


| Section 1 Job Details | | |
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| Post Title | Primary Years Programme (PYP) Coordinator |  |
| Reporting to (Direct Function head) | IB Coordinator | |
| Dotted Line Manager | Head of School | |
| Department | Primary | |

Section 2 | Job Purpose

The purpose of this role is overseeing and advancing the development of the Primary Years Programme (PYP) for Grades 1-5, in collaboration with the IB Coordinator. The coordinator plays a key role in the school’s overall implementation of the IB framework and serves as the primary point of contact. The PYP Coordinator will teach approximately 50% of the time (0.5 FTE) within the School, with the remaining time dedicated to fulfilling the duties and responsibilities associated with the coordination and management of the IB PYP. This role could highlight the responsibility in ensuring strategic alignment and upholding high academic standards across grades while maintaining compliance with IB accreditation requirements.

Section 3 | Key Accountabilities

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| Main Duties | <p>Curriculum and Documentation</p> <ul style="list-style-type: none"> Oversee and advance the development of the Primary Years Programme (PYP) for Grades 1-5 in collaboration with the IB Coordinator. Drive strategic alignment across grades, uphold high academic standards, and ensure compliance with IB accreditation requirements. Map the PYP curriculum to local Ministry of Education (MOE) standards, particularly the Social Studies standards, to meet national education requirements. Continuously align the CUSP curriculum with the PYP framework. Support KBZA 10 by embedding best evidence-based pedagogical practices. Foster innovative teaching methodologies and integrate technology into learning experiences, including potential integration of AI tools. Lead the implementation of effective formative and summative assessment strategies to support student progress and engagement. Ensure a thorough understanding and application of GL external data to inform teaching and learning practices. Mentor PYP teachers, modeling effective inquiry-based teaching practices. Plan the meetings and the program of inquiry Ensure consistency and continuous development of unit planners across all academic departments. Facilitate ongoing curriculum review and development within each academic department. Ensure the establishment of essential agreements for assessment practices and all areas of learning. Foster the creation of interdisciplinary connections across grade levels and subject areas. Oversee curriculum reviews for Grades 1-5, ensuring alignment with PYP standards. Collaborate closely with the IB Coordinator and Department Heads to ensure smooth curriculum articulation across grade levels. Ensure a consistent, school-wide focus on student achievement by using data and benchmarks to track the progress of each student’s learning. Develop and implement an annual action plan focused on driving higher levels of student achievement across all grade levels. Use formative and summative assessment data to inform and refine teaching practices, ensuring continuous improvement, and addressing individual student needs. <p>Administrative Responsibilities</p> <ul style="list-style-type: none"> Maintain regular communication with the IB Coordinator and assume responsibility for managing all relevant documentation, including distribution, completion, and timely return. Establish and maintain professional relationships with other PYP schools within the region. Participate in the scheduling process to ensure the timetable supports optimal student learning. Ensure that IB PYP publications are readily available to all academic members. Assist PYP teachers and the Leadership Team in identifying resources that enhance the PYP program. Represent the school at various external events or meetings related to the IB program. |
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- Coordinate and plan collaborative meetings at each grade level to ensure alignment and effective collaboration.
- Meet with the Senior Leadership Team (SLT) for strategic discussions as and when required.
- Coordinate and plan student-led conferences, ensuring their success and alignment with program goals.
- Foster parent engagement by developing resources and hosting information sessions to educate families about the PYP framework, its benefits, and the academic pathways available at KBZA.
- Strategically align the PYP with the school’s long-term goals to ensure a seamless transition for students to the MYP and DP frameworks.
- Promote Emirati values within the PYP framework to align with cultural and national priorities.
- Enhance collaboration to ensure seamless transitions from PYP to MYP.
- Ensure accountability through regular reporting to the IB Coordinator and Head of School.

Communication

- Advise and support teachers, keeping them informed about developments within the PYP, and ensuring they are aware of new publications relevant to their subject areas or roles.
- Actively promote the PYP program within and beyond the school community.
- Meet with parents and students to explain the PYP framework and its benefits.
- Write articles for the school newsletter, highlighting important aspects of the PYP program and its implementation.
- Foster a collaborative learning environment by building and maintaining a strong sense of community among teachers, students, and parents.
- Encourage meaningful connections that support student success and engagement.

Resource Management

- Recommend suitable resources for purchase to support the effective implementation of the PYP.
- Oversee the establishment and maintenance of an inventory of resources to facilitate efficient collaboration and ensure resource availability.
- Identify and leverage resources within the local community to enhance and support the PYP curriculum.

Professional Development

- Assess the professional development needs of PYP teachers and coordinate their participation in relevant workshops.
- Develop and implement induction programs tailored to the specific needs of PYP teachers and provide ongoing support and mentorship throughout their tenure.
- Focus on teacher development by suggesting the creation and implementation of a tailored professional development program.
- Align the professional development program with individual teacher needs and the school’s strategic objectives.

Teaching

- [Link](#) to the teaching job description

| Section 4 Qualifications, Experience & Skills | |
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| Minimum Qualifications | <ul style="list-style-type: none"> ▪ Bachelor’s degree in education plus teaching qualification (or equivalent) ▪ Higher degree or recognized professional qualification (preferred) |
| Minimum Experience | <ul style="list-style-type: none"> ▪ 3 to 5 years’ experience of teaching PYP ▪ Minimum 2 years of experience as an Academic Coordinator or PYP Coordinator ▪ In-depth knowledge of the PYP framework, assessment practices, and IB philosophy. |
| Job Specific Knowledge & Skills | <ul style="list-style-type: none"> ▪ Strong leadership skills, with the ability to inspire and motivate teachers and students. ▪ Excellent communication and interpersonal skills, with the ability to work collaboratively with staff, students, and parents. Knowledge of Arabic language is preferred. ▪ Experience with curriculum development and unit planning, with an understanding of interdisciplinary learning. ▪ Data analysis skills to track student achievement and guide instructional practices. |

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| | <ul style="list-style-type: none"> ▪ Commitment to professional development, including continuous learning about educational practices and the PYP. ▪ Proactive, flexible, and adaptable to change in a dynamic educational environment. ▪ Detail-oriented, organized, and able to prioritize tasks effectively. |
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Section 5 | Approvals

Statements in this Job Description are intended to reflect in general the duties and responsibilities of the position but are not to be interpreted as totally inclusive. I hereby acknowledge that it is my responsibility to read, understand and be aware of changes in the Khalifa Bin Zayed Al Awal Policies and Procedures.

This job description should be discussed and agreed between the direct manager and the Job holder who should each keep a signed copy for reference.

Employee

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Human Resources Manager

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| Name: | Signature: | Date: |
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Direct Functional Head -Head of School Operations |Reviewed & Approved by

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| Name: | Signature: | Date: |
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School Principal |Endorsed by

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