

JOB DESCRIPTION

‘Diploma Programme (DP) Coordinator’

Summary:

- Neev recognizes and promotes the role of the DP Coordinator as a pedagogical leader.
- In addition to being a great teacher, you will be part of the school’s leadership team that works collaboratively to ensure that the IB programmes are delivered to the highest standard possible.
- As Orchestrators you steer the process of change at a distance by facilitating the process from within and by getting things in place through a process resembling orchestration and carrying out three major tasks
 - Chef (of Curriculum Elements)
 - Pacesetter (of the Implementation Process) &
 - Connector (of People, staff and stakeholders).
- Managing dependencies between activities and good coordination is nearly invisible and most often recognised when it is lacking, requiring support from the teaching staff to be successful in the role.
- Coordinators must provide a flexible environment through differentiated support to allow teachers opportunity, incentive, and time to change their own classroom practices, and experiment with teaching approaches to discover practices that work for Neev.

Main working relationships - Section Head, Department HODs, Teachers, IB, coordinators (CAS, TOK, EE), Career Counsellor

Main Responsibilities:

To coordinate, lead, and ensure effective curriculum planning and recording.

Person specification:

- Willingness to lead through collaboration and develop a coherent team approach to the implementation and delivery of the Programme.
- Capacity to lead a team of educators as a pedagogical coach for the programme
- Active in driving the programmes curriculum development and curriculum organisation.
- Assist the head in organising the programme on a day-to-day basis, including forward planning, general admin, programme events and professional development.
- High level of cultural awareness and international mindedness.
- Ability to plan, deliver and evaluate lessons which stimulate and motivate students to learn.

Day to day Responsibilities

- Maintaining a 40- 50% teaching schedule, the remaining portion of the time is spent working closely with stakeholders, sharing the responsibility of pedagogical leadership, by ensuring that the program is taught, planned and assessed collaboratively at all instructional levels.
- Facilitate discussions with teachers on pedagogical aspects of the programme.

- Ensure all procedures and timelines are strategically planned and followed for authorisation and evaluation.
- Work on the programme curriculum issues to resolve them effectively.

Curriculum:

- Promote understanding of and the use of all current programme documents are made available to all programme staff members.
- Lead the process of developing and / or reviewing the school's curriculum documents, including the Programme of Inquiry/SGO, Grade level yearly overviews, programme scope and sequence documents etc.
- Ensure the development of a programme action plan based on the IBO standards, practices, and commendations while also ensuring implementation of recommendations from evaluation visits, and alignment with the school's mission.
- Ensure that curriculum/programme, and student documentation is up to date and stored in the relevant area with a clear, shared architecture so that all stakeholders have easy access

Professional Development:

- Encourage academic staff to join a range of online platforms (blogs, social media, webinars, in-house trainings, etc.) in order to further support the ongoing nature of their Professional Development and their role as an educator.
- Assist professional learning sessions with educators and others as required.
- Collaborate with the Section Head to take decisions regarding programme professional development opportunities.
- Assist in recognising additional professional learning needs and opportunities to support development within the DP team, including up-skilling staff on the new programme enhancements or relevant information when appropriate.

Documentation and Resource Management:

- Make recommendations for the purchase of suitable resources to support the implementation of the programme in the classroom.
- Be responsible for the establishment and overseeing of an inventory of resources.
- Keep record of all PD provided including in-school workshops, online workshops, external workshops and training programs attended etc for the evaluation forms / IB visits / action plans.
- Prepare and submit any documentation required for evaluation.
- Ensure that all requirements and procedures set by the IB, concerning the programme, are adhered to.
- Participate in the formation of the school's strategic development plan
- Ensures that Formative and Summative Assessments timelines are maintained
- Unit Planning is complete and in depth
- Scope and Sequence is for each subject is followed

Administration:

- Provide a liaison between the school and the IB.
- Ensure the programme philosophy and framework is understood and implemented

- Model IB best practices, and share IB updates (subject/area specific and coordinator updates) and best practices regularly
- Work with colleagues to produce planning and assessment documents and attend additional collaborative planning sessions.
- Develop a clear assessment policy aligned with the needs of the programmes, all teaching areas, showing continuous progress, and meeting the needs of the community.

OTHER DUTIES:

- Organize the conduct of examinations, including mock examinations and orals as required
- Supervise CAS activities and maintain CAS record with the help of the CAS coordinator
- Supervise Extended Essays (EE) with the help of the EE Coordinator
- Ensure effective delivery of Theory of Knowledge (TOK) sessions to the students
- Making the payments to IBO within invoice period time and maintain records
- Ensure the works submitted (IA) by the students are authenticated work and original
- Request the IBO to send the results to different universities on behalf of students
- Collect the predicted grades and IA marks on time

Involvement with Students

- Advise students on subject selection
- Accommodate transfer students by liaising with their former school
- Register students for their final exams and submit all relevant documents in time
- Work with the guidance counsellor regarding the recognition of the IB Diploma in different universities
- Handle Final results, Enquiries, Retakes etc

Involvement with DP Teachers

- Ensure educators have access to up-to-date publications through PRC and other notifications through “coordinators notes”
- Distribute feedback forms from the IBO
- Get the teachers complete exam feedback forms in time
- Prepare Internal Assessment Deadline Calendar and implement the same

Involvement with Parents

- Inform parents about the DP, its regulations and the importance of complying with IB deadlines
- Enlist parental support for achieving academic honesty
- Obtain information about students with special education needs
- Taking feedback from parents about the programme

TOK

Main Duties

- Encourage and support the student in the writing of the essay
- Provide the student with advice on and guidance about the skills needed
- Ensure that the essay is the student’s own work
- Guide, encourage and support the student(s) in the preparation of the presentation
- Assess the presentation using the presentation assessment instrument

- Student(s) should bring to an initial meeting with the teacher ideas for the selection of a real-life situation and the formulation of a knowledge question
- Train teachers in advising students
- Teachers should consider the possibility of teaching TOK in combination or as a natural result of considering the methods of areas of knowledge, rather than as separate units.

This Job description is not designed to cover or contain a comprehensive listing of activities, duties and responsibilities that are required of the employee for the job. Activities, duties and responsibilities may change at any time with or without notice. A link to the updated version will be made available to your team and any changes will reflect in the same and imply a change in your duties. You will be kept informed of the same by your lead. If you are given additional responsibilities of a temporary nature through mutual discussions with your Leader, then the JD for the additional role will be made available to you.