

EtonHouse[®]
International School @ Orchard



Appointment of the IB Diploma Programme Coordinator



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EXECUTIVE SUMMARY



The EtonHouse International Education Group, headquartered in Singapore with 120 schools in 11 countries is a highly respected education group having nurtured generations of students from infancy to adulthood. With a large footprint in Singapore of 40 pre-schools and international schools, the group was proud to launch its first all through international school on Orchard Road in 2018. Offering programmes from Years 1 to 13, the school has made significant strides in a relatively short period of time and has developed the reputation of a boutique school that offers the gold standard in international education. It is a fully authorised IB PYP and IB DP World School. It is also an authorised Cambridge school offering the IGCSE programme in Years 10 and 11. Part of an international education group, the school offers staff and students many opportunities to grow, learn and succeed in a truly global yet close-knit community.

EtonHouse International School, Orchard seeks to appoint an IB Diploma Programme Coordinator who will be responsible for the leadership and management IB Diploma (Year 12 and 13) and Foundation IB (Year 11) programmes. The school invites existing and aspiring leaders to join our growing, boutique school in the heart of Singapore and grow with it as it charts new paths and reaches new standards of excellence in international education.

The successful candidate will combine an evidenced track record of successful IBDP Coordinator experience and be an excellent classroom practitioner with the capacity to work collegially as part of a small leadership team. Warm and charismatic, they will possess the interpersonal skills required to engage successfully across the breadth of EtonHouse's community. Cultural awareness and global perspective, as well as a genuine resonance with holistic education are essential.



INTRODUCTION TO ETONHOUSE

EtonHouse believes that children should take ownership of their learning. When children are happy and engaged, learning happens naturally and spontaneously. Open-mindedness, critical thinking skills, and a life-long love for learning are just as essential as acquiring knowledge.

The group headquartered in Singapore also has a significant presence in China. There are a total of 120 international schools in 11 countries, including 12 International Baccalaureate (IB) schools. The EtonHouse Group also runs E-Bridge, which is part of the Singapore government's Anchor Operator (AOP) Scheme that operates affordable Pre-Schools in Singapore, and Middleton International School – an affordable through train international school. The Eton Academy (TEA) is a subsidiary under EtonHouse that provides enrichment programmes.

VISION

Shaping the future through education

MISSION

Developing confident and capable global citizens

OUR GLOBAL FOOTPRINT



11 Countries
120 Campuses
12 IB Schools
> 4000 Staff
> 20,000 Students



ETONHOUSE INTERNATIONAL SCHOOL, ORCHARD

A small but growing, boutique school in the heart of Singapore.

250

Students

30

Nationalities

Y1 - Y13

Learning pathway

IB PYP & DP

Internationally recognised curriculum & framework

IGCSE

Collaborative approach to Cambridge IGCSE programme

LEARNING ENVIRONMENTS

Intentionally designed, EtonHouse Orchard offers students and staff a modern learning environment in the heart of Singapore. Here are some glimpses.



PRIMARY SCHOOL



PRIMARY YEARS PROGRAMME (PYP)

We provide Primary students with a holistic and inclusive inquiry-based international education through implementing the International Baccalaureate 'Primary Years Programme'.

Designed for students between the ages of 3 to 11 years, the PYP provides a framework for students to develop rigorous academic and transdisciplinary skills. At Orchard, our focus is on the development of the whole student; including his/her academic progress, social skills, physical, emotional and mental well-being.

SENIOR SCHOOL



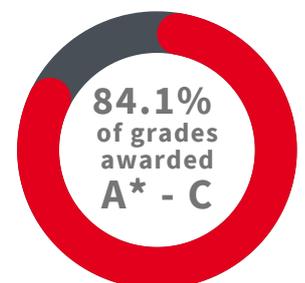
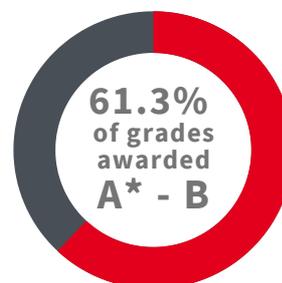
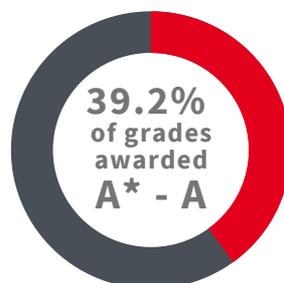
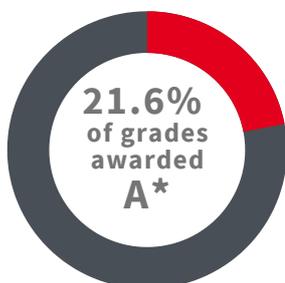
UK KEY STAGE 3 & IGCSE

In EtonHouse International School, students will access the UK National Key Stage 3 from Year 7 to 9 before undertaking the Cambridge IGCSE course in Year 10 and 11.

We build upon the inquiry-based International Baccalaureate Primary Years Programme (IB PYP) approach by incorporating project-based learning into our curriculum design in the secondary years.

2021 IGCSE RESULTS

We will like to extend our heartiest congratulations to our first batch of IGCSE students. These outstanding results are the fruits of their hard work and perseverance, as well as the dedication and expertise of our teaching and pastoral staff, despite the global pandemic.



IB DIPLOMA PROGRAMME

FOUNDATION IB PROGRAMME

Students joining EtonHouse International School Orchard in Year 11 (15+ years) can choose to follow the school's bespoke Foundation IB Programme (FIB).

The holistic nature of the FIB learning programme ensures that students are well prepared for the International Baccalaureate Diploma Programme (IBDP), which is undertaken in Years 12 and 13.

IB DIPLOMA PROGRAMME

The IBDP is a programme that is accessible to all. EtonHouse, by its very philosophy, is very much inclusion-driven, we welcome students from different backgrounds, and we chose this programme because it offers that. Students from diverse backgrounds with varying levels of language acquisition can be successful at the IB Diploma. That's what makes it such a great programme because it can be tailored to fit each student.



IB DIPLOMA PROGRAMME COORDINATOR

This is an exciting opportunity for an experienced IBDP Coordinator to make their mark in a growing, boutique school in the heart of Singapore and the only international school on Orchard Road. The successful applicant will be responsible for the leadership and management of the IB Diploma and Foundation IB programmes. They will also lead on several key whole school strategic initiatives and will be a member of the School Leadership Team. They will be expected to contribute to the day-to-day management of the School, as well as the development of School policies, practices and procedures to ensure that the school mission, vision and core aims are met. The post holder reports to the Principal. The ability to teach Mathematics or History will be an advantage.

ROLE DESCRIPTION

The role of IBDP Coordinator at EtonHouse International School, Orchard offers extensive opportunities for a talented individual to develop and broaden their leadership and management skills in an international setting. The appointee will lead the IB Diploma Programme in a small but growing school with the autonomy to direct its strategic direction in collaboration with the Principal. As a member of the School Leadership Team s/he will be responsible for the development of each student and for the implementation of EtonHouse's vision, mission and values in the daily operation of the School.



IB DIPLOMA PROGRAMME COORDINATOR

KEY RESPONSIBILITIES

STRATEGIC LEADERSHIP

- Support the Principal in developing and communicating a clear strategic vision of how to develop the school successfully. Motivate and empower others to carry the vision forward.
- Model the values and vision of the school and support the agreed aims and ethos of the school.
- Support the Principal in managing the school effectively and ensuring the successful implementation of change.
- Understand issues relating to the organisation, ordering and funding of resources and assist in the management of budgets.
- Contribute to staff Continuous Professional Development.
- Promote the vision of the school and its commitment to expecting the highest achievements from all members of the school community.
- Observe colleagues' lessons and conduct learning walks.
- Support and uphold the school's policies on behaviour, discipline and bullying.



IB DIPLOMA PROGRAMME COORDINATOR

KEY RESPONSIBILITIES

ACADEMIC LEADERSHIP

- Be the main point of contact between the School and the International Baccalaureate Organisation in regard to the IBDP.
- Develop pedagogy in line with the IBDP mission (ATL/ATT/LP).
- Keep abreast of IB initiatives and changes, by checking IBIS regularly and sharing coordinator updates.
- Lead the IBDP and Foundation IB (FIB) curricula through working with and supporting colleagues in the planning, teaching and delivery of schemes of work/lessons.
- Work with colleagues to ensure that they are aligned with the IB philosophy and kept abreast of updates and changes in the IB curriculum.
- Present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences.
- Ensure effective and robust systems are in place to conduct data analysis, track and monitor IBDP/FIB student progress and ensure appropriate intervention (when required) is put in place.
- Be the pedagogical leader of the IBDP Core (TOK/CAS/EE).
- Lead and manage the school's Academic Integrity programme and review and develop the IB mandated policies.
- Be the lead administrator in relation to IBDP examination entries (registration/uploads/results).



IB DIPLOMA PROGRAMME COORDINATOR

KEY RESPONSIBILITIES

PASTORAL LEADERSHIP

- Involve students in the decision-making processes in the school and develop policies and practices that treat students as partners in the learning process.
- Support the wellbeing of IBDP and FIB students and develop a culture and create opportunities where they can flourish.
- Lead on the transition of students into the IBDP and FIB programmes.
- Present to students and parents on the benefits of an EtonHouse International School, Orchard Post-16 education.

KEY RELATIONSHIPS

- Coordinate and collaborate with the University Guidance and Careers Counsellor and Year 10 - 13 teachers to ensure effective and appropriate support and advice is given to students.
- To work closely with the Head of Senior School to provide cohesive senior school leadership.
- Lead and motivate others to ensure effective working relationships are maintained and the contribution of colleagues to improve the quality of education provided and standards achieved is maximised.
- Develop links with the wider community including schools on a local, national and international stage.
- Line manage and mentor middle leaders.
- To be an ambassador for EtonHouse on a local, national and international stage.
- Be a role model who creates and fosters good working relationships with all members of the school community.



IB DIPLOMA PROGRAMME COORDINATOR

KEY RESPONSIBILITIES

GENERAL

- Be an excellent teacher with a passion for their subject area and teach at a level to be agreed with the Principal.
- Be a visible presence across the school for students, staff and parents.
- Participate in co-curriculum activities across the school at a level to be agreed with the Principal.
- Model a balanced approach to academic, pastoral and co-curricular commitments.
- Together with the School Leadership Team (SLT), create and support a culture of safeguarding and child protection, reinforcing the key schoolwide focus on keeping children safe.
- Embrace the School's commitment to creating a diverse and inclusive environment.
- Lead by example in terms of dress, punctuality and attendance.

Undertake any other duties commensurate with the general level of responsibility of the post that the Principal may from time to time ask the post-holder to perform.





PERSON SPECIFICATION

EXPERIENCE

- An evidenced track record of successful IBDP Coordinator experience.
- Proven experience of leading and developing strategic initiatives.
- Clear evidence of a positive personal contribution to a school in the pursuit of excellence and a commitment to innovation.

SKILLS AND KNOWLEDGE

- Strong leadership skills with the ability to think creatively and deliver a clear holistic strategy.
- Strong people management skills with the capacity to delegate effectively, empower colleagues to take ownership and provide meaningful support and challenge.
- Excellent interpersonal skills with the ability to work collaboratively and build strong relationships across the school community.
- Forward-thinking with a broad understanding of the rapidly changing education sector globally and a clear view on the opportunities and challenges for EtonHouse International School, Orchard.

PERSONAL ATTRIBUTES

- The energy and drive to motivate a diverse range of internal and external stakeholders.
- Inspire, engage and enthuse students, staff and parents.
- Challenge, support and listen to students, staff and parents.
- Keep an open, proactive and solution-focused approach.
- Exhibit confidence with humility.
- High levels of cultural sensitivity and the flexibility and resilience to thrive in a dynamic international environment.
- Possess a sense of humour with the right balance of gravitas.
- Considerable personal and professional empathy and integrity.
- A warm, collaborative and visible leadership style with the presence to motivate and inspire excellence in others in a small school context.
- Proven ability to use initiative, assume responsibility for tasks and projects and to resolve problems.
- Have the ability and desire to work hard, as well as strike a healthy school/home balance.
- Be able to manage own wellbeing and support others with theirs.



LIFE IN SINGAPORE

The Republic of Singapore is an island state located off the southern tip of Malaysia. The 'Lion City' as it is fondly known, offers a blend of Western modernity and Asian culture, and enjoys a clean, safe and green environment.

From enjoying the views at the top of Marina Bay Sands to visiting Gardens by the Bay there are plenty of opportunities to enjoy a vibrant entertainment scene and readily available sports and leisure activities.

The climate is tropical and humid year-round with temperatures averaging 26C to 34C. Singapore's location makes it an ideal base from which to explore other parts of Asia.

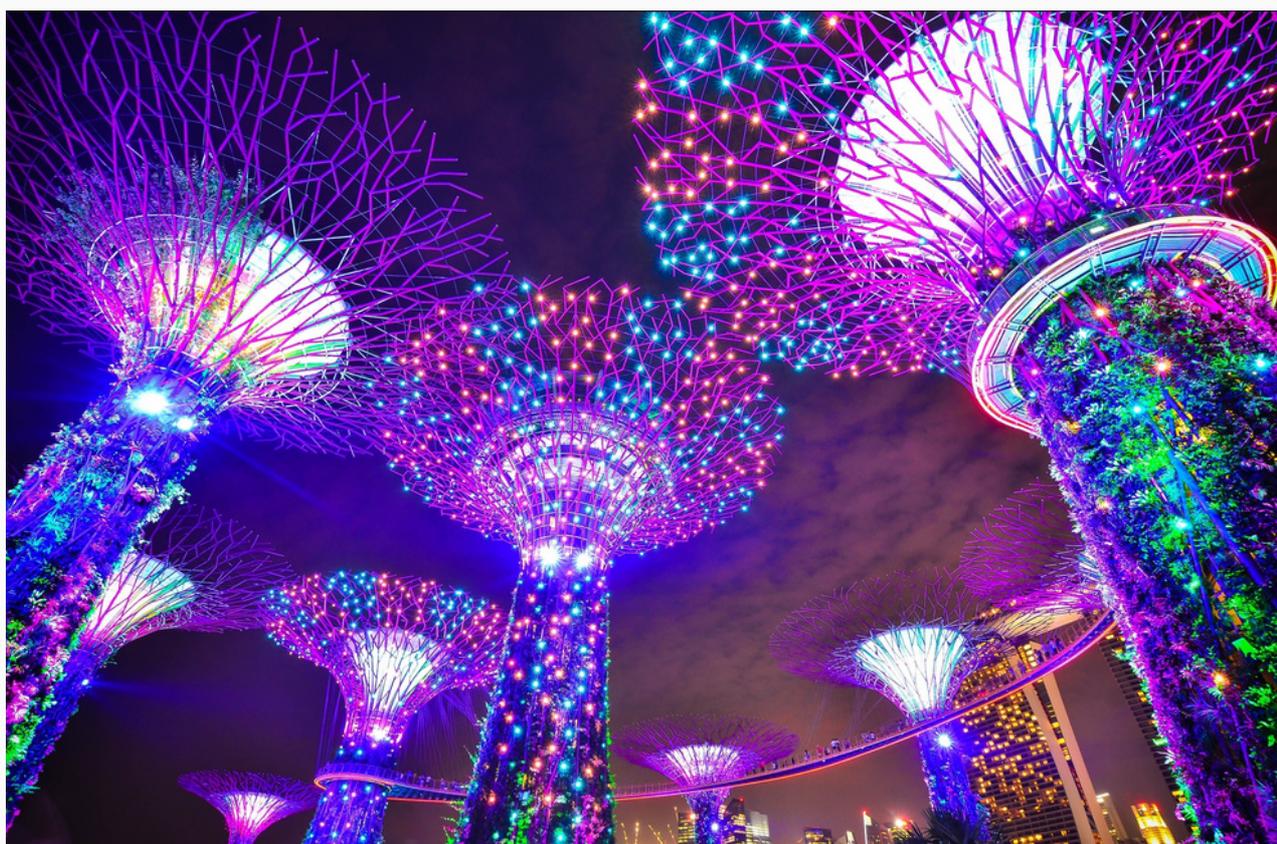


APPOINTMENT PROCESS AND HOW TO APPLY

Candidates should submit a CV along with a covering letter which fully addresses the competencies outlined in the role description and person specification.

Completed applications should be uploaded at <https://etonhouse.recruiterpal.com/career>

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be required to provide an Enhanced DBS disclosure certificate, or equivalent.



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EtonHouse®
International School @ Orchard



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