



Job Description

Job Title: IB MYP 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.

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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:

- Liaison between IBO and school v Defining the culture of school (based on the MYP learner profile and Islamic Core Values)
- Developing the programme and its whole-school implementation Grades (6-10). Phase 1: 6-8 grade.
- Facilitating inquiry
- Promote international-mindedness in the school
- Articulation of the programme
- Professional development: workshops, conferences, school visits, induction; IB networks
- Supporting the IB authorization and evaluation processes
- Recording, collating and archiving materials, including recording the MYP Personal Project
- Developing assessment, language, and academic honesty policies
- *To be familiar with and promote understanding and use of all MYP documents*
- *Be fully conversant with all MYP publications*
- Ensure that copies of IB publications pertaining to the MYP section of the school are available to all staff members
- Establish and maintain a record of completed IB Middle Years Planners
- Publish the school's programme of inquiry
- 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
- Ensure that agreements are formulated for teaching and learning and for assessment

- Ensure the development of an action plan and, advise and support the formulation of the school's strategic development plan Maintain the archive of MYP records from one year to the next, including the personal project
- Ensure that the document entitled General regulations: Middle Years Programme is supplied to parents/guardians
- Ensure that the document entitled Rules for IB World Schools: Middle Years Program shared with relevant staff.

Professional development:

- Ensure that staff members are made aware of professional development opportunities
- Ensure IB teaching staff receive ongoing training in the delivery of the programme
- Make recommendations regarding professional development opportunities on and off campus
- Keep a record of workshop attendance and school visits to ensure equality of opportunity to identify ongoing needs, and to complete authorization and programme evaluation forms
- Provide appropriate guidance and support are given to staff to implement the programme (for example, use of the MYP planner, use of an appropriate diversity of assessment strategies, planning the personal project)
- Assist teams or individuals in developing and documenting units of inquiry and individual student inquiries
- Support the teachers responsible for, and the students involved in, the PYP exhibition in the final year of the programme
- Ensure that all MYP teachers are issued with passwords to access 'MY IB'

Resource Management

- Make recommendations for the purchase of suitable resources to support the implementation of the programme
- Be responsible for the establishment of an inventory of resources to facilitate efficient collaboration
- Identify resources within the local community to aid the implementation of the MYP

Communication:

- Ensure that all requirements of the IB concerning the implementation of the programme are adhered to
- Set up systems for communication and collaboration among all staff members involved in implementing the programme
- Conduct parent information sessions
- Develop, create a school news letter and publish articles pertaining to the programme in the school newsletter
- Circulate all relevant information received from the IB and ensure that teachers and other staff are kept up to date with current developments in the programme
- Prepare and submit any documentation required for authorization and evaluation
- Respond to requests for information (for example, questionnaires) from the IB
- Provide a liaison between the school and the IB
- Provide outreach to the wider MYP community through MY IB discussion forums, email and hosting visits from other schools Promote the use of the MY IB within the school community

- Recommend exemplary teachers to participate in curriculum development meetings
- Further details of the role and responsibilities of MYP Coordinators are available from the IBO, in particular refer to the 'Responsibilities of the pedagogical leadership team' section of 'MYP: Principles to Practice'.
- While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- This job description may be amended at any time following discussion between the Head of School and member of staff, and is to be reviewed annually.
- The MYP Coordinators reports to the Head of School. In addition the Primary School MYP Coordinators will develop and maintain effective working relationships with

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:

- 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

Knowledge and Understanding:

- 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

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