

The INTERNATIONAL SCHOOL OF SIENA

Position: PYP Coordinator (PYP Art and Drama Teacher)

International School of Siena is a fully authorised IB World School delivering the International Baccalaureate Primary Years Programme (PYP), Middle Years Programme (MYP) and Diploma Programme (DP); with our first diploma cohort graduating in May 2021.

In October 2018 the International School of Siena moved into a new purpose-built campus. This is an exciting phase for our development in our new school facility which includes a spacious indoor gymnasium, well designed classrooms, library and two science labs with one prep room.

The school is one of several very successful schools belonging to ISE (the International Schools of Europe) which in turn are part of Inspired, a worldwide network of premium schools. (www.inspirededu.co.uk), offering global best practice and professional development. IS Siena can provide strong, motivated, and dedicated candidates opportunities to transfer within the Inspired Network in future years of service.

The International School of Siena is focused on facilitating a meaningful education which is based on high achievement and inquiry-based learning. The school consists of small classes, one class per grade. Our IB programmes provide each student with opportunities to explore, inquire and develop confidence as well as equipping them with the skills, knowledge, and understanding necessary for the 21st century.

More information about the school and area can be found on our website at

<http://www.internationalschoolofeurope.it/en/siena>

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

The role will suit you if you are passionate about:

- joining a growing school that is in a positive moment of change
- contribute to enhance the curriculum to provide challenge and support to all its students and teachers
- ensure students have personalised learning experiences and differentiate for successful outcomes
- keen to join a developing and growing section of the school.

We are looking for the right balance between experience, enthusiasm, and a passion for IB leadership, which will inspire our students. This is an opportunity to make a significant contribution to the development of our primary school, to a successful and growing school section, in addition to teaching in the PYP.

The Role:

We are seeking to appoint a **PYP Coordinator**

International Baccalaureate Curriculum, Teacher of Art and Drama leading Performing arts and school events.

Job Description

Post Title: PYP Coordinator

Responsible to: Principal

Purpose of the Role:

The PYP coordinator together with the principal will be responsible for the pedagogical leadership within the school. The PYP coordinator will show his/her ability to act as a leader of the Pedagogical leadership team. Also, the PYP coordinator will prove his or her versatile teaching ability.

A commitment to collaborative planning is central to the philosophy of the PYP. The PYP coordinator has a crucial role in this process and will take responsibility for ensuring that pedagogical and curriculum aspects are discussed; information is disseminated, and the programme is planned, taught and assesses collaboratively.

Together with all the members of the senior Leadership team, the PYP coordinator will be involved and responsible for the development and whole-school implementation and organization of the programme.

The PYP Coordinator together with the Principal supervise the programme and should communicate and collaborate directly with all members of the teaching team and be involved in whole-school planning, as well as in-school and out-school professional development.

Documentation. The PYP coordinator:

- Ensures that copies of IBO publications pertaining to the PYP section of the school are available to all staff members.
- Establishes and maintains a record of completed planners.
- Publishes the school's programme of inquiry.
- Leads the process of developing or reviewing the school's scope and sequence documents.
- Ensures that essential agreements are formulated for assessment and for teaching and learning language.
- Participates in the formation of the school's strategic development plan.
- Prepares the PYP for the forthcoming IB Evaluation (2023/2024)
- Observes teaching, learning and assessing and collects all necessary information considering the status and changes of the programme.

Professional development. The PYP coordinator:

- Encourages teachers to collaborate and to develop their professional skills.
- Ensures that staff members are made aware of professional development (online or face-to face) opportunities.
- Makes recommendations regarding professional development opportunities on and off the school.
- Assists teams or individuals in developing units of inquiry.

Resource management. The PYP coordinator:

- Makes recommendations for the purchase of suitable resources to support the implementation of the programme.
- Establishes an inventory of resources to facilitate efficient management.

Communication. The PYP coordinator:

- Consults teachers about different questions concerning the IBO and the PYP.
- Works collaboratively with parents, education specialists and other organisations.
- Sets up systems for communication and collaboration among all staff members involved in implementing the programme.
- Leads weekly staff meetings.
- Attends meetings with parents so that they have some understanding of the goals of the PYP.
- Supports the enrolment of prospective families
- Publishes articles pertaining to the programme in the school half termly newsletter.
- Circulates all relevant information received from the IBO.
- Prepares and submit any documentation required for authorisation and evaluation.
- Ensures that all school members are familiar with the requirements of the IBO concerning the implementation of the programmes and that those requirements are adhered to.
- Responds to requests for information (for example, questionnaires) from the IBO.
- Provides a liaison between the school and the IBO.
- Provides outreach to the wider PYP community through the My IB website discussion forums, e-mail and school visits.
- Promotes the use of the My IB website within the school community.

Teaching and Learning

1. Teach well prepared, challenging lessons
2. Make excellent use of class information and data to ensure all students are supported and challenged according to their personal needs
3. Demonstrate your commitment to personal development through your actions and your commitment to your own Performance Management
4. Contribute to writing and delivery of appropriate Units of Inquiry which meet the academic needs of all students
5. Promote a stimulating learning environment, including useful and stimulating displays, which encourage students to learn.

Achievements and Standards

1. Track and monitor individual students to bring about improvement where needed
2. Ensures teachers maintain tracking documents and PYP Coordinator collates and analyses data for progress
3. Ensure appropriate participation in subject moderation as required throughout the year
4. Take responsibility for overall behaviour management within lessons and throughout the school to ensure a safe, secure and structured learning environment.
5. To play an active role in performance management and self-development activities

General requirements

1. To carry out any pastoral support roles as required
2. To contribute and monitor provision to the School's Extra-curricular clubs/Activities
3. To play a role in ensuring effective safeguarding and wellbeing of our students
4. Provide clear and useful feedback to students and parents/carers as required
5. To attend after school meetings/events and collaborate for school events
6. To check your email regularly and respond in a timely manner
7. To contribute articles to the half-termly newsletter as appropriate
8. To monitor reports and Parent conferences
9. To drive programme forward with energy and passion and an academic year filled with events and opportunities.

SLT whole school responsibilities:

Duty Rota and Cover arrangements.

To complete any other reasonable tasks as required by the Principal

Person Specification	Essential/Desirable
Education	
to be a fluent English Speaker	E
to be an EU passport holder (Italian, French, German) or be in possession of a valid visa that enables work in Italy.	D
Holds a degree (or higher) level qualification in a language or related subject to be in possession of a university degree in a related subject and an appropriate teaching qualification.	E
Holds Qualified Teaching Status (QTS)	E
Up-to-date in-service training in subject and whole school issues	E
Candidates should be well-qualified, committed to high standards, interested in using innovative approaches to learning and enthusiastic about promoting international understanding.	E
Experience	
Experience in teaching the IB PYP/Leading PYP	E
Experience from a similar post – Recent PYP Leadership	E
Recent experience of teaching the 3-11 age range to have had recent experience teaching Performing Arts	E
Experience of leading the IB PYP Evaluation	E
to be able to contribute to curriculum development	D
Experience of working in more than one previous school and a dynamic leader/teacher with experience of enabling pupils to achieve their potential.	D
Specialist skills and knowledge	
Strong working knowledge of the IB Curriculum and Philosophy	E
Excellent administration, organisation and management skills	E
Excellent information and communication technology skills	D
Experience working with iSAMS and Managebac	D
Knowledge of equal opportunity issues for students and staff	E
Clear commitment to the safeguarding of students	E
Leadership skills to manage self and work with other programme Coordinators	D
An innovative and exciting approach to teaching and learning with an understanding and proven practice	E
Other	Other
An outstanding classroom practitioner	E
Highly motivated and enthusiastic, the successful candidate will also have excellent interpersonal and team working skills with a positive approach.	E
A willingness to contribute to extra-curricular activities and play a full part in the life of the school is essential.	E
An energetic committed individual with a clear vision and unwavering commitment to excellence for all	E
Open and enthusiastic	E
Solution focused, with a 'can do' attitude	E
Ability to multitask, prioritise, stay relaxed under pressure and deal with numerous challenges simultaneously	E
Excellent emotional intelligence and interpersonal, communication skills	E
Willingness to join staff social events with a good sense of humour	E

Why work with us:

- ✓ A knowledgeable and talented staff body committed to supporting the very best in student achievement.
- ✓ IB professional development during employment
- ✓ Support settling into Italy with our Relocation Agents
- ✓ An international campus in Siena, Italy and a school where teachers are respected as professionals and afforded autonomy to teach in the most innovative and effective ways.
- ✓ Energetic, curious and enthusiastic students
- ✓ A wide range of extra-curricular activities
- ✓ Excellent resources and facilities
- ✓ Forward-looking and proactive leadership
- ✓ Providing a happy, safe, purposeful and caring environment and encouraging a sense of pride in the individual and our School;
- ✓ Recruiting and developing outstanding staff;

How to apply:

Interested candidates who meet the above requirements should complete the application form including:

- Letter of application;
- CV with photo is optional in addition to application form
- Passports held
- Contact details of three referees (one of which must be Head Teacher/Principal/Director from most recent appointment).

The International School of Siena is committed to safeguarding children and young people. The school follows all Safer Recruitment and Safeguarding and Child Protection policies. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory 'Disclosure and Barring Service Enhanced check and/or Italian Police check'

As interviews will be held on a rolling basis, we encourage applicants to apply as soon as possible.

Yours sincerely,



Lianne Knibb
Principal