



St. Nicholas

International Baccalaureate Primary Years Coordinator Leadership Scale

This is a two year position renewable by mutual agreement

Job Description

Responsible to
The Heads of Primary Sections

Our mission is to ignite a passion for learning, from our hearts, to others, for the world.

Perspective

The role of the IBO PYP coordinator is to provide curriculum guidance and leadership in the implementation and development of the programme for years Nursery to 6. To ensure the whole school community is aware of the philosophy, organisation and teaching of the programme. The PYP coordinator will contact 20% teaching time.

General

- With the Heads of Pre and Primary sections, show pedagogical leadership from Nursery to Year 6.
- Responsibility for leading collaborative planning and overseeing the teaching and assessment of units of inquiry.
- Contributes to the Continuum Team and TT1-12 curriculum development.

Documentation

- To lead the process of developing and reviewing the school's scope and sequence documents and to integrate these into the wider school policies.
- Review, amend and publish the school's programme of inquiry.
- To circulate copies and promote understanding of all relevant IBO documentation. (NB: General regulations: PYP, Rules for IB World Schools: PYP 2011)
- Keep an archive of all PYP planners and records including the exhibition.
- Ensure the essential agreements are formulated for teaching, learning and assessment.
- Lead the IBO evaluation process, developing action plans and submitting relevant documentation.

Professional Development

- Ensure all staff are aware of the professional development opportunities and make recommendations as to training needs on the staff.
- Design a medium term professional development programme that insures IBO training is up to date and effective.
- Keep a record of workshops and school visits in order to ensure equality of opportunity and identify ongoing needs.
- To encourage and facilitate visits of teachers to and from other IBO schools.

Resource Management

- Make recommendations for the purchase of suitable resources to support the programme
- Identify local resources, people, places to support the programme

Communication

- Insure all teachers work collaboratively to implement the programme.
- To facilitate effective collaboration of teachers in the implementation of the programme.
- Conduct parent information sessions.
- Publish articles in the school bulletin to keep the school community informed of developments with in the school and within the IB World.
- Ensure all requirements and procedures set by the IBO concerning the programme are adhered to.
- Respond to requests for information from the IBO
- Provide liaison between the school and IBO
- Provide outreach to the wider community of learners through OCC, e mail and school visits.

Nicholas Thody
November 2018