

MLC Position Description



Position:	Co-ordinator – IB Diploma Programme
Reports to:	Head of Senior School
Department:	Senior School
Date:	July 2023

Position Overview

The Co-ordinator – IB Diploma Programme (IBDP Coordinator) is responsible for the leadership and management of the Senior School Curriculum area with a particular focus on the International Baccalaureate Diploma Programme (IBDP).

The IBDP Coordinator is a member of the Senior School Curriculum Coordinator Team. This team is responsible for providing leadership and management across the three key areas of Victorian Certificate of Education, VCE Vocational Education and Training and the International Baccalaureate Diploma Programme. In addition, members of this team:

- manage the ongoing organisation of student programs in the Senior School;
- act as facilitators to support staff in the delivery and management of specific programs; and,
- attend the regular meetings of the Senior School Curriculum Coordinator Team, the Senior School Executive, and the Learning and Curriculum Group, as necessary.

The IBDP Coordinator has responsibility for communicating information to all members of the school community, administering internal and external assessment. They also act as the primary point of contact between the College and the International Baccalaureate Organisation.

The IBDP Coordinator is expected to work collaboratively with relevant staff in support of the IB students' wellbeing. The IBDP Coordinator is a member of the Senior School Executive and is also expected to attend a number of school functions outside normal school hours. These may include meetings, activities and events involving staff, students and their parents, planning and organisational meetings and assisting with the supervision of trial examinations during school holidays as required.

Key Responsibilities

The IBDP Coordinator has the following major duties and responsibilities:

- Lead IB teachers to deliver IB Diploma Programme, including chairing meetings regularly
- Provide support and advice for subject selection, including presenting at Year 10, 11, and 12 information sessions
- Manage IBDP entries for Senior School Courses site
- Represent IB at external meetings and conferences
- Oversee use of Managebac
- Assist students with special assessment needs and inclusive arrangements
- Advise and monitor students at risk of not achieving their IB Diploma
- Lead the development and delivery of the Theory of Knowledge (TOK) course

- Ensure adherence to IB guidelines for TOK elements
- Provide leadership to Extended Essay supervisors and the IBDP CAS Coordinator
- Register students for examinations and manage IBDP-specific procedures
- Enter data and student marks on the IB information system
- Manage Internal Assessment dates and processes; external assessments and reporting; result release; Enquiry Upon Results (EUR) requests; and, student follow-up processes
- Organise and manage November IBDP Exam period, including invigilators
- Administer the IB Diploma Programme budget
- Coordinate suitable professional development opportunities for IBDP teachers
- Organise and complete the Five-Year Programme Evaluation process.

This position description outlines the major duties and responsibilities relevant to this role. This list is not exhaustive, and it is expected that specific tasks and functions may change from time-to-time in line with the College's operational requirements.

Key Contacts

Internal

- Head of Senior School
- Deputy Head of Senior School
- Senior School Student Coordinators
- Director of Learning Support
- Director of Learning and Curriculum
- Heads of Department
- Senior School teachers
- Senior School Administrative staff
- Timetable staff

External

- International Baccalaureate Organisation (IBO)
- International Baccalaureate Curriculum Assessment Centre (IBCA)
- IB Schools Australasia
- Local educational networks
- Victorian Curriculum and Assessment Authority

Essential Criteria

- Excellent communication and interpersonal skills
- Demonstrated commitment to student learning and wellbeing
- Effective planning and organisational skills
- Proven competence with use of technology in a learning environment
- Acts professionally and maintains confidentiality
- Proven ability to build and maintain positive relationships with others including staff, parents, students and external professional organisations
- A detailed knowledge of the IB Diploma Programme
- Appropriate qualifications and demonstrated experience in relevant subject areas
- Ability to work as a member of a team

- Current Victorian Institute of Teaching registration
- Adherence to all College policies and demonstration of behaviours in accordance with the Child Safe Standards.
- An understanding of the Victorian Child Safe Standards.

Allowance

The responsibility allowance for this position is **12 periods per cycle and \$6,000 per annum**. Allowances are subject to change at the discretion of the College and will be reviewed as per the Teacher Allowances Review Procedure.

Child safety

MLC performs thorough assessments of potential and existing employees. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person to be trusted to work in a school environment, and in the position applied for or held. The screening process includes, but is not limited to, Criminal Records Checks and Working with Children Checks.

MLC is committed to the safety, participation and empowerment of all children. All members of our community, including employees, contractors, agency staff and volunteers, have an important role in providing students with a safe and nurturing environment in which to prosper and thrive. MLC has zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently within our policies and procedures.

MLC is committed to preventing child abuse through identifying risks early and removing and reducing these risks. We have robust human resources and recruitment practices, supported by regular training and development.

We support and respect all children, as well as all members of our community. We are committed to the cultural safety of Aboriginal students, the cultural safety of children from a culturally and/or linguistically diverse background, and to providing a safe environment for children with a disability.

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