

International Baccalaureate DP Coordinator

The Junior & Senior School aims to provide excellent, innovative and creative education that enables all students to realise their full potential and to enjoy a fulfilled life as confident, compassionate and healthy members of the global community; continuing to learn and contributing to a better world for all.

The Junior & Senior School is looking to hire an enthusiastic, hardworking individual for the position of **International Baccalaureate Diploma Programme Coordinator**. The DP Coordinator will lead on the launch of a new programme for the school and will be expected to have some experience in the planning and implementation of the IB DP for a school that is new to IB.

Duties and Responsibilities

The indicative duties and responsibilities of this position are outlined in the detailed Job Description. However, these are not to be construed as exclusive or all-inclusive. In addition to the below, the selected candidate will be teaching 30% of a full-time teaching load.

Requirements

- A Master's Degree preferred with specialization in education, administration, or related fields.
- At least five-six years of relevant IB DP leadership and teaching experience.
- Experience in implementing the principles and current trends in education, curriculum, IB DP programme, staff development, essential elements of instruction, and supervision.
- Possess qualities in shared decision-making skills
- Ability to lead staff toward instructional improvement and conduct training sessions.
- Ability to prioritize, meet deadlines and work effectively under pressure. pay attention to detail and meet deadlines.
- Demonstrate a high level of commitment and professionalism.
- Fluency in both written and spoken English.

Location

We are welcoming expression of interest for our Senior School site.

Remuneration

A competitive remuneration package will be offered to the successful candidate, according to qualifications and experience.

Applications

All applications will be treated with the strictest confidentiality. Interested applicants should send their CV to careers@tjss.ac.cy quoting "IB Coordinator/01.2024" by **11 February 2024**.

The Junior and Senior School is committed to the safeguarding and protection of children and young people. Any offer of employment will be subject to satisfactory references and appropriate criminal records checks. Questions regarding safeguarding of children and young people will be asked during interview.

Job Description

Position: International Baccalaureate DP Coordinator

Line Manager: Deputy Head Curriculum, Teaching and learning and Assessment

Duties & Responsibilities

The International Baccalaureate DP Coordinator is responsible for the full delivery of the curriculum including documentation, reporting, analysis, and evaluation. More specifically carries out effective leadership and administrative functions of the IBDP Programme; works closely with leadership in supporting the educational development of students and staff; and promotes parent and community awareness of the programme.

General Duties

- Contribute to the promotion and development of the IBDP both within and outside the School.
- Regularly update the Leadership on IB matters related to the IB Diploma Programme and all new/revised IB Diploma Programme publications.
- Ensure that appropriate textbooks and resources are made available.
- Works closely with the Exams office to organize and moderate internal assessment according to the Diploma criteria.
- Participate with school leadership on curriculum and assessment within school and the IBDP.
- Set and monitor goals to improve IB student retention rates and IB exam results.
- Manage the IB Diploma Programme budget.
- Remain current in knowledge of IB instructional and programmatic developments and current educational practices
- Recruit new students to the programme through school visits, information sessions, and marketing materials.
- Provide regular verbal and written feedback to the Headteacher regarding programme implementation for purposes of growth and improvement.
- Ensure Careers Office has a clear understanding of IB course selection requirements.
- Record all communication, forms, documents, and reports from the IB.

Teaching and Leadership

- Work with the Leadership to ensure that adequate professional development opportunities are provided for teachers and administration and that they are made aware of these opportunities.
- Ensure that all teachers are suitably qualified and trained in accordance with IB requirements.
- Plan and deliver workshops for new teachers as they arrive at the school.
- Conduct regular meetings with IB teachers.
- Provide support and information to teachers new to the IB, especially in pedagogy and assessment.
- Coordinate participation in Diploma Programme workshops and professional learning.
- Inform all concerned about assessment procedures and deadlines.
- Model effective, research-based instructional strategies.
- Promote a collaborative culture reflective of an IB school.

- Collaborate on curriculum development as and where appropriate for preparatory years for Diploma Programme entry.
- Prepare timelines for submission of work to the IB.
- Facilitate outcome-based collaborative planning, professional development and meetings for teachers to develop teacher capacity.
- Coordinate with Careers Officer to ensure proper scheduling of students.
- Collaborate with the timetabler and Heads of Department/Faculty/Subject Leads on creation of the timetable.
- Plan and deliver workshops for staff on aspects of the DP as part of the school's overall professional development plan.
- Provide guidance for planning teams to ensure that units of inquiry have an international focus and a focus on language development.

Provide support to parents

- Provide comprehensive information to parents about the Diploma Programme and the School's milestones.
- Organize parent meetings to:
 - Advise parents on the suitability of the IB Diploma Programme for their child(ren).
 - Inform parents about the requirements of the IBDP.
 - Notify parents about their child(ren)'s progress.
 - Keep parents apprised of their student's progress in all subjects, the Extended Essay, and the CAS programme and Theory of Knowledge.

Provide support to students

- Ensure all students are clear about the requirements and student fees associated with the IB Diploma Programme.
- Inform KS4 students about IB Diploma Programme requirements.
- Advise students on subject selection in cooperation with the School leadership.
- Monitor students' progress and coordinate support for those experiencing difficulty.

Examinations

Work closely with the Exams office to:

- Ensure that students are registered for examinations.
- Ensure conduct of examinations (written and oral) and visiting examiners.
- Ensure that all internal assessment materials are sent to respective examiners.
- Send examination answer scripts to IB examiners on time in collaboration with the Exams Office.
- Report examination irregularities.
- Organize distribution of results in collaboration with the Exams Office.
- Work with school leadership to analyse results and adjust programme delivery as necessary.

Non limiting clause

This job description is not intended to be a complete or limiting description of the tasks or responsibilities that the post holder may reasonably be requested to undertake. The job description may be changed to meet new demands or circumstances and following consultations between the post holder and the Headteacher/Principal.