

Role Name	PYP Coordinator, Kowloon Junior School
Job Code	PYPCo
Role Summary	<ul style="list-style-type: none"> • Develop the shared pedagogical leadership within the school and wider school community in the effective implementation and ongoing development of the IBO PYP programme within the school: <ul style="list-style-type: none"> - ensuring effective communication with all stakeholders including among SLT, within school and with the wider school community - being a pedagogical leader of the PYP programme in the school, modelling exemplary professional practice
Main Accountabilities	<p><u>Leadership</u></p> <ul style="list-style-type: none"> • To lead by example in terms of pedagogy, practice and professionalism: <ul style="list-style-type: none"> - developing all aspects of the IBO PYP Learner Profile to nurture international mindedness - being responsible for areas of the KJS School Development Plan related to PYP implementation and development - helping to foster a spirit of inquiry, innovation, professional learning and reflection within the school's learning community - showing commitment and leadership in terms of collaborative planning, ensuring that pedagogical PYP beliefs and values are fully integrated and embedded within the school - working to improve teachers' professional knowledge, skills and understanding regarding inquiry pedagogy and implementation of strategies for PYP - being a leading learner and acting as coach/mentor to develop the professional skills of staff to support the learning of the whole child - continually striving to enhance the quality of inquiry within all aspects of learning and teaching - regularly reviewing the quality of learning and teaching through monitoring processes developed through the school - reviewing the curriculum ensuring that it meets the standards and practices required by the IB. - promoting positive and professional working relationships <p><u>School Management</u></p> <ul style="list-style-type: none"> • To ensure effective communication with the Principal, SLT within and the school community • To collaboratively implement and organise the development of the PYP program • To actively lead curriculum development across the school • To collaborate with all teachers - including single subject teachers, EAL/SEN teachers. • To effectively manage PYP resource budget to support the implementation of the program • To lead and attend meetings as required • To adopt a teaching timetable as determined by needs of the school, in consultation with the Principal <p><u>Coordination Roles</u></p> <ul style="list-style-type: none"> • Ensure that all staff have a working knowledge of the PYP • To raise awareness of a range of resources available to support the PYP programme • Develop an action plan which reviews the PYP programme against the IB Standards and Practices • Liaise with IB and work with the ESF PYP Curriculum adviser and PYPCO group • Develop and maintain appropriate curriculum documentation related to PYP • Support whole school initiatives • Assist in whole school CPD including staff meeting planning <p><u>Line Management</u></p> <ul style="list-style-type: none"> • Liaison with specialist teachers & curriculum coordinators to ensure effective Uol • Assessment, Recording & Reporting

Typical reporting relationship	Senior Leadership Team
Minimum typical education	Bachelor Degree in Education, or Bachelor Degree in any subjects with PGCE (Postgraduate Certificate of Education), or equivalent
Minimum typical experience	5+ years teaching experience within a recognised educational organisation Prior experience of holding a responsibility within a team.
Core Professional / Technical Competencies required	<p><u>Abilities</u></p> <ul style="list-style-type: none"> • Adaptability • Analysis / problem solving • Collaboration • Communication • Team centred • Self reflection <p><u>Knowledge</u></p> <p>Having a thorough and up-to-date knowledge of the teaching of their subject(s), their students, curriculum, pedagogy, education-related legislation and the specific teaching context.</p>
Core Soft / Transferable Competencies required	<ul style="list-style-type: none"> • Planning & Organising Work • Translating Strategies into Plans & Actions • Valuing & Integrating Diversity • Learning Agility • Leading Change • Written Communication • Work Standards / Quality Orientation • Creativity/ Innovative • Formal Presentation • Developing Talent, coaching talent • Ability to plan strategically • Show initiative • Ability to performance manage colleagues in the team.

English Schools Foundation

(Kowloon Junior School – 15 Oct 2014)