



### **Job Description: PYP Coordinator**

The PYP Coordinator at Think International School (TIS) models the IB Learner Profile and encourages, celebrates, and supports the whole-school implementation and development of the Primary Years Programme.

The PYP Coordinator (PYPC) is responsible for the development and implementation of the PYP Programme.

The duties outlined in the job description may be modified by the Head of School, in consultation with the employee and Head of Primary, to reflect changes that are required to improve learning and teaching at TIS.

The PYPC is a member of the Pedagogical Leadership Team (PLT).

#### **1. Leadership Responsibilities**

- a. Actively support the Mission and of the IBO.
- b. Actively support the Mission, values and philosophy and policies of TIS.
- c. Lead the IB Evaluation Process.
- d. Collaborate with the Head of Primary on both educational and operational matters.
- e. Remain up-to-date with changes and trends in education both locally and globally as well as actively participating in Professional Learning Communities.
- a. Lead professional development workshops based on needs.
- f. Work with the PLT to ensure continuity in inquiry based learning across all sections of the school.
- g. Model exemplary teaching practices for teachers.
- h. Assist in the development, implementation and the evaluation of policies.
- i. Oversee the development and implementation of the School Action Plan with the pedagogical leadership team
  - i. Assist in the development, implementation and review of the school's Strategic Plan.
- j. Carry out any reasonable general administrative tasks, not covered in this description, as requested by the Head of School or Head of Primary.

#### **2. Specific to the Primary Years Programme (PYP)**

- a. Plan, implement, monitor, and assess on-going, continuous improvements to the PYP including supporting the Head of Primary with the Action Plan
- b. Ensure that all requirements of the IBO concerning the implementation of the programme are adhered to.
- c. Coordinate the curriculum development process (development, implementation, evaluation, revision)
- d. Be familiar with, and promote understanding and use of, all PYP documents.
- e. Ensure that PYP documents are current, and up to date and available to staff.
- f. Ensure that planning for curriculum delivery reflects TIS and IBO standards.
- g. Publish the school's programme of inquiry.



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- h. Maintain the archive of PYP records, including the exhibition.
- i. Assist with the acquisition of resources that support the PYP programme.

### **Specific to Assessment:**

- a. In collaboration with the Head of Primary ensure PYP Assessments align with IB Standards and Practices . This includes formative and summative assessments as well as reporting to Parents.

### **3. Specific to Professional Development**

- a. Ensure that staff members are made aware of professional development opportunities.
- b. Make recommendations regarding professional development opportunities on and off campus.
- c. Lead professional development sessions as required.
  - i. Organise induction of new staff to the PYP
- d. Support teachers in the planning and teaching of the PYP.
- e. Keep a record of workshop attendance and school visits to ensure equality of opportunity to identify ongoing needs, and to complete authorization and programme evaluation forms.

### **4. Specific to Staff**

- a. Assist in the appraisal process for primary teachers in accordance with the TIS Appraisal Policy.
- b. Identify and implement professional development and staff training needs based on the school mission, PYP programme enhancements and staff appraisal of performance.
- c. Assist with the planning and presentation of orientation programmes for new teachers.
- a. Be an active life-long learner and pedagogical leader that inspires the team by being knowledgeable and approachable

### **5. Specific to Organisation and Communication**

- a. Provide a liaison between the school and the IBO.
  - i. Respond to requests for information from the IBO
- b. Assist with the organisation of open days.
- c. Assist with the organisation of Primary School events
- d. Conduct parent information sessions and workshops.
- e. Keep parents informed of relevant PYP information.
- f. Facilitate student involvement in assemblies using PYP themes
- g. Contribute to the school's promotion materials.
- h. Contribute to the school newsletter
- i. Ensure timely and open communication at all times with the Primary personnel.

The PYP Coordinator Reports directly to the Head of Primary