

Job title: International Baccalaureate Diploma Programme Coordinator

Reports to: Director of Post 16

Location: Sir Geoffrey Leigh Academy

Key Responsibilities & Outcomes

- Support the development of the pedagogical elements of the IB to students, colleagues and other stakeholders
- Supports conversations within SLT over curriculum offer relating to the Diploma Programme and upcoming changes to curriculum options
- Support leaders to embed International Mindedness
- Work alongside IBCP coordinator to monitor that internal assessment guidelines are followed appropriately
- Support implementation of the core programme, including TOK, EE and CAS
- Provide information, guidance, marketing and administrative support to students, colleagues, parents and other stakeholders
- Coordinate specific activities linked to the Diploma Programme
- Communicate information about the Diploma Programme to all members of the school community
- Alongside the MYP and IBCP coordinators, promote and train staff in the use of the Programme Resource Centre
- Alongside the Post 16 team, disseminate external exam results to all staff and students
- Liaise with department leads and teachers to support student progress and wellbeing
- Alongside MYP and IBCP coordinators, audit staff to ensure appropriate and targeted training, including IB training, is undertaken successfully
- Support SLT to develop and plan future cohort requirements
- Support Director of Post 16 to coordinate collaborative planning through IB and Post 16 team meetings
- Act as the primary point of contact between the school and the IB for IBDP students
- Support development and coordination of the school timetable and calendars to support the development of the IBDP
- With guidance of Director Post 16, administer, where relevant, the IB budget
- Support the administration, IBIS data entry and all-student involvement for IB Diploma examinations
- Support the development of the IB calendar.

This is in addition to the coordinator's teaching role.

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.