



	Role and responsibilities: MYP/DP/CP Teacher and Subject Coordinator Reports to SAL/Programme Coordinator
Job Purpose:	To provide High Quality Learning for students in MYP/DP/CP (as appropriate) and coordinate a subject curriculum.
Key Task Areas	Specific Tasks Include:
Curriculum	Ensure all IB requirements for curriculum planning and delivery for a subject are met, and wherever possible, exceeded <ul style="list-style-type: none">• Be a subject expert and lead subject collaboration on Units that embody the ISH definition of High Quality Learning.• Develop a holistic overview, that ensures students build on their prior learning experiences developing new skills year on year from Primary, into the MYP and through the DP/CP.• Liaise with the other subject coordinator(s) to ensure continuity of learning and skills as students make the transition from Primary into the MYP and into the DP/CP.• Lead the collaborative writing and production of unit plans and learning sequences, facilitate feedback from colleagues and adapt content as appropriate.• Develop learning experiences that are centered on students' responsibility for their own learning, enable students to exercise choice, develop goals, plan their approach and work independently; plan units that allow students to actively apply their knowledge and skills towards solving local and global issues.• Ensure that each unit has the scope for students to develop the subject skills they need within the context of inquiry and conceptual learning.
Assessment	Ensure that the practices outlined in the ISH Assessment Policy are embedded in unit planning and classroom practice within the subject <ul style="list-style-type: none">• Develop a holistic overview, with effective horizontal and vertical articulation of assessment practices that lead to student progress from Primary, through MYP/DP/CP so students can make connections between new ideas and prior understandings.• Develop a variety of assessment strategies and ensure that assessments cover the subject criteria, enable students to demonstrate different levels of understanding based on separate strands and support progression of students through the different stages of required content and skills.• Coordinate and implement a strategy to ensure assessments are shared in good time to ensure effective teaching and learning over the course of the units.• Lead the collaborative production of summative assessments across year groups, coordinate feedback from colleagues, respond to feedback and adapt assessments as appropriate.• Lead the collaborative development of formative tasks for use in each unit that facilitate effective assessment for learning, enabling teachers to assess the progression of their students towards the aims of summative tasks and intervene accordingly.
Teaching and Learning	Ensure that the practices outlined in the ISH High Quality Learning Policy are embedded in classroom practice within the subject <ul style="list-style-type: none">• Oversee consistency and quality of teaching and learning within a subject; take an active role in supporting and guiding the subject team members in these areas.• Have a clear understanding of the needs of all students, including those with different needs, those of high ability, those with English as an additional language and those with unique challenges. Contribute to units that plan for distinctive teaching approaches to engage and support all students.• Create reflective opportunities for students to monitor and review their learning with a clear sense of how to improve; support students to learn from their failures as much as their successes.• Plan for the use of digital tools to effectively support and enhance pedagogical approaches which are known to improve learning.



Pastoral	Collaborate closely with the Year Leaders and Deputy Heads Pastoral to support students wellbeing, progress and engagement within the subject
Experiential & extra-curricular	Ensure that high quality experiential and extra-curricular learning is embedded within the subject
Administration	Ensure that everyone involved in a subject is efficient and professional in their administrative responsibilities <ul style="list-style-type: none">• Ensure IB unit planning requirements are met and documented effectively.• Provide specific information for the Subject Area Leader with regards to matters of timetable, staffing and class sizes within a subject.• Coordinate arrangements/ prepare materials for cover work in the event of staff absence or emergency.• Oversee organization and administration of internal exam materials in a subject.• Ensure correct completion of IB coursework and meeting of IB/school deadlines and requirements within a subject in collaboration with the SAL and Academic Leadership Team.• Quality assure the administration of assessment tasks: ensure consistency of implementation according to school policies.
Professional efficacy	Act in full accordance with the ISH Guiding Statements, school policies, protocols and procedures and create a culture which demands others do the same <ul style="list-style-type: none">• Facilitate effective collaborations within the subject team.• Lead regular subject team meetings and workshops that focus on celebrating and sharing best practice within the subject; ensure follow up and implementation of learning.
Professional Development	Lead a culture of lifelong learning, and commitment to professional development <ul style="list-style-type: none">• Lead the collaborative and reflective processes for colleagues in unit development and horizontal and vertical alignment of the subject, ensuring that reflection leads to continually improving learning experiences for students.• Lead moderation and standardization processes, produce materials and deliver appropriate training to staff to ensure common understanding of requirements and practices.• Ensure that colleagues new to a subject are fully supported in understanding the requirements; liaise with the Programme Coordinator to ensure that all of the subject teachers meet IB requirement for workshop attendance.