



San Silvestre School

Form V & VI Programme Director Job Description.

Description:

San Silvestre School is currently seeking a *Form V and Form VI Programme Director* to oversee the academic and pastoral development of students in their final two years (Form V & VI). This role functions as a member of the Secondary Senior Leadership Team and serves as the official IB Coordinator, acting as the primary liaison between the school and the IBO.

Key Responsibilities

Leadership & Administration

- Contribute to secondary and whole-school strategic planning.
- Manage the Form V & VI budget, including professional development and resources.
- Participate in staff recruitment and the development of senior school timetables.
- Lead the 5-year IB Evaluation process and ensure all school policies align with IB standards.

Programme Coordination (IB and one year programme)

- Oversee the implementation of the IB Diploma, including TOK, Extended Essay, and CAS.
- Analyse student results and progress within Form III & IV to help determine suitability for the Post-FIV programmes.
- Lead the process of review of IB results by reflecting on divergence with predicted grades as well as on considering an action plan for improvement.
- Manage the Options Process for Form IV students transitioning into Form V for the IB two year programme or the San Silvestre one year programme. This includes the review of options with HoD's to assess a student's suitability for student's choices and the coordination of the student transition from Form IV into Form V, and Form V into Form VI.
- Coordinate internal and external examination schedules in conjunction with the Exams Officer.
- Ensure all IBO regulations, documentation, and deadlines (IBIS, IA uploads) are met.

Student Progress & Support

- Track and monitor student academic performance using data analysis (iSAMS/Kognity).
- Monitor the progress of students across Form V and Form VI and identify students in need of intervention.
- Liaise with the University & Careers Guidance Team to align student pathways with higher education goals.
- Oversee Academic Honesty and lead senior school assemblies/PSHE sessions.

Communication & Compliance

- Maintain regular, professional communication with parents regarding student progress and events.
 - Ensure all curriculum documentation (Atlas Unit Plans) is updated and accurate.
 - Lead staff training on IBIS, MyIB, Kognity, Turnitin, and new IBO publications.
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Requirements

Experience & Skills

- Leadership: Proven experience leading elements of Form V & VI (Key Stage 5) or IB programmes.
- Deep understanding of IBO "Principles to Practice" and assessment procedures.
- Data Fluency: Ability to analyze results and predicted grades to drive improvement.
- Systems: Proficiency in school Management Information Systems (iSAMS preferred) and strong information technology skills including the use of spreadsheets.

Personal Attributes

- Excellent organizational and time-management skills.
- Strong interpersonal skills; able to manage sensitive parent/staff concerns.
- Proactive, collaborative, and capable of working with high levels of autonomy.

This description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The duties and responsibilities of this post may vary from time to time according to the changing demands of the school. This job description may be reviewed at the reasonable discretion of the Head of School in the light of those changing requirements and in consultation with the post holder. In any event the Head of School reserves the right to review and amend the job description.