

Job Description – PYP Coordinator

Position: PYP Coordinator

Reports to: Heads of Schools / Senior leadership team

Location: Heidelberg, Mannheim, and Viernheim campuses

Hours: Full-time position (combination of coordination duties)

Main Duties and Responsibilities

- Coordinate and implement the PYP curriculum in close collaboration with the Heads of School and wider leadership team.
 - Support teaching staff in aligning practice with PYP standards and IB requirements.
 - Organize and facilitate classroom observations, professional learning communities, and staff workshops.
 - Guide and mentor staff in planning, delivering, and reflecting on Units of Inquiry.
 - Communicate effectively with school leadership, parents, and the IB regional office regarding PYP matters.
 - Develop, monitor, and oversee an annual PYP action plan to ensure progress towards accreditation.
 - Represent the school in parent consultations and PYP-related communications.
 - Collaborate with other coordinators (MYP, DP) to ensure coherence across the IB continuum.
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Strategic Goals and Milestones

Weekly Priorities:

- Provide teacher feedback following classroom observations.
- Lead or contribute to planning meetings with staff.
- Share updates and progress with school leadership.

Monthly Priorities:

- Facilitate professional development workshops.
- Review curriculum planning and ensure consistency across year levels.
- Evaluate progress against the PYP action plan and share outcomes with staff.

Short-term Goals (by Easter 2025):

- Establish foundational processes for PYP curriculum implementation.
- Introduce clear planning structures and collaborative frameworks.
- Run parent/community information meeting and support documentation

Mid-term Goals (by end of 2024–2025 school year):

- Implement a fully functioning PYP framework aligned with accreditation standards.
- Ensure staff are confident and consistent in PYP delivery.

Long-term Goals (throughout 2025–2026):

- Embed a strong PYP culture across all sites.
- Lead preparation for IB accreditation review, ensuring readiness and alignment.

Qualifications and Experience Requirements

- Proven experience with the IB programme, preferably as a PYP Coordinator or in a similar leadership role.
- Strong teaching background across multiple primary year levels and subject areas.
- Relevant educational qualifications and/or professional training.
- Demonstrated ability to collaborate with and lead teams effectively.
- Strong organizational, communication, and intercultural skills.
- Fluency in English required; proficiency in German highly desirable.

Working Hours and Scope

- Full-time position with a balance of coordination duties and potential support of wider school initiatives that may exceed that of the PYP remit.
 - Flexible schedule required to meet the evolving needs of a multi-campus school.
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Classroom Observations and Professional Development

- Conduct regular classroom visits to mentor and support teaching staff.
 - Lead staff training on PYP standards, inquiry-based learning, and assessment practices.
 - Participate in official IB workshops and support faculty engagement in professional learning.
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Additional Information

- Reports directly to the Heads of School and collaborates closely with the school leadership team.
- Works across all MIS campuses to ensure consistency and alignment in PYP implementation.
- Acts as a bridge between the teaching team, leadership, parents, and the IB organization.