



Job Description: MYP Coordinator

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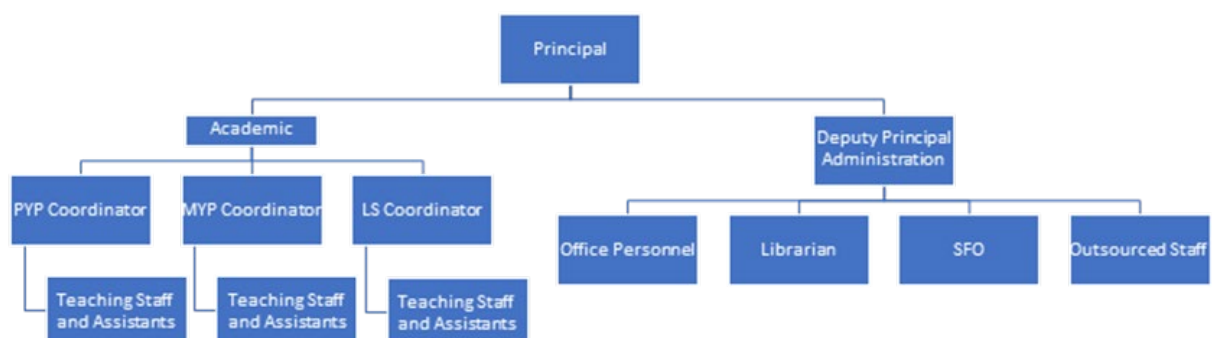
Approval by: Principal

Overview

Post	MYP Coordinator
Reports to	Principal
Supervises	All teaching and support staff in MYP
Responsibility	MYP curriculum and assessment leadership and management
Revision date	Jan 2022

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

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 MYP curriculum planning, design and assessment

Responsibilities

- 60% programme coordination, management and leadership
- 40% teaching and learning for an MYP subject area
- Active member of the Leadership Team (LT)
- Co-ordinate the development of the MYP in collaboration with the Deputy Principal
- Student well-being, care and welfare, dealing with individuals, situations and issues of a particularly serious nature in conjunction with other staff and in line with discipline policy
- Act as the main contact person should parents have concerns that cannot be dealt with by the class teacher
- Help in the review of school policies and ensure all staff are up to date with any procedural changes.
- Work with LT, keeping them informed about all aspects of the operation of the MYP
- 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 support tools such as *ManageBac* are being used appropriately by staff
- 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
- Help in the organisation and coordinate some of the 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 MYP
- Ensure the curriculum is maintained and in line with IB requirements
- Ensure planning and documentation of units 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 MYP
- Respond to requests for information from the IB, other schools and organisations
- Any other reasonable tasks that may arise during the course of the academic year.

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