



## Job Description: PYP Coordinator

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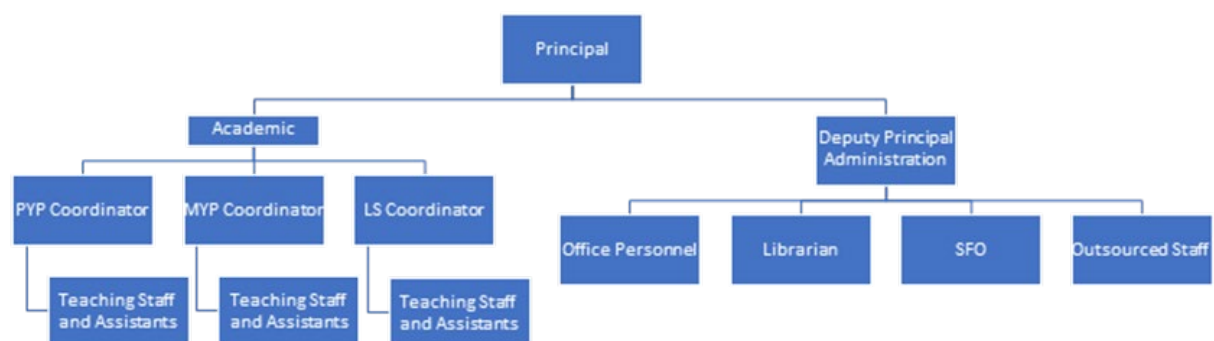
Approval by: Principal

### Overview

<b>Post</b>	PYP Coordinator
<b>Reports to</b>	Principal
<b>Supervises</b>	All teaching and support staff in PYP
<b>Responsibility</b>	PYP curriculum and assessment leadership and management
<b>Revision date</b>	January 2022

**Purpose of post:** To assist the Leadership Team (LT) in the development of the school's IB programmes specifically the PYP.

### Position in the school management



## Characteristics of the post holder

- Committed to the core goal and mission of the school and the provision of the highest educational standards
- Well-qualified, with teaching and/or further leadership and management qualifications
- Relevant, varied and successful experience at a senior level
- Successful experience at managing staff and resources and developing education strategies
- Relevant experience in an IB school
- Experience of successful leadership and management of curriculum developments
- Excellent interpersonal and communication skills
- Well organised
- Willing to be involved in the extra-curricular life of the school
- To contribute to the planning and management of appropriate financial resources
- Ability to plan over a prolonged period, while paying attention to detail
- Ability to exercise initiative, accept responsibility and accountability
- Knowledge of current educational developments and legislation
- Knowledge and understanding of issues related to IB and international education
- Knowledge of PYP curriculum planning, design and assessment

## Responsibilities

- 60% programme coordination, management and leadership
- 40% teaching and learning in PYP classes
- Active member of the LT
- Coordinate the development of the PYP in collaboration with curriculum team
- Work with LT, keeping them informed about all aspects of the operation of the PYP
- Promote the philosophy and objectives of the school, ensuring the school culture reflects the school's vision and mission and is aligned with the IB philosophy
- Ensure a well-balanced curriculum is developed and implemented
- Ensure assessment, testing and reporting is up-to-date and done in a timely manner
- Ensure parents are kept informed of their child's progress and welfare
- Ensure teaching staff and assistants carry out their duties effectively and that they provide and maintain the required curriculum, assessment and administrative documentation

- Ensure support tools such as *ManageBac* are being used appropriately by staff
- Organise and coordinate weekly planning meetings
- Ensure that staff issues / concerns are brought to the attention of LT
- Ensure all teachers have the appropriate subject guides and documents pertaining to their areas of responsibility within the PYP
- Ensure the curriculum is maintained and in line with IB requirements
- Update and develop necessary policy documents
- Ensure inquiry-based learning is taking place within the programme
- Ensure planning and documentation of units of inquiry is up-to-date and complete
- Facilitate the development of a continuous curriculum between PYP and MYP
- Orientation for new staff
- Source, model and facilitate teaching methodologies that support the programme
- Assist with the organisation and development of the Exhibition
- Maintain a long-term plan for the development of the programme
- Keep teachers up to date with developments within the PYP
- Respond to requests for information from the IB, other schools and organisations
- Leading the pastoral care for the PYP staff and students

#### Further

- To carry out any reasonable task which may be required from time to time by the Principal
- The duties outlined in this job description may be modified by the Principal, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title