

Job Description

IBDP Coordinator

ABOUT US

We are Learners, Connectors and Changemakers

At Wellington College China, we offer a pioneering education to serve and help shape a better world. We inspire our children to be the best version of themselves, to take pride in where they come from and to be the change they wish to see in the world.

The Wellington College, United Kingdom (TWC)

Wellington College in England was founded by Queen Victoria in 1859 as a national monument to Britain's most renowned military figure, the Duke of Wellington. Over 160 years later, the College is one of the most respected schools in the United Kingdom and one of its greatest educational institutions – pioneering, innovating, and transforming education for girls and boys.

Wellington College China (WCC)

Wellington College China (WCC) was established in 2009 and is the exclusive partner of The Wellington College (TWC) in China. WCC has established three premium international schools under the Wellington brand, three private Hiba Academies and four nurseries in Tianjin, Shanghai, Hangzhou and Nantong. Wellington International schools teach a curriculum based on the English National Curriculum, while Hiba Academies combine the best of the British and Chinese education systems for Chinese pupils aged 2–18.

Kindness Responsibility Respect Courage Integrity

Together our schools serve more than 5,000 pupils and employ over 1,200 staff, of whom approximately 60% are Chinese. Over the past 14 years, WCC has accumulated a wealth of experience in school establishment, campus construction, operation and management, talent development, curriculum design and teaching provision.

School introduction

Wellington College China is a partner of Wellington College in England. It has three schools in Shanghai, all close to each other, not far from the heart of this exciting, international city. Our schools provide an outstanding education for more than 5,000 local and international pupils aged between 2 and 18. Wellington College China are also winners of the HR Asia Best Employers to work for Award, 2020, 2021, 2022 and 2023.

Hiba Academy Shanghai (formerly Huili School Shanghai) is Wellington's bilingual school for Chinese pupils, which opened in August 2018. There are now more than 1,400 pupils in Hiba Academy Shanghai (Early Years 1-4 and Grades 1-12). The school is offering IGCSEs and the IBDP in the high school to help pupils apply to overseas universities.

We are dedicated to connecting the educational excellence of the East and West to create a pupil-centric, bilingual and bicultural learning experience. We are committed to inspiring our pupils to be the best version of themselves, to take pride in where they come from and to be the change they wish to see in the world. This approach is based on a model that establishes a strong understanding of the rich and deep heritage and culture of China and being Chinese, while also establishing the values, aptitudes and knowledge needed to be an effective global citizen. We aim to prepare pupils for success during and after life at the school.

Within a culture of shared vision, mutual respect, connection and belonging, open communication and inclusive practice, the teacher will form an integral part of a close team who aspire to continually develop and evolve in their personal and professional development. Half of our teachers join us from abroad and half are Chinese nationals already living in China. It is our desire to instil in every pupil our five core values: courage, integrity, respect, kindness, and responsibility.

Wellington College China Schools are committed to safeguarding and promoting the welfare of children. Assessment and testing of applicants' suitability to work with children is an integral part of the selection process.



Working for Wellington College China

WCC is an inclusive community of unique individuals with passion, integrity and a commitment to each other. Grounded in the Wellington Values, we are a workplace where ideas are realised, bonds are forged and futures can be shaped together. We empower our employees to grow, with a confidence that inspires our colleagues, opens new opportunities and adds real value to everything we do.

At Wellington, we are our people, and we pride ourselves on the care and opportunities we provide to our employees. Over 50% of our most senior leaders are promoted internally, and over 70% are female. We offer an exceptional range of learning and development opportunities. These include our internal and external coaching programmes, the WCC High Potential Leadership Programme and a wide range of academic and non-academic training courses designed to take employees through to middle leadership, senior leadership and beyond. To view our full directory of learning and development opportunities, please see the [WCC Course Directory](#).

Wellington College China has been awarded the HR Asia ‘Best Companies to Work for in Asia’ Award for 3 years running.



小班化授课、
合理分配时间的优质学校
Premium school with small
class sizes and generous
non-contact time



个性化的
职业发展
Personalised professional
development pathways



HR Asia 2020 至 2022
“亚洲最佳企业雇主”
HR Asia’s best company
to work for in Asia 2020 -2022



富有竞争力的
薪酬福利
Competitive salary
and benefits

Role Description

JOB TITLE

IB DP Coordinator

DEPARTMENT

Academic

LOCATION

Shanghai

LINE MANAGEMENT

Assistant Head of Curriculum

OBJECTIVES

The IB Diploma Programme Coordinator (IBDPC) is responsible for leading, managing and implementing the DP Programme at Hiba Academy. Their strategic leadership is critical in achieving educational outcomes, raising the profile of the DP, and supporting student progress into higher education. They have extensive knowledge of change management and a comprehensive understanding of DP principles and practices. The IBDPC communicates important information to the school community and acts as the main point of contact between the school and the IBO. The IBDPC works closely with DP teachers, parents and students to ensure they understand the programme. They also work with the Higher Education team to help guide students in making appropriate course selection choices and work with heads of department to prepare them for course content and assessment procedures. Additionally, the IBDPC oversees teacher professional development and ensures that the school meets IBDP requirements at all times.

KEY RESPONSIBILITIES

THE IBDP COORDINATOR IS RESPONSIBLE FOR:

- Ensuring the school embraces and implements the IB's mission statement and Learner Profile.
- Providing professional leadership and management of the IBDP in collaboration with the SLT.
- Building positive relationships with staff, students, parents, external bodies, and the local community.
- Acting as the main point of contact between the school and the International Baccalaureate Organisation.
- The implementation, including authorisation, evaluation and the ongoing development of the IBDP curriculum.
- Ensuring that the school meets the IB's standards and practices at all times.
- Collaborating with the Assistant Head Curriculum, Assistant Head Teaching and Learning and Subject Leaders to establish a unified approach to planning and embedding the essential aspects of the IB into teaching, such as the Learner Profile, Approaches to Teaching and Approaches to Learning.
- Leading the development of the IBDP curriculum and assessment structures.
- Working with the Grades 11 and 12 leaders, and the Director of Studies, monitoring student progress, implementing interventions and challenges, and utilising school data for pupil development.
- Analysing external IBDP examination results annually with the Director of Studies.
- Working alongside the Assistant Head Curriculum and the Higher Education team, guiding the school community in understanding course selection choices, balance, and suitability for higher education.
- Publicising documentation to support the implementation of the DP.
- Advising the admissions team on the admission of new applicants to the IBDP and overseeing the IBDP options process alongside the Assistant Head Curriculum.
- Ensuring DP teachers understand and implement the programme and subject requirements, providing professional development opportunities, and ensuring training requirements are met.
- Scheduling DP courses and the school calendar to maximise learning opportunities.
- Leading the CAS, EE, and TOK coordinators to implement the DP according to programme standards.

KEY RESPONSIBILITIES

- Creating and developing a bank of resources to maximise the impact on the quality of teaching and learning in the IBDP.
- Providing informed advice to the school on new subjects to be offered.
- Working with the examinations officer to manage essential administrative tasks, including registering students, entering data, and supporting students with assessment requirements.
- Assisting in organising and managing examinations and supporting staff in IBDP administration.
- Promoting the use of MyIB and ensuring teacher participation in IB training.
- Providing IBDP related CPD to DP staff.
- Managing IBDP related parental concerns, assisting in recruitment, and contributing to staff induction programmes.
- Participating in the annual programme of parental workshops to ensure that parents are informed about matters relating to the IBDP.
- Working with Admissions and Marketing to maintain the school's reputation and raise awareness of the IBDP.
- Contributing to the annual budgeting process, ensuring sufficient funds for the IBDP.
- Fulfilling subject teaching duties and modelling high-quality teaching standards.

BASIC QUALIFICATION

- Bachelor Degree or above
- Fluent English speaker

EXPERIENCE

- A minimum of 5 years working experience in secondary school
- A minimum of 2 years' experience of leadership
- Experience of the IB Diploma Programme

EXPERTISE

- Broad knowledge of the secondary school education system including curriculum design and staff development
- Excellent knowledge of the IB Diploma Programme
- An appreciation of bilingual education approaches and model, or the desire to develop appreciation and expertise
- Ability to deliver CPD to staff

PREFERRED APTITUDES

- Excellent communication and interpersonal skills, and preferably proven ability to communicate effectively with different types of people and in a cross-culture environment
- Strong grasp of international best practices in education
- Strong passion for education and pleasure in working with young people
- Proven ability to work with metrics, numbers and trends, and develop recommendations for action based on data analysis
- Personal integrity, accountability and credibility
- Strong mindset for continuous improvement to meet or exceed expectations
- Commitment to quality and attention to detail
- Competence in areas such as IT, budgeting, personnel development and information systems
- Experience of working in bilingual schools would be an advantage
- Experience of the IB DP authorisation and evaluation process would be an advantage
- Experience within a start-up environment would be an advantage

As an employer of choice, Wellington College China is committed to making professional learning and personal development central to its ethos and approach. WCC fully recognises its responsibilities for safeguarding children. Our safeguarding policy applies to all staff, governors and volunteers working in the Group.

从心, 致远。 Be You. Be More.