

JOB DESCRIPTION

NLCS (Singapore) believes that each employee makes a significant contribution to our success and that contributions should not be limited by the assigned responsibilities.

Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee, nor NLCS (Singapore), to only the work identified. It is the expectation of the school, that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organisation.

Our School is committed to safeguarding and promoting the welfare of children and young people. The School expects all teaching staff, non-teaching staff and volunteers to share and uphold this commitment.

Position/Job Title	PYP Coordinator
Classification	Curriculum Leader
Reporting to	VP (Head of Junior School)
Duties and Responsibilities	<ol style="list-style-type: none">1. Playing an active part in the collaborative working of the School's Pedagogical Leadership Team, and contributing to the process of strategic pedagogical planning2. Teaching a designated timetable as agreed from time to time3. Contributing to the staff selection and appointment process as required4. Attending School functions as appropriate5. Providing reports to the VP (Head of Junior School) and Principal as and when required6. Undertaking all such supervisory duties as required of members of the Pedagogical Leadership Team7. Working alongside other colleagues and leaders, and the Diploma and MYP co-ordinators, to ensure the effective implementation of the PYP8. Managing the process of Curriculum review and development for each of the subjects9. Working with Subject Coordinators, and other staff to ensure planning, resourcing and delivery of the PYP is in keeping with the philosophy and expectations of the IBO and of NLCS [Singapore]10. Developing academic partnerships for PYP students, including partnerships with NLCS (UK) and other schools in the NLCS family11. Providing overall pedagogical leadership within the PYP to ensure excellent learning and teaching within the programme12. Responsibility for all PYP programme administration13. Responsibility for assessment within PYP14. Preparing and efficiently managing annual budgets for the PYP15. Undertaking strategic review of the programme, its performance and its contribution to the aims and educational philosophy of the School, and undertaking any reviews as required by the IBO to gain and maintain authorisation

	<p>16. Monitoring and tracking students' progress within the programme and co-ordinating interventions when necessary</p> <p>17. Developing and presenting information presentations for PYP parents</p> <p>18. Engage in and encourage professional development with the PrograMYP and Diploma programme Co-ordinators</p> <p>19. Responsibility for ensuring smooth transition from the Primary Years Programme to the Middle Years Programme</p> <p>Safeguarding</p> <p>20. Abide by the school safeguarding policy and keep abreast of any changes</p>
Last JD Review	