



ASSISTANT HEADTEACHER (IB DIPLOMA PROGRAMME COORDINATOR)
JOB DESCRIPTION

LOCATION	The British International School Shanghai, Puxi
JOB PURPOSE	To offer leadership, inspiration and guidance to the staff and students of the IB Academy such that all students achieve exceptional outcomes: academic, personal and social. To ensure the smooth day-to-day operations of the IB Academy, and to work effectively as a key member of the School Leadership Team, playing a major role in strategic planning.
REPORTING TO	Head of Secondary
DIRECT REPORTS	Heads of Departments, Subject Teachers, Examination Officers, TOK Coordinator, CAS Coordinator
OTHER KEY RELATIONSHIPS	All Staff, Students & Parents, Secondary Leadership Team, Director of Admissions & Marketing

KEY RESULT AREA	MEASUREMENT OF PERFORMANCE
Front of House: Sales and Marketing	
In fulfilling the requirements of the post, the IB Diploma Programme Coordinator will demonstrate essential professional characteristics, and in particular will:	<ul style="list-style-type: none">▪ Inspire trust and confidence in students, colleagues and parents as a model practitioner.▪ Meet with perspective students and parents to share the practice of IBDP at BISS.▪ Help build strong teams and create the conditions for them to excel.▪ Share our 'Be Ambitious' philosophy and ensure high levels of participation in our collaborative partnerships with Juilliard, MIT, UNICEF and in with our sister schools in China through Nord Anglia China Regional Activities.▪ Take responsibility for the leadership, good management and strategic direction of the IB Academy.▪ Manage academic staff, resources and facilities to ensure the very highest outcomes are achieved by our students in their IB Diploma examinations.▪ Assist the SSLT in reviewing and implementing school policies.▪ Lead the IB Academy, including the HE team and Pastoral team on a day-to-day basis.▪ Play a key role in the appraisal and performance management of all staff.▪ To manage IB content on the school website.▪ To contribute to all school marketing and liaison activities, including Open Days, and other events.



	<ul style="list-style-type: none">▪ The preparation of IB material for the website and, in consultation with the Principal and Marketing Director, all press releases.▪ Liaison with feeder schools and agencies.▪ To be responsible for the publication of IB Curriculum Booklets.
Leadership in Learning & Training	
<ul style="list-style-type: none">▪ Leadership	<ul style="list-style-type: none">▪ Support the Head of Secondary to lead the ongoing improvement of teaching and learning standards.▪ Lead and facilitate a distributed leadership model among the IB leadership team.▪ Support the Head of Secondary to ensure the highest standards of teaching and learning in the IB Academy through effective quality assurance frameworks.▪ Facilitate and liaise with the CPD leader to target staff training needs related to IB Diploma courses to ensure excellent outcomes for students.▪ Set high expectations for pupils' learning behaviours, establishing and maintaining a good standard of behaviour management throughout the IB Academy through positive and productive relationships in accordance with the behaviour and reward policies of the school.▪ Support the Head of Secondary and Deputy Head of Secondary to ensure that all safeguarding needs within the school are met.• To lead initiatives to develop and enhance teaching and learning in the IB Diploma Programme in line with the latest national and international thinking.• To maintain and raise standards of attainment in Years 12 and 13 by monitoring student progress and development.• To be responsible for the routine management of the IB Diploma Programme, including all assessment and reporting systems.• To ensure compliance with the IBO and examination procedures.• To take prime responsibility for the leadership and management of academic planning for the IB.• To oversee the Extended Essay, ToK and CAS programmes in liaison with the teachers responsible for those areas of the Diploma.• To lead sessions in order to develop the skills needed to complete a successful Extended Essay.• To lead curriculum development in Years 12 and 13 to ensure the delivery of an appropriate, challenging and interesting IB Diploma programme that complements the SSDP.



	<ul style="list-style-type: none">• To undertake Performance Management Reviews for the TOK and CAS coordinators, and to assist with the performance review process for all staff involved in the delivery of the Diploma Programme.• To coordinate and oversee administration, and evaluate staff participation at IB Diploma workshops.• To work with the Deputy Head of Secondary to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs, in line with the SSDP.• To evaluate all IB Diploma-related CPD in terms of benefit to the school, and to the individual, and to ensure that the details of such evaluation are recorded.• To ensure that there are opportunities to share and disseminate good practice across curriculum areas in the IB Diploma Programme.• To assist in the preparation of job specifications for the ToK and CAS coordinators and to participate in the interview/selection process for new IB staff.• To take a lead in providing effective induction for new IB staff, particularly new Heads of Subject, in line with IB requirements and school procedures.• To monitor and evaluate academic standards at Diploma level in line with agreed school procedures, including benchmarking against other schools, and against international standards.• To oversee the production of faculty/departmental reports on the IB Diploma Programme within the quality assurance cycle.• To produce regular, detailed reports for the Principal and Nord Anglia on all matters relating to the Diploma Programme.• To provide comprehensive information on the IB Diploma Programme, its philosophy, aims and requirements to staff, students, parents and all school stakeholders.• To actively promote the establishment of effective academic links with external agencies, such as universities in the UK and elsewhere.• To help with careers guidance, and to assist with aspects of university entrance.• To monitor and support the overall progress and development of IB students, including those with specific learning needs.• With the Assistant Head (Pastoral), monitor IB student attendance, ensuring that follow-up procedures are adhered to and appropriate action taken where necessary.
Operational Expertise & Resource Management	
▪ Areas of Responsibility	



	<ul style="list-style-type: none">▪ Liaise with other members of the Senior Leadership Team and to ensure continuity, progression and effective transitions across the whole campus.▪ To keep up-to-date with both UK and international developments in all curriculum areas, and with advances in teaching practice and methodology.▪ Understand and manage issues relating to the organisation, ordering and funding of resources.▪ Support the Head of Secondary in managing budgets of departments with whom you are the SSLT link.▪ Under direction of the Head of Secondary, assist in recruitment of new members of staff.▪ Be confident in the use of technologies and embed IT into learning.▪ To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for all students on the IB Diploma Programme in accordance with the curricular policies of the school.▪ The effective management of the IB budget and of physical resources related to teaching and learning for the IB Diploma Programme.▪ To register students with the IBO and ensure that they meet all Diploma requirements, including examinations and coursework.▪ To keep detailed records of progress for all IB students.▪ To liaise with the Deputy Head/Head of Whole school to manage Years 12 and 13 timetabling issues.▪ To manage student options for the IB Diploma Programme and lead the transition from KS4 to KS5.▪ To establish links with DP Coordinators in other schools, both internationally and locally, to develop opportunities to share and disseminate good practice. Such opportunities might include teacher and/or pupil exchanges.▪ To manage the process of the setting of academic targets for IB Diploma students and to work towards their achievement.▪ To identify and take appropriate action on issues arising from data, systems and reports, setting deadlines where necessary and reviewing progress on the action taken.▪ To liaise with higher education institutions, industry, examination boards, awarding bodies and other relevant external agencies.▪ With the Assistant Head (Pastoral), ensure that the behaviour management policy is implemented for students on the Diploma Programme so that effective learning can take place.
--	--



Developing Talent	
Personal Development	<ul style="list-style-type: none">Continual development through the identification and implementation of your own Personal Development Plan.

PERSONAL SPECIFICATIONS – Skills Knowledge and Experience	
Qualifications & Training <ul style="list-style-type: none">Qualified to degree level or above with PGCE.Qualified Teacher Status	Essential
<ul style="list-style-type: none">Other management or leadership qualifications.Extensive CPD training e.g. timetabling, pastoral care, safeguarding, self-evaluation processes.	Desirable
Experience & Knowledge <ul style="list-style-type: none">Minimum of 5 years' teaching experience and leadership.Knowledge of the National Curriculum, IGCSE, IBDP syllabus and subject knowledge.Knowledge of assessment and reporting procedures.Management experience at a Middle Leadership or Senior Leadership Level.Knowledge of Teaching and Learning developments.Experience of leading teams.Knowledge of academic monitoring and tracking systems.Knowledge of Performance Management and professional development systems.Knowledge of the IB Diploma Programme including an appreciation of the failing conditions for students.Knowledge of university entrance expectations for a range of different countries.Knowledge of the Extended Essay criteriaExperience in leading within international schools.	Essential
Personal Skills <ul style="list-style-type: none">Ability to lead a team of people.Strong interpersonal skills.Liaising effectively with colleagues and parents.Meticulous, detailed planning and organisation.	Essential
<ul style="list-style-type: none">Data monitoring and evaluation	Desirable



PERSONAL ATTRIBUTES

- High levels of personal integrity.
- Conscientious and able to focus on completing work to a consistently high standard.
- Flexible and positive approach to work.
- Excellent organisational and time-management skills; high attention to detail.
- Ability to work to tight deadlines and able to prompt others to ensure deadlines are achieved.
- Adaptable to working in a fast-paced, ever-changing environment.
- Ability to work under pressure and remain calm.
- Proactive and willingness to take on multiple tasks.
- Self-motivated and enthusiastic.
- Ability to work independently.
- Must be a team player, willing to help and be flexible.
- Continually strive for improvement.
- Confident global citizen or a willingness to become one.

Other

- Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.
- Compliance with visa requirements for working in China.
- A commitment to safeguarding and promoting the welfare of all students. To undertake appropriate Child Protection training when required.

PHILOSOPHY AND VALUES



We are ambitious for our students, our people and our family of schools. We believe that:

- There is no limit to what every person can achieve.
- Creativity and challenge help us get better every day.
- Learning should be personalised.
- Unique global opportunities enhance the learning experience.

The NAE Commitment

At Nord Anglia Education, we work every day to inspire our schools, our students and our employees to be the best they can be, and we are ambitious for them all to achieve more than they thought possible in their personal, social and academic endeavours. Within our family of schools, this aspiration is underpinned by a commitment to always act with **respect, integrity, openness, courage and ambition**. These qualities are the foundation of how we approach our work and roles within NAE and are shared by everyone in our global family.

Promote and embody *The CORE 7 Leadership Capabilities*:

- **Accountable** – Establishes a high performing culture and accepts accountability for organisational performance.
- **Strategic** – Leads opportunity and is committed to continuous improvement aligned with the organisational vision and direction.
- **Collaborative** – Works collaboratively with others to achieve organisational outcomes.
- **Entrepreneurial** – Creates organisational value for diverse stakeholders and achieves commercial success.
- **Enabling** – Drives excellence through valuing and developing others.
- **Agile** – Achieves personal and organisational success within a changing, dynamic and complex environment.
- **Resilient** – Demonstrates personal resilience within a demanding environment of high expectations.

- Role-model the 'Be Ambitious' philosophy each day.
- Feedback as a valued member of the team and the wider organisation.