



ICSLONDON
INTERNATIONAL SCHOOL

Shaping the world

PYP Coordinator Application Pack





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Welcome to ICS London

On behalf of myself, the senior leadership team, my colleagues, our students and our whole community, I would like to thank you for your interest.

Our vision extends to creating a community of compassionate and inspired global citizens. Embracing inclusivity, we acknowledge the uniqueness of every child and maintain a delicate balance between academic and pastoral support. Our staff ensures that each student is treated as an individual, fostering a personalised and innovative approach to learning.

Our commitment to small class sizes and a tailored learning approach has yielded remarkable results, including a 100% pass rate, an IB diploma point score average significantly higher than the world average, and a 100% acceptance rate into first-choice universities. ICS London consistently ranks among the top 10 IB small schools in the country. Embracing students from diverse backgrounds—representing over 65 nationalities—our commitment to diversity fosters an environment where students from various cultural backgrounds learn and develop together. We actively promote kindness, compassion, and respect, caring for ourselves, our global community, and our environment.

At ICS London, we are all lifelong learners, committed to becoming our best selves. Our teachers create a nurturing classroom environment while providing an appropriate level of challenge. We encourage students to embrace failure and mistakes as opportunities to reflect and learn. Every member of our community is urged to be innovative and discover their full potential. We teach resilience by consistently striving to do the right thing, even when faced with challenges. Upholding values such as honesty, open-mindedness, reliability, and fairness, we prepare every child to make a positive impact in an ever-changing and increasingly challenging world.

ICS London transcends being just a school; it is a second home. As you step through our doors, you will sense the incredible support and a place where students feel a profound sense of belonging. I strongly encourage you to visit us and experience it firsthand. We look forward to welcoming you to ICS London.

Mona Taybi
Head of School



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About ICS London

Established in 1979, the International Community School (ICS) has over 40 years' experience in educating, enlightening and engaging a global community.

Recently named as one of the best small independent schools in the UK by the Daily Telegraph, ICS is an International Baccalaureate (IB) World School based in the heart of central London, nestled between Marylebone and Paddington. A day school for students aged 3-18 years, ICS offers all three International Baccalaureate programmes. An innovative academic curriculum, alongside outstanding co-curricular opportunities and a highly individualised approach to personal development make the school a unique, exciting and holistic educational offer for international, as well as British families.

Our students achieve excellent examination results in external exams at MYP and Diploma and enter competitive university programmes around the world including the UK and the USA. A successful and highly regarded English Language Summer School – certified through the British Council - completes the academic provision of the School. ICS is a member of the Independent Schools Association, a prestigious organisation comprising over 500 of the best independent schools in the UK and beyond.

International Community School, London is one of the leading, 'premium brand' schools within the Globeducate group, and both the ICS main school and the ICS summer school enjoy an excellent reputation. ICS joined the Globeducate group in 2018.



About Globeducate

Globeducate is one of the leading international K12 education groups in the world, a network of 65+ premium bi-lingual and international schools, as well as online programmes, educating 40,000 students in 11 countries.

At Globeducate, we believe that our students will only succeed in the world of tomorrow, if they are prepared for the challenges that they will face. The world is changing at an incredible pace, and our planet is facing unprecedented social, economic and environmental challenges.

In addition to providing an excellent education, we ensure that our students build character, learn skills and develop abilities beyond the purely academic. Our students have a voice, and we give them the power to act and help build a more equal, fair and sustainable world.

We prepare each student to become a global citizen who can shape the world.

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About ICS London Primary

ICS London Primary is a small, independent, co-educational, international school of around 80 students, Nursery through Year 6, in the heart of London. The primary campus is located in beautiful Marylebone (about a 10 minute walk from our secondary campus) and caters to the international community as well as an increasing number of local families.

Many of the students at ICS London have relocated to London with their parents who will be working in embassies or in careers such as banking, human rights, entertainment, the military, fashion and sports or studying at one of the nearby universities. We are proud to say that students at ICS London come from all types of families and a very wide variety of backgrounds, and countries such as Australia, China, the United States, Kuwait, Canada, Finland, Nigeria, Spain, Brazil, and Saudi Arabia.

At our heart, we are an inclusive school and it is essential that each and every student not only feels that they belong at ICS London, but that they are able to experience happiness and success at school.

ICS London Primary is an IB (International Baccalaureate) World School and we follow the IB Primary Years Programme. The IB's values of international mindedness, global citizenship, social responsibility, service, and respect are at our heart. Our school rules and expectations are based on the tenets of respect and acceptance. Whole school celebrations and activities are common place and, as a small school where all of the students and teachers know each other extremely well, relationships between students and teachers are a real feature of the ICS London experience. Student agency also lends itself to creating a safe atmosphere for students where they feel listened to, heard, and encouraged to speak up for themselves, others, and what they believe in.

Academic rigour is important to us and external standardised assessments rank us well above average when compared to other similar schools in London and around the world. Many of our students are bi or even tri-lingual and a small percentage of our students are English language learners, some at a beginner level. We are happy to be able to support students with mild to moderate learning differences through our outstanding special education programme. Students are looked at as individuals with unique strengths and needs and that they are challenged in meaningful and appropriate ways, moving them to the next level.



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About ICS London Primary

We provide a well-rounded and diverse experience to all of our students. We have a strong after school and lunch-time clubs program which provides co-curricular opportunities such as robotics, rock climbing, creative writing, instrument lessons, choir, martial arts, film making, sign language, and many more.

We are lucky to have a team of staff composed of positive, creative, hard-working, and talented individuals who not only ensure provision of an academically rigorous education, but also unique and diverse opportunities for our students.

Classroom and specialist teachers take full advantage of the wonderful city of London through frequent field trips, workshops, and visitors. Our parent community is also highly involved in our school life and we have a strong Parent Council. Our Parent Council not only organises and holds social events for parents, but school based events such as International Food Festival and a summer picnic. Parents are often eager to volunteer and get involved at school.

Finally, our staff are our greatest asset. Our colleagues, like our students, come from all over the world and are well trained and qualified to provide high quality education. They are extremely supportive of one another, hardworking, positive, happy, and fully committed to developing our students and themselves. While our staff members are extremely committed and serious about their jobs, ICS Primary, as a workplace, could be described as a social, lighthearted, respectful, close knit and fun-loving community.





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PYP Coordinator

Job title

PYP Coordinator

Reporting to

Primary School Principal

Working hours and working days

8.00-5:00pm , Monday - Friday

Start date

25th August 2026

Early Start date negotiable

Location

Based at ICS London Primary, 7B Wyndham Place, London W1H 1PN

Salary

Competitive

Terms of employment

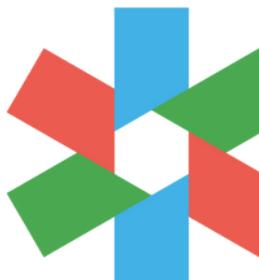
Full-time, permanent contract 1 year probationary period

Appraisal

On a bi-annual basis via self/peer/line-manager appraisal

Main objective

To oversee the administration, implementation and evaluation of the Primary Years Programme





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Responsibilities/duties

- Set up systems for communication and collaboration amongst all staff members involved in implementing the programme e.g. planning expectations, professional development etc.
- Keep the school community informed of developments and implementation of the programme through information sessions, curriculum evenings, updates to families, handbooks etc.
- Circulate all relevant information received from the IB
- Provide a liaison between the school and the IB
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- Provide outreach to the wider community of learners through such media as the MyIB discussion forum, e-mail contact with colleagues and school visits
- Hold regular, collaborative planning meetings with teachers
- Facilitate collaboration amongst teachers (classroom and specialists)
- Support the school in its development as a learning community
- Participate in the formation of the primary school's 3 year strategic development plan using the standards and practices and previous evaluation visit documents
- Organise and facilitate staff participation in the self study and collection of evidence required for authorisation and evaluation
- Ensure that all requirements and procedures set by the IB concerning the programme are adhered to
- Respond to requests for information (e.g. questionnaires) from the IB
- Ensure that copies of the IB publications pertaining are available to all staff members
- Publish the school's programme of inquiry
- Guide teachers in maintaining completed planning
- Lead the process of developing or reviewing the school's scope and sequence documents
- Ensure that essential agreements are formulated as necessary, i.e. for collaboration, planning, assessment, etc.
- Collaborate with staff and management in the purchase of resources to support implementation of the Primary Years Programme, teaching and learning and any identified focus in the strategic plan
- Ensure that staff members are made aware of any IB PYP and related professional development opportunities available
- Make recommendations regarding training opportunities on and off campus
- Keep a record of workshops and school visits (attended by teachers) in order to achieve equality of opportunity and identify ongoing needs





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- Organise and lead collaborative planning afternoons and professional development with staff and management to support the strategic plan
- Assist teams or individuals in developing units of inquiry
- Work with Primary School Principal to ensure smooth day-to-day running of the school
- Organise cover when teachers are sick/out
- Approve school visits, field trips, and risk assessments related to these under the guidelines set by the School Principal
- Be a contact person for staff to address queries related to teaching and learning
- As a member of the Primary Leadership Team, participate in and contribute to weekly leadership meetings and any other meetings as advised by the School Principal or Head of School
- Liaise with the MYP Coordinator and DP Coordinator



Person Specification

Qualifications

Essential

- Full qualified teacher status
- Degree level qualifications in relevant subject area

Desirable

- Coaching/training qualifications
- First Aid qualifications
- Post Graduate (Masters/PhD) qualifications

Experience

- Five years teaching experience (post qualified teacher status) employing learner centred classroom strategies in PYP environment

- Experience working outside the UK
- Experience of International Education
- Prior experience in leadership or management
- Experience working with SEN students

Skills

- Excellent Communication skills
- Ability to set a high standard of leadership in and out of the classroom
- High level of communication, teaching and presentation skills
- Strong IT skills
- High level of time management skills
- High level of organisational skills

- Ability to design and deliver papers and workshops at external conferences
- Ability to speak other languages



- Ability to motivate, and inspire colleagues
- Ability to manage planned and unplanned situations
- Ability to show initiative and contribute new ideas
- Strong skills of diplomacy, networking and negotiation
- Ability to lead and/or facilitate in-house training

Knowledge

Essential

- Understanding of other cultures
 - Understanding of equal opportunities policies, and the impact that such a policy has on a class of students
 - Knowledge of mixed culture environments
 - In depth knowledge of the IB and its Primary, Middle and Diploma programmes
- Knowledge of the IB and its Primary Middle and Diploma programmes
 - Knowledge of mixed culture teaching and learning



Other Attributes

Essential

- Strong commitment to the IB Programme and philosophy
- Strong commitment to continuing professional and personal development
- Strong commitment to promoting the school to students, parents, colleagues and others
- Ability to model the learner profile explicitly
- Sense of humour
- Flexibility
- Reflective
- Innovative
- Compassionate
- Transparent and honest





How to apply

Candidates are requested to submit their application form using the TES portal.

No other form of application will be accepted unless under exceptional circumstances. If you are unable to apply online due to a disability, then please contact ICS London Human Resources.

- Closing date for applications : **16th January 2026**
- We reserve the right to shortlist and appoint before closing date should an exceptional candidate apply.
- We are not able to offer visa sponsorship for this post. Candidates must have British or eligible visas to work in the UK.

ICS London has a commitment to safeguarding and promoting the welfare of children and young people and as such this post holds safeguarding responsibilities. This post is defined as regulated activity and all appointments are subject to satisfactory references, Online Recruitment Searches, Enhanced DBS checks/Overseas Police Checks and Prohibition check, Overseas Teaching Sanctions check, and Disqualification from childcare check (if applicable). Online checks will be carried out on all shortlisted candidates and candidates will be asked to talk through their applications during the interview, including periods when they were not working. ICS London is committed to equal opportunities. This post is exempt from the Rehabilitation of Offenders Act 1974. We reserve the right to shortlist applications before the closing date and to appoint an outstanding candidate should one present themselves.

If you have any questions, please contact HR on recruitment@icslondon.co.uk