



---

## **JOB DESCRIPTION PYP COORDINATOR AT CIS**

The appointee is a member of the leadership and pedagogical teams of the school. The position is established in accordance with the IBO requirements for a position on staff, together with the understanding that such a position is vital to the efficient and cohesive management of programmes provided by the school.

In addition to the programme management function, the position carries a requirement that this person will have input into staff and student development.

The principal function of the Programme Coordinator is to facilitate all aspects of the PYP programme in a supervisory and practical capacity. The coordinator will provide leadership to staff and students in the development and management of the programme and assist the staff and Head of School in preparing the school for authorisation and evaluation. The postholder reports to the Head of School.

### **Specific PYP Coordinator Responsibilities Include:**

#### **1. Documentation**

- Ensure that all staff have copies of the appropriate manuals and documents pertaining to their respective section of the school.
- Establish and maintain a record of planners used, including Unit reflections.
- Organize and oversee archiving of all relevant PYP documents.
- Publish the school Programme of Inquiry for PYP classes.
- Continual development and publishing of the school's specific learning outcomes as well as the scope and sequence documents.
- Assist with the development of policies.
- Lead, follow up and document the school's IB Program Development Plan.
- Make sure all IB policies are available to students, parents, teachers. (in cooperation with the HOS)

#### **2. Staff/Professional Development**

- Conduct ongoing training of staff through internal professional development as well as ensuring staff is aware of IB guidelines and sending staff for external professional development.
- Make recommendations to the Head of School regarding further training of staff in in-school workshops/online workshops/off campus workshops.
- Ensure that all staff have access to MyIB, IB guides, and IB training opportunities.
- Assist teams or individuals in the planning of their work and the development of their units of inquiry.
- Offer guidance in assessment.
- Assist upper leadership with staff observations.



### **3. Resource Management**

- Make recommendations for the purchase of suitable resources to assist the teaching of the programme.
- Prepare and dispatch approved orders for materials or equipment.
- Establish an inventory of resources to facilitate efficient management.
- Oversee and organise PYP grade level trips within the yearly budget.
- Identify local people and sites that can be used to support the programme.
- Develop a relationship between local resources such as the local kommune, library and local museums.

### **4. Administration**

- National Test organisation, implementation and follow up.
- Make sure tests and evaluations are archived properly.
- Make sure IB documentation is archived properly.
- Attend, organise and facilitate school events: Unit Celebrations, PYP1 Meetings, PYP6 Exhibition and Graduation, PYP to MYP transition meeting, etc.
- Organising and communicating schedule changes due to program events or field trips (for example DKS, swimming, grade level trips, performances).
- Proofread and generate report cards for PYP.
- Order and organise PYP Diplomas.
- Follows organisational chart of responsibilities in event of absence from leadership.
- Ensure awareness and implementation of all CIS School Policies.
- Ensure awareness and implementation of HMS protocol.
- Ensure awareness and implementation rules and routines.
- Ensure awareness and implementation about Privatskoleloven, Opplæringsloven, UDIR requirements

### **5. Communication**

- Main contact person between school and IB.
- Correspond and communicate professionally with parents/students via Toddle and Email (with advice from HOS).
- Support teachers in communicating professionally with parents/students via Toddle and Email
- Facilitate large group parent meetings as needed.
- Facilitate additional Parent/Teacher meetings if necessary/requested.
- Attend Parent Council meetings when necessary.
- Attend Student Council meetings when necessary.
- Participate in meetings with PPT/BUPP etc.
- Lead and document all Grade Level Meetings.
- Lead and document all Curriculum Meetings.
- Follow up §12 cases with HOS.



- Participate in regular appraisal conducted by the Head of School.
- Conduct parent information sessions where and when required.
- Publish IB PYP newsletter according to schedule from HOS.
- Ensure that the staff is kept up to date with all developments within the programme.
- Ensure that parents and students are kept up to date with any developments within the programme.
- Prepare and submit any documentation required for authorisation and evaluation.
- Together with the Head of School and other coordinators complete IB authorisation and evaluation visits.
- Respond to requests for information from IBO or other organisations such as government officials regarding the programme.
- Student pastoral care: Promote the welfare of the students at all times in the best interests of the school (this can include assistance in student disciplinary action, full class support, assisting teachers in behaviour management)
- Carry out any other duties as the Head of School may reasonably assign.

### **Outreach:**

It is understood that the person fulfilling the role of PYP Coordinator may be requested to assist other schools in their development. The school views this favourably and every attempt will be made to facilitate this work.

However, the wellbeing of the school shall be considered in granting staff permission to undertake any requests for them to work in other schools. The school reserves the right to deny such a request if it is felt it is not in the best interest of the school.

### **Current PYP Coordinator:**

The current PYP Coordinator position has 55% Coordination time.

This includes the role of being:

- Exhibition Project Coordinator
- ATL skills coordinator
- Making sure that the PYP programme is accessible for all students (including students with IOP/different learning disabilities/behaviour problems).
- Student pastoral support

This includes leading

- Weekly Assemblies
- All IB weekly meetings
- School Planning Days

### **Application of Duties**

The Head of School may provide and verbally clarify a clear, structured, schedule of tasks allocations on a weekly basis should this be necessary.



**Review:**

This Job Description will be reviewed on a yearly basis as part of the Performance Management cycle. It may also be reviewed outside such a cycle at the request of either the Head of School or the post holder.