Optional campus housing on a first-come-first-serve basis.
- An exceptional in-house professional development programme with travel opportunities for further IB professional development.
- Small learning groups.
- An extensive and diverse co-curricular programme and the possibility of taking part in or offering co-curricular experiences for students.
- Collaboration with an experienced, internationally recognized school in Germany.
- Various partnerships with external educational partners.
- A committed, dedicated, and team-oriented faculty.
- An competitive compensation package (in Rwandan Francs), based on your level of experience. This figure includes the staff housing allowance.
- Start date: July (preferred) or August 2024

How to Apply

Can you imagine working to help us design the school of the future? Then you should apply by 15th May 2024 to careers@ntare-louisenlund.org. and share an updated CV, motivation letter and certified electronic copies of degrees and relevant certificates. CVs will be reviewed on a rolling basis and only shortlisted applicants will be contacted. Please indicate in the subject line while applying as “IB Middle Years Programme Coordinator”.