

Job title: Founding PYP Coordinator

March 2021

Mission: The PYP Coordinator is a member of the Senior Leadership Team who works closely with the academic team from 3 to 12 years old to support children in these age groups to become internationally minded individuals and exhibit the attributes of the IB Learner profile. They share this vision with all stakeholders, engaging parents effectively and acting as the pedagogical lead for the PYP at CEM.

They coordinate, lead, and ensure effective curriculum planning and recording to facilitate excellent teaching and learning which inspires children to become lifelong learners. They foster a culture of understanding diversity and an appreciation of what it means to be a global citizen.

The PYP Coordinator will support the following Cognita strategic Priorities:

1. *Improve Education by living and breathing the Cognita Way.*
2. *Be distinctive so parents and students choose and stay at our schools.*
3. *Invest in our people and be a great place to work.*
4. *Grow Cognita to create an exciting future.*
5. *Actively manage our finances to fund school investments.*

Safeguarding Responsibilities:

- To comply with safeguarding policies, procedures, and code of conduct.
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing.
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy.
- To engage in safeguarding training when required.

KPIs	Values	Functions	Skills
<p>Safeguarding and regulatory compliance</p> <p>Successful application for candidacy and subsequent implementation and running of the IB PYP.</p> <p>Success at accreditation.</p> <p>Creation and implementation of PD plans.</p> <p>Education: quality of education, academic outcomes, personal development of students as against the IB ATL skills.</p> <p>Stakeholder engagement and satisfaction: VOP, VOE, VOS</p>	<p>Integrity: Keeping transparency in mind at all stages</p> <p>Innovation: proposal of added value processes</p> <p>Collaboration: Working towards a common goal (teamwork)</p> <p>Pursuit of Excellence: Driven to grow and do things even better.</p> <p>Accountability: Actions and decisions are taken to achieve the required results</p>	<p>The specific responsibilities of the PYP Coordinator will change and develop throughout the school's journey to accreditation but will include:</p> <p>Documentation and Resource Management</p> <ul style="list-style-type: none"> • Develop and publish the school's programme of inquiry in readiness for the successful implementation of PYP. • Lead the process of developing or reviewing the school's scope and sequence documents as we pursue IB accreditation. • This will include writing and implementation of curriculum initiatives whether part of Spanish National Curriculum or outside it through training, classroom observation, professional development days, departmental meetings, targeted sessions etc. • Ensure that essential agreements are formulated for assessment and for teaching and learning language. • Ensure that copies of IB publications pertaining to the PYP are available to all staff members. • Maintain a record of completed planners. • Ensure that all staff engage with writing and updating scope and sequence documents. • Update and issue the Digital Essential Binder, and the curriculum guide. <p>Professional Development</p> <ul style="list-style-type: none"> • To provide continued support all teachers running the PYP from 3 to 12. • Plan and run regular professional development staff meetings. • Ensure that staff members are made aware of professional development opportunities externally and internally. • To ensure all PYP teachers have access to the IB online resources and community platforms via 'My IB'. • To communicate newly published PYP documents to all PYP teachers. • To attend coordination and development meetings to share best practice and ensure consistent implementation of the curriculum. • Make staff professional development recommendations to the Principal. • Control and keep a record of PD expenditure, workshop attendance and school visits to ensure equality and to inform allocation. • Assist teams or individuals in developing units of inquiry collaboratively. • Support the teachers responsible for, and the students involved in, the PYP exhibition in the final year of the programme. • To ensure information about the PYP is disseminated clearly and effectively to all teachers delivering the PYP. • Appraisal – share responsibility for implementing appraisal LET'S TALK. • Plan and maintain the staff meeting and in-service calendar. • Assist the Head of School in the planning and implementation of teacher induction. 	<p>An instinctive commitment to the safeguarding of young people.</p> <p>Honesty and integrity</p> <p>Enjoy empowering others and nurturing talent.</p> <p>Have a professional work ethic.</p> <p>Be an inspirational, energetic, and compassionate leader.</p> <p>Have strong people management skills with the ability to build a team approach.</p> <p>Manage change sensitively and effectively, demonstrating influence and persuasion with stakeholders.</p> <p>High commitment to raise the standards of academic achievement of all pupils.</p> <p>Clear understanding of effective teaching, learning and assessment techniques.</p>

Signed: Name (Print): Date:

		<p>Communication</p> <ul style="list-style-type: none"> • Be an active part of the SLT and provide feedback on the progress of the PYP • To deliver curriculum-related parent meetings and workshop opportunities to promote curriculum knowledge and understanding. • To deliver information sessions for the community. • Maintain and further develop links with other Cognita schools to ensure parallel development of the programme. • Regularly publish articles pertaining to the programme in the school newsletter. • Circulate all relevant information received from the IB. • Prepare and submit any documentation required for authorisation and evaluation. <p>Implementation</p> <ul style="list-style-type: none"> • Ensure that all requirements of the IB concerning the implementation of the programme are adhered to. • Respond to requests for information from the IB. • Provide a liaison between the school and the IB. • Provide outreach to the wider PYP community. • Attend team and team leader meetings. • To plan and evidence impactful intervention. <p>Assessment and Reporting</p> <ul style="list-style-type: none"> • To ensure assessment and reporting practices reflect school values, the attributes of the IB learner profile and IB requirements. • To develop timelines and formats for reporting student progress, including written reports and parent conferences, which allow for effective communication to parents and students and accurately records for use by future teachers. • To ensure that PYP teachers use a range and balance of assessment strategies, recording and reporting strategies, involve students, parents and colleagues in the assessment process, involve students in shared reflection during and at the end of each unit, enable students to see assessment as a means of describing their learning etc. • Ensure that teachers communicate and help learners and parents understand the assessment criteria • To maintain professional ethical standards particularly confidentiality 	
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Profile:

ESSENTIAL

Qualifications: An honours degree and an internationally recognised teaching qualification.

Knowledge/Experience:

- At least 3 years IB teaching experience across the 3 to 12 spectrum.
- An effective communicator in English and Spanish, ideally bilingual.
- A self-starter with a passion for all that the IB stands for and excited to drive the implementation of PYP at CEM.

DESIRABLE

- IB accredited training in the last two years
- A track record of continual self-development and professional training.
- We value team players and consensus builders with the confidence to challenge the status quo.
- Most of all, we are seeking a candidate whose number one priority is delivering a challenging and meaningful educational experience for every child in the CEM community.

Relationships:

- EXTERNAL: School community.
- INTERNAL: Leadership of school, school support staff and wider Cognita leadership network and members of SCP.

Hierarchical dependency: Head of School

- ✓ **Safeguarding** Cognita schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed.
- ✓ **Diversity** Cognita's success depends on our people. With 80+ schools in eleven countries and our employees representing over 40 nationalities, the scope of our difference is a source of pride. We believe this diversity positively promotes global citizenship and reflects the value of contribution irrespective of one's personal characteristics and/or background.
- ✓ **Equal opportunities:** Cognita is committed to preserving and promoting equality of opportunity in all aspects of the conduct of its business. No member of staff or any applicant for employment with Cognita will be discriminated against, harassed, or victimised because of their personal characteristics. Cognita expects all staff to comply with the letter and the spirit of its policy.

Signed: Name (Print): Date: