**Post**

MYP Coordinator

**Reports to**

Principal IGCSE/DP Whole School Professional and Curriculum Development

**Works closely with**

Other middle leaders

**Line Manages**

MYP Team

**Job Purpose**

* To provide strong pedagogical leadership to the so that teaching and learning is consistently good or better
* To develop an innovative and progressive curriculum within the MYP programme that meets IB requirements
* To performance manage robustly all leaders, teachers and support staff in the MYP programme
* To further develop the MYP programme in line with the School Improvement Plan

**Key Responsibilities**

* To lead the successful delivery of MYP
* To inspire and enthuse members of the team, with a clear vision for the future.
* To safeguard young people by ensuring that all aspects of Health and Safety are adhered to in lessons and preparation areas
* To keep up-to-date about MYP development and to take part in relevant CPD for this purpose, disseminating to other staff where appropriate
* Lead CPD in consultation with the Principal
* To lead the Faculty’s strategic planning and self-evaluation processes and Contribute to the School Improvement Plan
* To promote and contribute to the delivery of extra-curricular activities to enhance the MYP
* • To act as a role model to others, demonstrating high standards of professionalism in all aspects of leadership including adherence to school policies
* To co-ordinate the resources of the MYP programme, giving support and guidance to relevant staff.
* To complete all administrative tasks in a timely and accurate manner.
* To ensure that appropriate arrangements are made for examination entries and statutory requirements as per all boards
* To contribute to wider whole school policy making:
* To design an appropriate and progressive curriculum in MYP that reflects the ethos of the School and meets the needs of all students alongside adhering to IB requirements.
* To make sure that teaching and learning meets the needs of all students including those with additional needs, for example those with a low skill base, hearing or visual impairment and the very able
* To oversee the MYP budget.
* To ensure that the use of financial resources has a clear impact on improving student outcomes
* To adopt a strong, caring and flexible leadership style as to influence and motivate staff and students to achieve their objectives and those of the School
* To work proactively with the Senior Leadership Team to create an open, valuable working relationship that thrives on using the knowledge and expertise of individuals and groups to produce optimal outcomes
* To advise the Senior Leadership Team about the recruitment and retention of high-calibre teachers
* To assist the SLT line manager to create and implement ways of actively involving parents and carers in the learning process
* To network with other schools schools both locally and pan India and Internationally to share best practice
* To facilitate a broad range of activities in conjunction with staff, students and the wider community so as to deepen and broaden learners’ experiences in the MYP programme

**Person Specification**

* Bachelor of Arts or Education in a relevant subject – essential

Recognised Qualifed Teacher Status - essential

Experience of MYP programmes - essential

Masters of Education or equivalent of higher - desirable

* 5 plus years teaching experience – essential

2 plus years experience of leading MYP or an area of the MYP – desirable

* Experience of teaching overseas – highly desirable
* Sense of humour and adventure - essential
* 3 checkable references including most recent employer - essential