

Tok Leader Job Description

The Role

The Theory of Knowledge Leader is responsible for leading and developing the curriculum and pedagogy of ToK at Key Stage 5 and ensuring that ToK is embedded in the teaching and learning throughout the secondary school. The ToK Leader will report directly to the IB DP coordinator. Additional release time and a leadership allowance will be provided for the ToK Leader.

Key Responsibilities

- To work collaboratively and effectively with DP subject teachers to ensure ToK is established in all areas of the secondary school
- To ensure ToK is taught across the 16-18 age range
- To work with the Assessment Leader to ensure ToK attainment and progress is recorded effectively
- To ensure students are properly prepared for the individual or group presentations and essay
- To ensure teachers, parents and other members of the school community are well informed about ToK and the role it plays within the IB Diploma Program
- To make sure all student assessments are correctly uploaded and all necessary paperwork is completed for submission
- To model a ToK habit of mind

Professional Development

- To remain up to date on all the latest developments within ToK, and be aware of any changes to the curriculum
- To maintain a professional network to support CAS within the school

Leading Learning and Teaching

- To support teachers in their integration of ToK within their subject, either through working in their classroom or planning
- To teach classes as required

This job description should be seen as enabling rather than restrictive and will be subject to regular review. Whilst it serves as an initial outline of the possible expectations, it is highly likely that the role and job description will develop as the IBDP numbers increase.