

PYP Coordinator Job Description

Reports to: Primary Principal
Contract: Permanent - Full Time

OUR VISION

World-leading learning for all.

OUR MISSION

To inspire all learners to be the most innovative and successful individuals they can be, in an ever-changing world.

OUR PHILOSOPHY

To:

- Provide an authentic and rich child-centered environment.
- Strengthen the giftedness and uniqueness of all through opportunities to create, express and lead.
- Nurture digital citizenship and innovation to world-class standards.
- Foster a deep sense of personal and cultural identity rooted in international-mindedness.
- Promote an appreciation of Islamic and Emirati cultures.
- Enquire, reflect and act positively in all areas of school life, in line with the philosophy of the International Baccalaureate Organization.

OUR VALUES

- Happiness
- Positivity
- Success
- Responsibility
- Individuality
- Co-operation
- Respect

OUR MOTTO

We all succeed, every day.

Qualifications and Skills:

To have:

- Bachelor's degree preferably Master's degree
- Experience as a PYP Coordinator
- Recent certificates of PYP training in levels 1, 2 and 3
- Extensive knowledge of and experience in IBPYP.
- Experience and/or knowledge of whole school curriculum and staff deployment needs.
- Experience and/or knowledge of staff professional development initiatives and developments.
- Excellent primary practitioner
- Demonstrate and model IB Learner Profile
- Excellent ICT skill

Job Purpose

At Ajman Academy, the role of the PYP Coordinator, as a member of the Pedagogical Leadership Team, is to lead the primary academic team towards a deeper understanding of the Primary Years Programme. The Coordinator is responsible for overseeing the vertical and horizontal linkages and Assessment practices throughout Programme of Inquiry and promote the development of best practice and implementation; ensuring the staff are working towards the common goals in pursuit of the school's Mission, Vision and Values.

Responsibilities:

1- Related to Curriculum

- Ensure all curricular and co-curricular programmes are in line with the PYP
- Ensure that reports are in line with the PYP
- Work with the Primary Principal & Deputy Principal in managing the process of staff deployment, including oversight of curriculum plans, to ensure effective deployment of staff resources
- Establish and maintain a record of completed planners
- Publish the school's programme of inquiry
- Lead the process of developing or reviewing the school's scope and sequence documents
- Coordinate with the MYP Coordinator to ensure continuity of learning between the Primary School & Secondary School
- Act as a liaison between IB and AJAC
- Distribute information from IB to all relevant members of KG & PS
- Ensure proper implementation of PYP in collaboration with the Primary Principal
- Organize and manage, in conjunction with the Primary Principal & the Deputy Principal, the process of School Self – Evaluation in line with School policy, including the process for evaluating the impact of the Learning and Teaching framework
- Undertake such administrative tasks as may be delegated by the Primary School Principal within the terms of contract and Conditions of Service
- Prepare an end-of-year report and recommendations on the implementation of PYP.
- Conduct PYP information sessions for parents

2- Related to Teachers

- Conduct professional development workshops/sessions for Primary Staff.
- Provide leadership and support for colleagues in the teaching of the inquiry-based programme
- Facilitate collaborative meetings
- Encourage teachers and the media centers specialists to identify (and in turn order) the materials and resources needed in order to implement the PYP
- Teach an agreed upon load in consultation
- with Primary School Principal & HR Department.
- Work with the Primary Principal in ensuring that an effective system of staff development and performance review is in place for all teachers

Reporting Relationship:

A PYP Coordinator reports to the Primary Principal.

The above Job Description was reviewed and updated in December 2020 and will be reviewed on an annual basis.

Received by:	Approved by Principal:	Received by HRM:
Name & Signature:	Name & Signature:	Name & Signature:
Date:	Date:	Date: