



## JOB DESCRIPTION

<b>LOCATION</b>	<b>Renaissance International School, Saigon</b>
<b>JOB TITLE</b>	<b>Assistant Head/IGCSE &amp; IBDP Coordinator</b>
<b>JOB PURPOSE</b>	<p>The IBDP and IGCSE Coordinator is an integral part of the Secondary Leadership Team and whole school Pedagogical Leadership Team in a contributory and decision-making capacity, responsible for ensuring the effective implementation of both the IBDP and IGCSE offering, as well as overseeing examinations for both programmes.</p> <p>The Coordinator plays a crucial role in maintaining high academic outcomes and standards of integrity, supporting the development of faculty, and providing guidance to students and families, as they navigate the programmes' demands and expectations.</p> <p>The IBDP and IGCSE Coordinator will positively impact the continued success and growth of the programmes, guaranteeing that the examinations and externally set assessments are carried out in accordance with the relevant regulations and that the reputation of academic and professional integrity of the school is maintained.</p> <p>Renaissance International School values highly educators who appreciate the importance of being content and language instructors within a multilingual international context, and are personally and professionally equipped to explain differentiated English language objectives in a sympathetic and nurturing manner to our second language learners.</p>
<b>REPORTING TO</b>	<b>Head of Secondary</b>
<b>OTHER RELATIONSHIPS</b>	<b>Students, teaching faculty, families (current or prospective), University Counsellor and School Counsellor</b>
<b>PACKAGE</b>	<b>Competitive and to be discussed at interview</b>
<b>SAFER PRACTICES</b>	<p>Renaissance International School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including references from previous employers in accordance with our recruitment policy. Where possible, interviews will be conducted in person, and they will explore candidates' suitability to work with children.</p> <p>All staff are required to manage effective personal development as part of the school's commitment to invest in staff as the key resource in the organisation.</p> <ul style="list-style-type: none"> <li>• Each individual must ensure that they meet their statutory responsibilities and school policies with regard to Health and Safety, Equal Opportunities and other relevant legislation.</li> <li>• Hold a current Criminal Background Check or International Police Check or equivalent for countries lived in outside of the UK tracing employment history for previous 10 years.</li> <li>• Complete Child Protection and Safeguarding training as mandated by the school</li> <li>• Any other appropriate duties as allocated by the Head of Section and/or Head of School</li> </ul>
<b>SCHOOL MISSION STATEMENT</b>	<p><b>School Mission:</b></p> <p>As a student-centred, family-focused community, we will guide learners on their journeys towards fulfilling their individual potential, embracing their own independence and internationalism in a safe, supportive, and challenging environment.</p> <ul style="list-style-type: none"> <li>• <b>Exceptional Experiences:</b> It is our belief that children only have but a short period in education. We seek to make the most of this time. All that we do for students, parents and faculty is designed to deliver exceptional experiences that provide true meaning and fulfillment, professionally and educationally.</li> <li>• <b>Outstanding Educators:</b> We celebrate diverse cultures and promote global citizenship, fostering a respectful and inclusive environment. We equally recognise the need for educators to display excellence in their teaching and learning practice.</li> <li>• <b>First Class Facilities:</b> The school is committed to constant refurbishment and enhancement of facilities to provide a safe and exciting environment, most conducive to students' development.</li> <li>• <b>Unparalleled Service:</b> We believe that all stakeholders deserve to receive levels of service that makes them proud to belong to the Renaissance International School community. Empathy and attention to detail are hallmarks of this commitment to service quality.</li> </ul>

## **Assistant Head of School – DP and Exams Coordinator**

The DP and Exams Coordinator is responsible for the effective pedagogical leadership of the Years 10 to 13 curriculum and is responsible for the fulfilling of all DP responsibilities required or recommended by the IB, and as mentioned in the “*From Principles into Practice*” guidelines.

### **Responsibilities of the IB DP Coordinator include:**

- Working collegially within the school leadership team to support the school’s vision, mission and philosophy.
- Supporting the school’s curricular, pedagogical and philosophical commitments as an IB school and
- Assisting the whole school Pedagogical Leadership Team in meeting its planned goals.

#### **A. Curriculum/Documentation**

- Be a pedagogical leader of the IGCSE and DP in the school;
- Lead the development and documentation of the IGCSE and DP requirements;
- Mentor IGCSE and DP faculty and model effective inquiry-based teaching practices;
- Organise and lead regular IGCSE and DP planning meetings;
- Ensure the consistency and development of unit planners in each academic department;
- Support the Head of Secondary in the yearly curriculum review and development for each academic department;
- Ensure essential agreements are formulated for assessment and for all areas of learning;
- Core Units:
  - Coordinate with the CAS/EE/TOK leads for the meeting of internal deadlines
  - Ensure CAS/EE/TOK leads do the following:
    - Inform supervisors and students about requirements, guidelines and assessment criteria;
    - Enforce internal school deadlines;
    - Ensure that students meet with supervisors on a regular basis;
    - Ensure that IBDP external deadlines are met;
- Work closely with the MYP Coordinator and Department Heads to ensure full curriculum articulation.

#### **B. Administration Duties:**

- Maintain regular contact with the Cambridge and the IBO and assume overall responsibility for administering, distributing, completing and returning all relevant documentation pertaining to the IGCSE and the DP;
- Establish and maintain effective links with other Diploma schools in the region;
- Participate in the timetabling process to ensure the timetable supports student learning;
- Ensure a scope and sequence is in place and adhered to for the approaches to learning;
- Ensure copies of IB DP publications are available to the faculty;
- Assist the faculty and Leadership Team in identifying resources to support the IGCSE and Diploma;
- Notify the Accounts Department of any IGCSE or IBO payments that are due;
- Represent the School at various external events/meetings related to IB;
- Coordinate and plan the collaborative meetings at each year group;
- Coordinate and plan some Head of Department meetings;
- Meet with MYP coordinator on a regular basis, and together with the PYP Coordinator, as required;
- Coordinate student-led conferences.

#### **C. Exam Duties:**

- Organise mock written and oral exams for students and invigilators;
- Ensuring that all internal assessment forms and students’ work are uploaded online, by relevantly set deadlines;
- Maintaining the security of examination papers;
- Informing students and invigilators about the exam procedures and regulations;
- Providing students with individual exam schedules and the document concerning the conduct of exams;
- Establishing and equipping a suitable location for the exams;
- Ensuring that there is sufficient stationery for the exams;
- Checking the requirements for calculators, data booklets, case studies and other authorised exam materials;
- Establishing an invigilation schedule and information invigilator of the schedule;
- Ensuring that all invigilators are aware of their responsibilities;
- Planning for the mailing of student exam scripts within 24 hours after each exam and being able to follow-up any packages that go astray;
- Ensuring students receive their results on time;

- Working with the School Counsellor to support students and their parents;
- Inform students about their opportunities for inquiries upon results, and organise any potential exam retakes.

#### **D. Communication:**

- Provide advice and support to all faculty and inform them of all developments within the IGCSE and DP, including advising the appropriate departments of any new publications relevant to their subject areas and/or positions within the school;
- Promote the IGSE and the DP both within and outside the school community;
- Meet with parents and students to promote and explain the IGCSE and DP;
- Orient new faculty and inform them about the IGCSE and DP requirements.

#### **E. Professional Development:**

- Assess the professional development needs of the IGCSE and DP faculty and coordinate their participation in IGCSE and DP workshops;
- Develop induction programs specific to the needs of IGCSE and DP faculty and participate in their on-going support and mentorship.

#### **Time Allocation:**

At Renaissance International School, the standard teaching load is 21 contact hours per week, equating to 70% of the weekly schedule. To allow the Assistant Head/IGCSE and DP Coordinator to fulfil their responsibilities, they are allocated a maximum teaching load of 10 contact hours per week, equating to slightly under 50% of the standard weekly teaching load.

### **Desired Qualifications and Experience**

#### **Experience / Knowledge**

• BEd degree or similarly recognised degree, plus PGCE/QTS	Essential
• Relevant Master's or PhD qualifications	Highly Desirable
• Experience in teaching the Diploma Programme for at least 3 years specific to the subject area applying for	
• Strong subject knowledge of the specific subject to be taught	Essential
• Range of teaching experience across different year groups, especially the IGCSE and Diploma Program.	Desirable

#### **Skills**

• Excellent classroom practice and pedagogy	Essential
• Ability to prioritise workloads and to work on own initiative	Essential
• Excellent communication and interpersonal skills.	Essential
• Ability to differentiate instruction to meet the needs of diverse learners.	Essential
• Familiarity with educational technology tools and their integration into teaching.	Essential

#### **Qualities specific to a dual-language school**

• Relish the prospect of co-planning and teaching with Vietnamese and English language colleagues	Essential
• Be able to engage and inspire new learners of English	Essential
• Be open to new ideas, embracing professional development	Essential
• Be creative in the design and delivery of the curriculum	Essential
• Knowledge of TESMC or similar training/experience in bilingualism	Highly Desirable

#### **Personal Attributes**

• High levels of personal integrity	Essential
• Good organisational and time-management skills	Essential
• Ability to work under pressure and remain calm	Essential
• Positive attitude, a growth mindset	Essential
• Ability to lead a diverse group of educators towards clearly defined goals	Essential
• Be energetic and prepared to go the extra mile in shaping the school's future	Essential