


Section 1   Job Details		
Post Title	Middle Years Programme (MYP) Coordinator	
Reporting to (Direct Function head)	IB Coordinator	
Dotted Line Manager	Head of School	
Department	MYP	

**Section 2 | Job Purpose**

The purpose of this role is overseeing and advancing the development of the Middle Years Programme (MYP) for Grades 6-10, in collaboration with the IB Coordinator. The coordinator plays a key role in the school’s overall implementation of the IB framework and serves as the primary point of contact. The MYP Coordinator will teach approximately 50% of the time (0.5 FTE) within the MYP, with the remaining time dedicated to fulfilling the duties and responsibilities associated with the coordination and management of the IB MYP.

**Section 3 | Key Accountabilities**

<b>Main Duties</b>	<p><b>Curriculum and Documentation</b></p> <ul style="list-style-type: none"> <li>• Support the school’s strategic “IB Flight Path” to ensure students’ smooth progression from PYP through DP.</li> <li>• Contribute to achieving and maintaining IB World School accreditation, aligning with the school’s long-term goals.</li> <li>• Play a key role in ensuring the continuous development and alignment of the IB programme across grade levels.</li> <li>• Lead the development and documentation of the MYP curriculum for Grades 6-10.</li> <li>• Mentor MYP teachers, modeling effective inquiry-based teaching practices.</li> <li>• Actively participate in regular MYP planning meetings to support curriculum cohesion.</li> <li>• Ensure consistency and continuous development of unit planners across all academic departments.</li> <li>• Facilitate ongoing curriculum review and development within each academic department.</li> <li>• Ensure the establishment of essential agreements for assessment practices and all areas of learning.</li> <li>• Foster the creation of interdisciplinary connections across grade levels and subject areas.</li> <li>• Oversee curriculum reviews for Grades 6-10, ensuring alignment with MYP standards.</li> <li>• Collaborate closely with the PYP Coordinator, DP Coordinator, and Department Heads to ensure smooth curriculum articulation across grade levels.</li> <li>• Ensure a consistent, school-wide focus on student achievement by using data and benchmarks to track the progress of each student’s learning.</li> <li>• Develop and implement an annual action plan focused on driving higher levels of student achievement across all grade levels.</li> <li>• Use formative and summative assessment data to inform and refine teaching practices, ensuring continuous improvement, and addressing individual student needs.</li> <li>• Align the MYP curriculum with UAE MOE standards to ensure compliance while maintaining global relevance.</li> <li>• Integrate Emirati values and cultural heritage within the MYP framework to strengthen students’ connection to their identity.</li> <li>• Foster innovation in the curriculum by incorporating emerging technologies, such as AI, into school practices.</li> <li>• Focus on student-centered assessments that emphasize formative feedback, helping students reflect and improve their learning.</li> <li>• Align MYP assessments with international benchmarks to ensure students are well-prepared for IGCSE and DP pathways.</li> <li>• Utilize GL data to support assessment practices and student progress.</li> <li>• Maintain consistency in academic rigor across grade levels.</li> </ul> <p><b>Administrative Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Maintain regular communication with the IB Coordinator and assume responsibility for managing all relevant documentation, including distribution, completion, and timely return.</li> <li>• Establish and maintain professional relationships with other MYP schools within the region.</li> <li>• Participate in the scheduling process to ensure the timetable supports optimal student learning.</li> </ul>
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- Ensure that IB MYP publications are readily available to all academic members.
- Assist MYP teachers and the Leadership Team in identifying resources that enhance the MYP program.
- Represent the school at various external events or meetings related to the IB program.
- Coordinate and plan collaborative meetings at each grade level to ensure alignment and effective collaboration.
- Meet weekly with PYP and DP coordinators to ensure seamless vertical articulation.
- Meet with the Senior Leadership Team (SLT) for strategic discussions as and when required.
- Coordinate and plan student-led conferences, ensuring their success and alignment with program goals.
- Integrate social-emotional learning into the MYP framework, working closely with the Designated Safeguarding Lead (DSL) to support student wellbeing.
- Adopt a holistic approach to education by prioritizing student wellbeing within the curriculum.
- Incorporate elements of environmental sustainability into interdisciplinary units to align the program with global IB values and UAE national priorities.

**Communication**

- Advise and support teachers, keeping them informed about developments within the MYP, and ensuring they are aware of new publications relevant to their subject areas or roles.
- Actively promote the MYP program within and beyond the school community.
- Meet with parents and students to explain the MYP framework and its benefits.
- Write articles for the school newsletter, highlighting important aspects of the MYP program and its implementation.
- Develop materials and host workshops to educate parents about the MYP framework, assessments, and pathways.
- Promote the school’s MYP achievements within the wider community to enhance the school’s reputation as an IB World School.
- Participate in regional IB events to further strengthen the school’s IB network and visibility.

**Resource Management**

- Recommend suitable resources for purchase to support the effective implementation of the MYP.
- Oversee the establishment and maintenance of an inventory of resources to facilitate efficient collaboration and ensure resource availability.
- Identify and leverage resources within the local community to enhance and support the MYP curriculum.
- Leverage partnerships with local Emirati organizations and industries to provide students with real-world learning opportunities.
- Identify and integrate EdTech resources to enhance teaching and learning practices, supporting innovation and engagement in the classroom.

**Professional Development**

- Assess the professional development needs of MYP teachers and coordinate their participation in relevant workshops.
- Develop and implement induction programs tailored to the specific needs of MYP teachers and provide ongoing support and mentorship throughout their tenure.
- Focus on continuous IB-specific professional development for staff to ensure they stay updated on changes to MYP standards and practices.
- Encourage peer collaboration through observations and sharing best practices to foster a stronger professional learning community within the school.

**Teaching**

- [Link](#) to the teaching job description

Section 4   Qualifications, Experience & Skills	
<b>Minimum Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Bachelor’s degree in education plus teaching qualification (or equivalent)</li> <li>▪ Higher degree or recognized professional qualification (preferred)</li> </ul>
<b>Minimum Experience</b>	<ul style="list-style-type: none"> <li>▪ 3 to 5 years’ experience of teaching MYP</li> <li>▪ Minimum 2 years of experience as an Academic Coordinator or MYP Coordinator</li> <li>▪ In-depth knowledge of the MYP framework, assessment practices, and IB philosophy.</li> </ul>

<b>Job Specific Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>▪ Strong leadership skills, with the ability to inspire and motivate teachers and students.</li> <li>▪ Excellent communication and interpersonal skills, with the ability to work collaboratively with staff, students, and parents. Knowledge of Arabic language is preferred.</li> <li>▪ Experience with curriculum development and unit planning, with an understanding of interdisciplinary learning.</li> <li>▪ Data analysis skills to track student achievement and guide instructional practices.</li> <li>▪ Commitment to professional development, including continuous learning about educational practices and the MYP.</li> <li>▪ Proactive, flexible, and adaptable to change in a dynamic educational environment.</li> <li>▪ Detail-oriented, organized, and able to prioritize tasks effectively.</li> </ul>
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**Section 5 | Approvals**

*Statements in this Job Description are intended to reflect in general the duties and responsibilities of the position but are not to be interpreted as totally inclusive. I hereby acknowledge that it is my responsibility to read, understand and be aware of changes in the Khalifa Bin Zayed Al Awal Policies and Procedures.*  
 This job description should be discussed and agreed between the direct manager and the Job holder who should each keep a signed copy for reference.

**Employee**

Name:	Signature:	Date:
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**Human Resources Manager**

Name:	Signature:	Date:
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**Direct Functional Head -Head of School Operations |Reviewed & Approved by**

Name:	Signature:	Date:
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**School Principal |Endorsed by**

Name:	Signature:	Date:
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