



Job Description

Job Title: IB MYP - AQI Coordinator
Reports to: Principal / Head of School
Department: Academic

Position Type: Full-Time
Work Hours: 7:30 – 4:00 (M – F)

Job Overview:

This job description is to be read in conjunction with the Middle School/High School classroom teacher's job description and the MYP coordinator job description.

The Middle Years Program – Arabic, Quran, & Islamic Studies Coordinator is an informed, reflective practitioner who uses Inquiry learning strategies within the MYP framework to create positive learning environments which motivate and challenge all learners to become self-regulated, life-long learners and leaders. Consistent with BHA policies, the Middle Years Program Coordinator, alongside the Principal, will act as the pedagogical leader of the MYP in the school. The position holder will have a commitment to collaborative planning and is responsible for ensuring that pedagogical aspects are discussed, information is disseminated and the MYP is planned, taught and assessed collaboratively.

Responsibilities and Duties:

- Be fully conversant with all MYP publications
- Have a solid understanding of Arabic, Quran, and Islamic Studies content and subject matter.
- Establish and maintain a record of completed IB Middle Years Planners
- Ensure resources are developed or secured to aid in the implementation of the MYP program
- Lead the process of developing or reviewing the school's curriculum documents, scope and sequence documents
- Model IB planning, assessment, and implementation by having up to 50% teaching load if needed for the AQI MYP coordinator
- Contribute to the MYP coordinator tasks as needed
- Deep knowledge and understanding of conceptually based planning and learning
- Practical understanding of effective teaching and learning strategies
- Theoretical understanding of effective teaching and learning strategies
- Relevant curriculum knowledge
- Understanding and knowledge of principles and practice of inclusion

Personal Qualities:

- A demonstrated and genuine liking and appreciation of children
- Inclusive
- Flexible and adaptable
- Resilient
- Sense of humor
- High standards and expectations
- Motivated, a go-getter.
- Sound Islamic Core Values

Core Competencies:

We are looking for someone who can:

- Establish and maintain good relationships with colleagues, learners and parents
- Collaborate
- Communicate effectively orally and in writing
- Deal effectively and non confrontationally with learners and staff
- Positively influence others
- Listen actively
- Motivate and engage with colleagues

Qualifications and Training:

- IBO
- Local and International MYP Coordinator Networks
- School leadership team v Middle School teachers
- Administration staff v Parents and learners Personal Specification Qualifications and Training
- A degree plus teaching qualification (or equivalent) in a relevant area
- Higher degree or recognized professional qualification (preferred)
- Evidence of continued relevant professional development.
- IB experience (preferred, not required)

Experience:

- Two years administrative experience
- Experience of teaching the MYP (preferred)
- Experience in teaching learners with diverse needs, especially EAL
- Experience and knowledge of curriculum design and development