

IBDP Coordinator's job responsibilities

Curriculum leadership

- Understand and adhere to IB Standard and Practices
- Leading the curriculum which matches the aims and values as per school's mission and vision.
- Giving clear curriculum leadership to the staff
- Revisiting the curriculum to meet the needs of all learners.
- Informing parents of the curriculum and its rationale.
- Ensure that homeroom and lead teachers communicate with students and parents regularly via social media and/or one-to-one discussions.
- Planning Curriculum Orientation for new students
- Planning Time Tables and other duties for teachers
- Assigning and or covering up for teachers on MC or seeking alternatives
- Maintain a leader's role in looking out for teachers and provide consultation, training (OTJ) to the team
- Maintain a keen relationship and work with management team to ensure corporate's operation is seamless and good management of day to day ground operations
- Be ready to conduct talks on IBDP program to potential students and parents, maintain students progression within the IB program

Standards

- Translating the aims and values of the school to meet IB standards.
- Creating an ethos of high expectations and challenge for all.
- Monitoring standards of achievement, setting and achieving realistic and aspirational targets.
- Using IB standards and Practices and IB Language and Assessment Policy systems for tracking students' performance to provide suitably early interventions to maximize students' progress.

Teaching, Learning and Assessments

- Reviewing teaching and learning policy to reflect the vision and aspirations of the school.
- Maintain Honesty Practices throughout the whole cohort
- Creating the highest possible expectations in teachers and learners.
- Organizing workshops for the team in order to meet the international IB standards.
- Reporting assessment feedback to parents on regular basis.
- Lesson Observations and Work Reviews
- Planning subject meetings to reflect on curriculum
- Preparing resources best suited for classroom requirements

The candidate: IB trained DP coordinator with Master or Bachelor Degree . At least 2 years experience as coordinator