

IB PYP Coordinator - Job Description

Job Purpose

- To act as pedagogical leader for the IB PYP Programme
- To be responsible for the administration of the IB PYP Programme

Key Task Areas:	Key Tasks Include:
<u>Curriculum</u>	<ul style="list-style-type: none"> • Coordinate with teachers to ensure the correct implementation of the programme. • Ensure that all areas have schemes of work and that the Mondrian Wall is updated regularly in accordance with the schemes. • Lead the collaborative planning of the curriculum in accordance with school policy. • Lead teaching by example, through mutual observations and the school appraisal system. • Coordinate curriculum delivery and interdisciplinary projects with colleagues to ensure concurrency of learning. • Coordinate with Learning Support Assistants, Library Staff and ICT Staff to support classroom learning where appropriate. • Liaise with other programme coordinators to ensure consistency across the curriculum.
<u>Pastoral</u>	<ul style="list-style-type: none"> • Actively encourage the effective use of the IB Learner Profile • Assist in general discipline matters across the school in accordance with codes of conduct and the discipline policy
<u>Administration</u>	<ul style="list-style-type: none"> • Communicate with the school community about the IB (Learner Profile, Standards and Practices, Regulations, etc.) and ensure that they are followed. • Work with SLT to ensure school policies align with the IB. • Distribute IB PYP information to teachers and students when necessary. • Ensure all IB PYP teachers have access to and understand how to use the OCC. • Ensure that timetabling and staffing meets IB PYP requirements. • Manage the IB PYP budget. • Plan and lead regular meetings with IB PYP Teachers, and support staff. Keep precise minutes of these meetings and upload them to the SharePoint folders. • Attend section and whole-school staff meetings regularly, including shared minute taking (language permitting) and leading sessions where appropriate.
<u>Professional Development</u>	<ul style="list-style-type: none"> • Ensure all IB teachers receive appropriate PYP training and attend workshops. • Active participation in internal and external professional development activities. • Report back to staff after workshop attendance. • Lead workshops as appropriate.
<u>Other</u>	<ul style="list-style-type: none"> • Any other duties assigned by the Head of School. • Teach up to 18 lessons per week.

Reports to:

Head of School

Liases with:

Heads of Primary and Early Years