

IBDP COORDINATOR AND PASTORAL HEAD OF GRADES 11 AND 12

Job Description

To take the strategic lead in developing the International Baccalaureate Diploma Programme in line with the School's vision;

To oversee the pastoral care and welfare of IBDP students and to foster in the IBDP students, an ethos of high expectations, hard work and independence in their learning;

To take a leading role in the support of IBDP students in applications to higher education and careers, and to act as Universities Guidance Counsellor (for applications outside of Portugal).

Reports to:

Head of Senior School

Liaising with:

Senior School Leadership Team, Executive Leadership, Teaching Staff, Support Staff and Form Tutors

Teaching allocation:

The post-holder will be expected to teach 0.3 - 0.4 of a teaching timetable.

Specific areas of responsibility and key tasks

QUALITY OF EDUCATION

- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for all students on the IB Diploma Programme in accordance with the curricular policies of the School.
- To lead initiatives to develop and enhance teaching and learning in the IB Diploma Programme in line with the latest national and international thinking.
- To be responsible for the routine management of the IB Diploma Programme and IB Diploma Courses
- To liaise with the Deputy Head (Academic) to ensure optimum assessment and reporting systems for IB students.
- Together with the Head of Student Progress, to monitor and support the overall progress and development of IB students, including those with special educational needs, and the gifted and talented.
- To liaise with the SEN and EAL coordinators where appropriate.
- To register students with the IBO and ensure that they meet all IBO requirements, including examinations and coursework.
- To manage on-line learner programmes with Pamoja Education for students taking on-line courses, ensuring that registration, tracking and progress data, and examination entries are undertaken in accordance with IBO and Pamoja regulations.
- To liaise with the Examinations Officer to ensure compliance with the IBO and examination procedures.
- To oversee the Extended Essay, ToK and CAS programmes in liaison with the teachers responsible for those areas of the Diploma.
- To work with the Deputy Head Academic to assist with the transition from iGCSE to IBDP.
- To establish common standards of practice throughout the IB Diploma Programme, and to assist with the development of effective teaching and learning styles in all subject areas.
- To monitor and evaluate academic standards for the IB courses in line with agreed school procedures, including bench-marking against other schools, and against international standards.

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- To take a lead in ensuring that the school community is adhering to IBO Academic Honesty policies.
 - To ensure the maintenance of accurate and up to date information relating to the IB Diploma Programme and IB Diploma Course on Managebac and the school's MIS (iSAMS)
 - To co-ordinate, oversee the administration and evaluate staff participation at IB workshops.

The post-holder will report to the Deputy Head (Academic) for this aspect of the role

PASTORAL

- To attend 'HoY Meetings', and liaise with other HoYs and the Senior School Leadership Team to determine policies and procedures which maximise the academic success and wellbeing of the students;
- To build excellent relationships with the students in the year group, fostering positive contact with parents/guardians and to support teachers to do the same;
- To plan and lead year group assemblies
- To determine the key aspects of the year calendar for grades 11 and 12, in conjunction with the Senior School Leadership Team;
- To lead, support and motivate the tutors of these year groups by taking an active part in their development, implementing a framework for daily tutorial activities which include day to day administrative tasks (checking absences etc) and other specific tasks (preparation for exams, options, restorative conversations, etc);
- To manage communication with parents, tutors, teachers and the wellbeing department, and oversee communication between all parties involved in the aspects of a students` wellbeing in school;
- To implement and support the school's behaviour policy, to reward and sanction where appropriate, and ensure that any disciplinary actions are justified, fair and carried forward to the next level, so all students are allowed an optimum learning environment;
- To monitor students` attendance and punctuality by tracking individual records, ensuring continuous learning takes place;
- To liaise with the wellbeing department, other heads of year, heads of departments and senior leadership team through regular meetings, to ensure that PSHE planning and policies are consistently implemented;
- To co-ordinate year-to-year transition programmes by planning, implementing and reviewing policies to ensure that students adapt to the new academic year smoothly;
- To support the admission process of new students by meeting with potential students and their parents to improve adjustment to their new environment;
- To support students in the process of applying to a different school by providing references;

The post-holder will report to the Deputy Head (Pastoral) for this aspect of the role.

INTERNATIONAL UNIVERSITIES GUIDANCE COUNSELLOR

- To develop the university application process for PaRK IS students applying to international universities;
- To determine the passions and interests of students to provide a well-balanced approach to academic and university planning;
- To carefully guide, track and monitor all international university applications and outcomes;
- To provide to students and families advice, assistance, and resources relating to international university and scholarship applications;

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- To meet with university admission representatives and facilitate meetings with representatives and students;
 - To build up and keep updated a resource bank for university and career guidance materials;
 - To be available in the Summer to support students when results are published;

GENERAL LEADERSHIP RESPONSIBILITIES

- To perform the normal duties of a member of the Senior School Leadership Team, including the attendance of SSLT meetings and the undertaking of performance management reviews as required.
- To schedule and chair IB meetings as required to ensure the smooth running of the IBDP and meet the needs of Grades 11 and 12.
- To provide comprehensive information on the IB Diploma Programme and IB Diploma Course in respect of IBO philosophy, aims and requirements to staff, students, parents and all school stakeholders.
- To establish links with IB Directors in other schools, both within Inspired and outside, to develop opportunities to share and disseminate good practice. Such opportunities might include teacher and/or student exchanges.
- To keep up to date with both UK and international developments in all curriculum areas, and with advances in teaching practice and methodology.
- To publish and review annually the IB Handbook which should include key calendar dates through the year that pertain to the IB Diploma Programme.
- To contribute to all school marketing and liaison activities, including Open Days, and other events.

This job description is not exhaustive, not part of the employment contract and may change according to position requirements