

2024

IB MYP Coordinator

Applicant Information Pack



**OAKLEIGH
GRAMMAR**

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Welcome

Dear Prospective Applicant,

It is with great pleasure and enthusiasm that I introduce myself and Oakleigh Grammar to you. We are an early learning to Year 12 school large enough to offer leading-edge programs, and small enough to enjoy a loving close-knit community. We put students at the centre of all we do and I am exceedingly proud of our exceptional educators and support staff who are dedicated to their students, to academic excellence and to their profession.

We believe that supporting internationalism is critical for our young people as they move into a rapidly changing internationally-minded society. We are seeking an exceptional individual to join our Oakleigh Grammar family as the International Baccalaureate (IB) Middle Years Programme (MYP) Coordinator. This role is the pivotal link between the school and the IB MYP regional office, and is responsible for the curriculum for Years 6 to 9.

Oakleigh Grammar is not merely a place of education; it is a nurturing learning environment where young minds are ignited, curiosity is celebrated, and a lifelong love for learning is developed. We look forward to the chosen candidate contributing significantly to success of our school and its students.

Enclosed within this package you will find detailed information about Oakleigh Grammar and the specific requirements for the IB MYP Coordinator position.

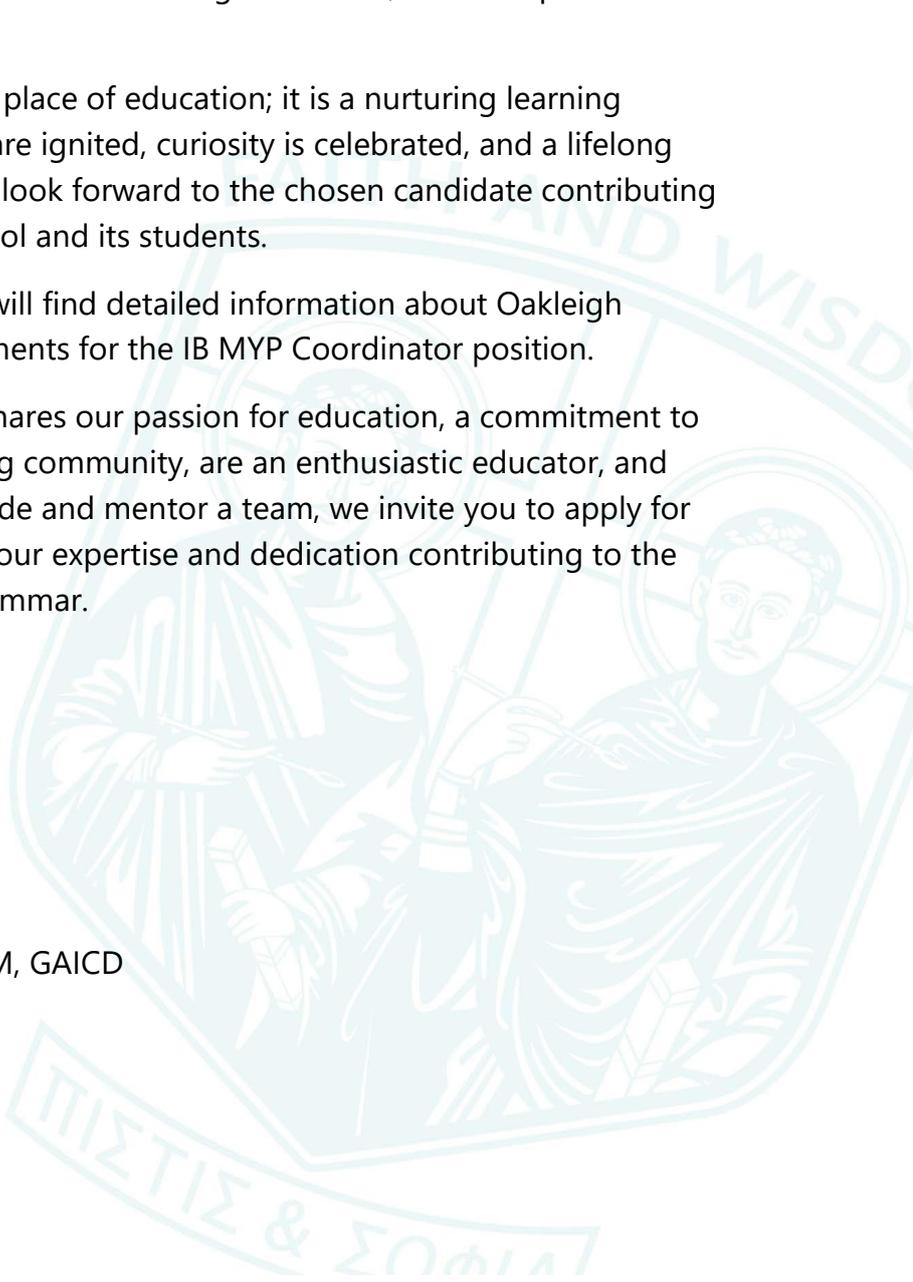
If you are a visionary leader who shares our passion for education, a commitment to fostering a cohesive and embracing community, are an enthusiastic educator, and possess the leadership skills to guide and mentor a team, we invite you to apply for the position. We look forward to your expertise and dedication contributing to the continued success of Oakleigh Grammar.

Kind regards



Mark Robertson
Principal

B Ed, M Ed St, FACEL, MACE, AFAIM, GAICD



About Oakleigh Grammar

Oakleigh Grammar offers excellence in coeducational learning from Early Learning to Year 12 for domestic and international students. We are dedicated to building confident lifelong learners and responsible global citizens by empowering young minds and putting students at the centre of all we do. We ensure each child is nurtured and cared for in a close-knit community, by exceptional educators who are dedicated to their students and their profession. Oakleigh Grammar boasts a multicultural environment where a zest for life is encouraged, academic excellence is celebrated, and good citizenship is our daily pursuit.



Ethos

Our School is founded in and inspired by Orthodox Christianity and Hellenic language and heritage.

Values

Humility

We embrace humility, fostering a sense of modesty and open-mindedness in our students and wider community, guiding them to recognise that learning is a journey without end, where every step is an opportunity to grow and gain wisdom.

Aspiration

We ignite the flames of aspiration in our staff and students, setting ambitious goals and equipping them with the skills, knowledge, and determination to achieve them, empowering them to dream big, plan strategically, and work diligently to transform their aspirations into tangible achievements. Ultimately, we aspire for all of our students to have a 'zest for life'.

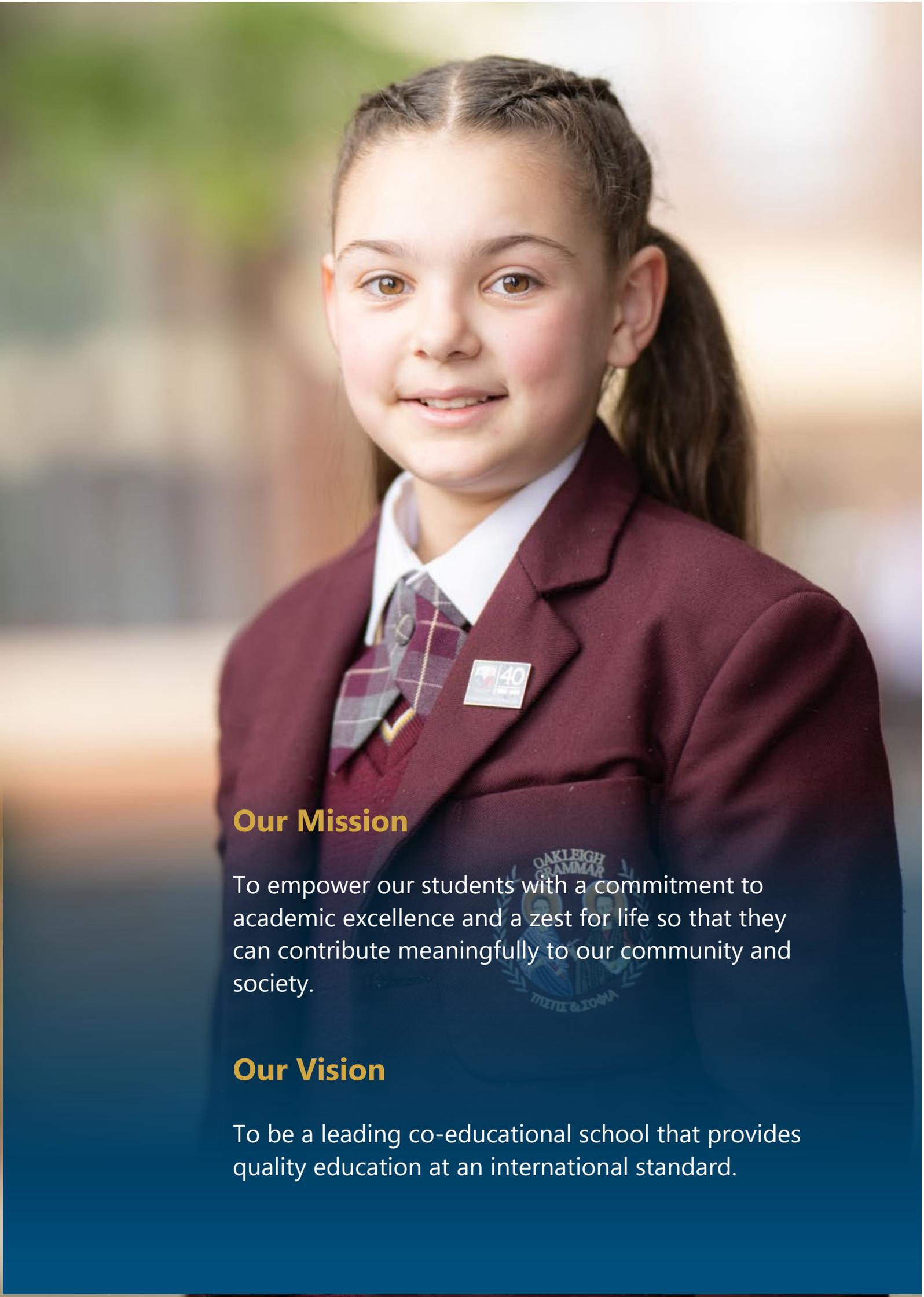
Respect

We recognise and appreciate the inherent worth and dignity of every individual, regardless of differences, and we foster an environment of inclusion, consideration, and understanding, to honour both people, and the world we inhabit.

Kindness

We cultivate kindness as a fundamental principle, teaching our students that simple acts of compassion and empathy can create a ripple effect of positivity, transforming the world one heart at a time.





Our Mission

To empower our students with a commitment to academic excellence and a zest for life so that they can contribute meaningfully to our community and society.

Our Vision

To be a leading co-educational school that provides quality education at an international standard.



Position Description

Oakleigh Grammar Position Description

IB MYP Coordinator

Overview

Oakleigh Grammar is a highly reputable Christian co-educational ELC to Year 12 School located in the South-Eastern suburbs of Melbourne.

Oakleigh Grammar values education that goes beyond academic development. At its core, the School is dedicated to building compassionate, confident and active lifelong learners espousing all students to have a zest for life.

| | |
|------------------------|---------------------------------------------------------------------------|
| Position title | International Baccalaureate (IB) Middle Years Programme (MYP) Coordinator |
| Address | 77-81 Willesden Road Oakleigh VIC 3186 |
| Appointed by | Principal |
| Responsible to | Deputy Principal – Professional Culture and Junior School |
| Employment type | Full-time (FTE 1.0) |

Primary purpose of the role

The International Baccalaureate (IB) Middle Years Programme (MYP) Coordinator is responsible for the effective organisation of the IB MYP. The IB MYP Coordinator reports to the Deputy Principal – Professional Culture and Junior School.

The IB MYP Coordinator is the link between the school and the IB MYP regional office. Additionally, the IB MYP Coordinator has oversight of the curriculum from Years 6 to 9 and the management, development, support and evaluation of the IB MYP.

The IB MYP Coordinator will work with teachers, students, and the school community to create a thriving, dynamic and aspirational academic culture. The IB MYP Coordinator will teach one or two classes as required. Key Performance Indicators (KPIs) will be established on a yearly basis.

Duties and responsibilities

Major responsibilities

The IB Middle Years Programme Coordinator is responsible for:

- The school's MYP action plan;
- Supporting research-based, innovative teaching and student learning;
- Collaborating with the Service Learning Coordinator on the ongoing development of the service programme and community project;
- The management, development, support and evaluation of the IB MYP;
- Coordinating all IB MYP activities as per the IB programme standards and practices;
- Preparing and updating the school's IB MYP publications;
- Keeping copies of programme standards and practices with the IB regional office;
- Contributing to the school marketing of the IB MYP, within and outside the school;
- Effectively communicating the relevant aspects of the MYP with members of the OG community;
- Ensuring regular monitoring of students' progress in their IB MYP subjects, with the assistance of Learning Leaders and teachers, keeping appropriate records and data analytics;
- Communicating and liaising with the IB regional office regarding programme evaluation visits;
- Overseeing curriculum review and facilitate curriculum development around the themes of the learner profile, service and action outcome, approaches to learning (ATL), and international mindedness;
- With the assistance of Learning Leaders, supporting teachers in the development of assessment tools in line with the school's assessment policy and IB standards and practices;
- Identifying, facilitating and encouraging professional development opportunities in relation to the IB MYP;
- Attending workshops and conferences as appropriate.





Related responsibilities

Additionally, the IB MYP Coordinator is responsible for:

- Organising, in coordination with the Deputy Principal – Professional Culture and Junior School and Middle School Learning Leaders, examinations and formal assessments throughout the yearly academic cycle
- Ensuring that all aspects of the MYP teaching and learning demonstrate an exciting horizontal and vertical development from Years 6 to 9;
- Ensuring that the Community Project supervision is effectively planned and well-executed;
- In conjunction with the Middle School Pastoral Coordinator, preparing students for MYP Graduation and the award of OG MYP Certificates;
- Providing an MYP induction session for all new staff, as necessary;
- Working with the Learning Leaders to develop and use assessment results to inform curriculum review and development;
- Ensuring the review and effective implementation of MYP policies;
- Collaborating with the Senior Leadership Team in the organisation of timetabled curriculum planning meetings;
- Mentoring and modelling good inquiry and direct learning practice in the classrooms;
- Facilitating IB MYP training for staff members;
- Supporting the orientation of Year 6 and new Oakleigh Grammar students into the MYP;
- Ensuring that classrooms and the Middle School corridor promote and reflect the MYP and showcase student work;
- Facilitating collaborative planning;
- Having a contact teaching allotment as determined by the Principal.

Key relationships

Direct Report

- Deputy Principal – Professional Culture and Junior School

Directly supervising:

- MYP Learning Leaders

Associated relationships with:

- Deputy Principal – Student Wellbeing and Operations
- Deputy Principal – Strategic Initiatives and Advancement
- Middle School Teachers
- Head of Arrowsmith
- Head of Learning Enhancement
- Head of Academic Data and Junior School Curriculum



Qualifications, skills and experience

About you

- Recognised VIT teaching qualification and current teacher registration are mandatory;
- Excellent communication and interpersonal skills, including team building and leadership;
- Excellent working knowledge of the
 - IB MYP programme standards and practices
 - Australian Curriculum requirements
- Sound administrative and organisational skills with the ability to manage competing demands and priorities to meet deadlines;
- Experience in a similar role in an IB World School;
- Experience of working collaboratively with a passionate team of staff to deliver a range of effective learning experiences for all students;
- A proven capacity to improve student learning and promote academic excellence.

Attributes

- Compassion, patience, initiative and flexibility;
- Capacity to work as part of a team;
- Capacity to model good leadership;
- Willingness to take part in School's co-curricular program;
- Demonstrated commitment to professional and lifelong learning.
- Commitment to uphold and contribute to the Orthodox ethos of the School;
- Capacity and willingness to contribute to the vision and mission of Oakleigh Grammar.



A photograph of two students in maroon school uniforms sitting and talking. The student on the left is a young boy with dark hair, looking towards the right. The student on the right is a young girl with glasses, smiling and looking towards the left. They are both wearing maroon blazers over white shirts and grey ties. The girl is also wearing a maroon and grey plaid skirt. The background is blurred, showing a building with maroon and white architectural elements.

Selection criteria

- Demonstrated capacity to lead the IB MYP;
- Demonstrated capacity to create a thriving, dynamic and academic culture within the Middle School;
- Demonstrated capacity to advance the IB MYP culture within the Middle School;
- Demonstrated high order organisation and interpersonal skills.



Expectations of Staff

Oakleigh Grammar staff members are expected to maintain professional and responsible attitudes, and to communicate respectfully and effectively. All Oakleigh Grammar staff members are required to:

- Treat each other with courtesy and respect;
- Respect the right of each person to learn/work without disruption;
- Accept responsibility for their own progress development;
- Accept responsibility for maintaining safe, clean, and pleasant surroundings;
- Demonstrate self-respect and uphold Oakleigh Grammar's reputation through their appearance and actions;
- Understand and abide by all child safe principles;
- Notify responsible staff promptly any occupational, health and safety issue/s which compromise the aim of maintaining a safe school environment;
- Support the vision, and values of the School;
- Support and respect the Christian Orthodox ethos of the School;
- Contribute to and support the strategic directions of the School;
- Support all Oakleigh Grammar's policies and procedures;
- Obey the law.

This Position Description is a guide only. The Principal may assign duties in his discretion depending on the operational needs of the School.

Child Safe Standards

Oakleigh Grammar has a zero-tolerance approach to child abuse. The School must comply with the minimum standard for the care, safety and welfare of students as detailed in the child safe standards specified by Ministerial Order No. 1359.

Oakleigh Grammar is a Child Safe School and we are committed to ensuring a culture of child safety. We provide a safe environment for every child and student. All students have a right to feel safe and to be safe. We want our students to be secure, happy and empowered. We support and respect all children, from all cultural backgrounds and faiths.

Our School is committed to preventing child abuse and identifying risks early and removing and reducing these risks. This includes measures to actively maintain a safe school environment both during school hours and outside the school day.

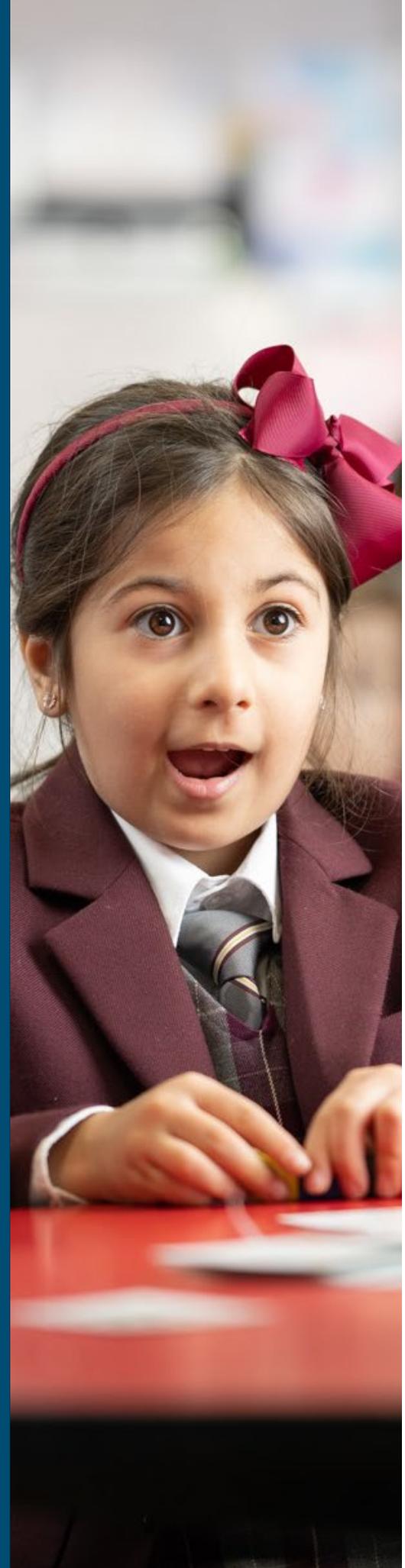
All Oakleigh Grammar employees and volunteers have a legal and moral responsibility to respond to situations involving child abuse and neglect including mandatory reporting of abuse or suspected abuse.

In addition, Oakleigh Grammar is committed to the safety of children from culturally and/or linguistically diverse backgrounds, and to provide a safe environment for children with a disability.

We also have specific policies, procedures and training in place that support the Board of Management, Leadership Team, Teachers, Staff and Volunteers, to achieve this important outcome of a child safe school.

All staff employed by the School are required to:

- Show evidence of a current Victorian Institute of Teachers Registration (or Provisional Registration) or Working with Children Check, as required.
- Commit to the School's Staff Conduct and Professional Boundaries Policy and Mandatory Reporting Policy by way of reading and taking part in an on-line questionnaire each year.
- Take part in child safe school training each year including the on-line Mandatory Reporting e-Learning Module.



Application process



Innovation

A Zest For life

Application process

1. Read the Application Pack on the Oakleigh Grammar Website:
<https://www.oakleighgrammar.vic.edu.au/employment/>
2. Prepare your application by including:
 - a. Covering letter addressing the selection criteria (no more than 2 pages;
 - b. A Curriculum Vitae including your VIT Number;
 - c. Details of at least two professional referee;
3. Submit your application to the HR Officer, Ms Leanne Levy
employment@oakleighgrammar.vic.edu.au

Closing date

Applications close **4pm Friday 28 March 2024.**

Enquiries

For any enquiries regarding the application process, please contact:

Leanne Levy
HR Officer



03 9569 6128

hrofficer@oakleighgrammar.vic.edu.au

All enquiries will be treated in the strictest confidence.

Oakleigh Grammar reserves the right to interview and appoint prior to the closing date.

Oakleigh Grammar is a Child Safe environment in which there is zero tolerance for child abuse. It is a condition of employment that all employees comply with all relevant policies and procedures, including Child Safe policies.



OAKLEIGH GRAMMAR

Empowering young minds

www.oakleighgrammar.vic.edu.au