

International School of London - London

Job Description

Job Title: IB PYP Programme Coordinator (Fixed term Maternity cover, 1 year)

Reports to: Head of Primary School

Deputised by: N/A

Campus: London Campus

Position: The post holder is a member of the campus SLT and invited to WSLT

Start date: February 2019

Key Objectives of the Position

The key objective of the PYP Coordinator is to ensure effective management of the school's Primary Years Programme (PYP) and to coordinate the curriculum in the Primary School.

The Primary School PYP Coordinator is an informed, reflective practitioner who uses enquiry learning strategies within the PYP framework to create positive learning environments which motivate and challenge all learners to become self-regulated, life-long learners and leaders. The Primary School PYP Coordinator, alongside the Principal of Primary, will act as the pedagogical leader of the PYP in the school. The position holder will have a commitment to collaborative planning and is responsible for ensuring that pedagogical aspects are discussed, information is disseminated and the PYP is planned, taught and assessed collaboratively.

The Primary School PYP Coordinator is responsible for:

- Liaison between IBO and school
- Defining the culture of school (based on the PYP learner profile)
- Developing the programme and its whole-school implementation
- Facilitating inquiry
- Promoting international-mindedness in the school
- Articulation of the programme
- Professional development: workshops, conferences, school visits, induction; IB networks
- Supporting the IB authorization and evaluation processes
- Recording, collating and archiving materials, including recording the PYP exhibition
- The policy on assessment Documentation – be familiar with and promote understanding and use of all PYP documents key tasks
- Be fully conversant with all PYP publications



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- Ensure that copies of IB publications pertaining to the PYP section of the school are available to all staff members
- Establish and maintain a record of completed IB Primary Years Programme planners
- Publish the school's programme of inquiry
- Lead the process of developing or reviewing the school's curriculum documents, including the programme of inquiry and scope and sequence documents
- Ensure that agreements are formulated for teaching and learning and for assessment
- Ensure the development of an action plan and, advise and support the formulation of the school's strategic development plan
- Maintain the archive of PYP records from one year to the next, including the exhibition - **this is mentioned earlier in planning documents and exhibition**
- Establish and maintain ongoing assessment data for each student across all subject areas
- Responsible for producing duty rotas and other administrative schedules and tasks

Professional Development Key Tasks

- Ensure that staff members are made aware of professional development opportunities
 - Ensure PYP teaching staff receive ongoing training in the delivery of the programme and new teachers are inducted into the programme
 - Make recommendations regarding professional development opportunities on and off campus
 - Keep a record of workshop attendance and school visits to ensure equality of opportunity to identify ongoing needs, and to complete authorization and programme evaluation forms
 - Provide appropriate guidance and support are given to staff to implement the programme (for example, developing a programme of inquiry, use of the PYP planner, use of an appropriate diversity of assessment strategies, planning the exhibition)
 - Assist teams or individuals in developing and documenting units of inquiry and individual student inquiries
 - Support the teachers responsible for, and the students involved in, the PYP exhibition in the final year of the programme
 - Ensure that all PYP teachers are signed up to My IB and able to access resources
 - Make recommendations for the purchase of suitable resources to support the implementation of the programme
 - Be responsible for the establishment of an inventory of resources to facilitate efficient collaboration
 - Identify resources within the local community to aid the implementation of the PYP
- Communication Key tasks



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- Ensure that all requirements of the IB concerning the implementation of the programme are adhered to
- Set up systems for communication and collaboration among all staff members involved in implementing the programme
- Conduct parent information sessions
- Publish articles pertaining to the programme in the school newsletter
- Circulate all relevant information received from the IB and ensure that teachers and other staff are kept up to date with current developments in the programme
- Prepare and submit any documentation required for authorization and evaluation
- Respond to requests for information (for example, questionnaires) from the IB
- Provide a liaison between the school and the IB
- Provide outreach to the wider PYP community

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the principal and member of staff, and is to be reviewed annually.

Key Relationships

The Primary School PYP Coordinator reports to the Principal via the Principal of the Primary School. In addition the Primary School PYP Coordinator will develop and maintain effective working relationships with:

- IBO
- Local and International PYP Coordinator Networks
- School leadership team
- Primary School teachers
- Administration staff
- Parents and learners

Personal Specification Qualifications and Training

- A degree plus teaching qualification (or equivalent) in a relevant area
- Higher degree or recognized professional qualification (preferred)

- Evidence of continued relevant professional development, including significant IB training Experience
- Experience of teaching the PYP (minimum of 5 years)
- Experience in teaching learners with diverse needs, especially EAL
- Experience in an international school environment (preferred)
- Experience and knowledge of curriculum design and development of Knowledge and Understanding
- Deep knowledge and understanding of the PYP
- Practical understanding of effective teaching and learning strategies
- Theoretical understanding of effective teaching and learning strategies
- Relevant curriculum knowledge
- Understanding and knowledge of principles and practice of inclusion

Person Qualities

- A demonstrated and genuine liking and appreciation of children
- Inclusive
- Flexible and adaptable
- Resilient
- Sense of humour
- High standards and expectations
- Motivated

Core Competencies

We are looking for someone who can:

- Establish and maintain good relationships with colleagues, learners and parents
- Collaborate
- Communicate effectively orally and in writing
- Deal effectively and non-confrontationally with learners and staff
- Positively influence others
- Listen actively
- Motivate and engage with colleagues