

NEEV ACADEMY

Job Description

IB Career-related
Programme (CP)
COORDINATOR

ROLE OVERVIEW

The IB Career-related Programme (CP) Coordinator is responsible for the strategic leadership, implementation, and ongoing development of the IB CP at Neev Academy. This role ensures that the programme is executed in full alignment with IB philosophy, standards, and practices — and with Neev's mission of building knowledge, self-awareness, and character to lead sustainable, fulfilling lives.

The Coordinator works in close collaboration with academic teams, Career-related Studies (CRS) partners, faculty, students, university counsellors, and external industry organisations to create meaningful career pathways, real-world learning experiences, and a strong culture of reflective and ethical practice. The role is pivotal in guiding students through personalised learning journeys and preparing them for higher education, industry exposure, and future careers.

ROLE AT A GLANCE

School	Neev Academy, Bengaluru
Programme	IB Career-related Programme (CP)
Reports To	Head of School / Academic Principal
Role Type	Leadership / Coordination
Experience	Minimum 2-3 years in IB teaching; IB DP/ CP experience preferred
Qualification	Master's degree in Education or related field (preferred)

Key Responsibilities

1. Programme Leadership & Compliance

- Lead the strategic planning, management, and review of the IB CP in alignment with the latest IB Programme Standards and Practices.
- Oversee the integrated quality delivery of all CP core components:
 - Career-related Studies (CRS)
 - Personal & Professional Skills (PPS)
 - Community Engagement & Service Learning

- Reflective Project
- Language & Cultural Studies
- Lead CP self-study, programme evaluation, and authorisation processes; serve as the primary liaison with the IB Organisation.
- Establish and regularly review CP policies, procedures, student handbooks, timelines, and programme documentation.
- Monitor and ensure compliance with academic integrity standards, ethical research conduct, assessment guidelines, and programme expectations.
- Develop scheduling structures and operational procedures that support CP progression and long-term programme growth.

2. Teaching & Learning

- Collaborate with subject leaders to align academic subject offerings with CRS pathways and student career interests.
- Foster inquiry-based, interdisciplinary, and concept-driven teaching approaches that build ATL (Approaches to Learning) skills across the programme.
- Ensure consistency and rigour in assessment practices, including internal and external assessments across all CP components.
- Maintain oversight of student progress data, predicted grades, portfolios, and evidence of learning to inform teaching and programme decisions.

3. Student Guidance & Success

- Support students in identifying areas of interest and designing personalised CP pathways aligned to future study and career aspirations.
- Monitor student wellbeing, academic progress, internship engagement, and completion of CP core components, intervening proactively where needed.
- Provide structured guidance and opportunities for work-based learning, career exploration, industry exposure, and university placements.
- Guide students in scholarship research and applications where relevant, connecting them to appropriate resources and support networks.
- Ensure all students meet CP graduation criteria and are fully prepared for post-secondary pathways.

4. Collaboration & Capacity Building

- Conduct regular professional development sessions for faculty on CP components, assessment criteria, documentation expectations, and IB philosophy.
- Work closely with CRS providers, university counsellors, PPS lead educators, Service Learning mentors, and Language Development facilitators.
- Build and sustain strong relationships with industry partners; maintain structured supervision frameworks for internship and work-based learning placements.

- Collaborate with the wider leadership team on timetabling, resource allocation, and school-wide academic initiatives.

5. Community Engagement & Communication

- Promote awareness and understanding of the CP among students, parents, staff, and the extended school community through workshops, information sessions, and events.
- Maintain clear, consistent communication channels via meetings, newsletters, and digital platforms.
- Prepare and present regular reports on programme outcomes, student achievement, and areas for improvement to senior leadership.
- Act as an ambassador for the CP — advocating for its value both within and beyond Neev Academy.

Qualifications & Experience

- Master's degree in Education or a related field (preferred); Bachelor's degree with significant relevant experience considered.
- Minimum 5–7 years of teaching experience at the secondary level; prior experience with IB DP or CP is highly desirable.
- Proven experience in programme coordination, academic leadership, or equivalent roles.
- Strong familiarity with career and university pathways; experience working with industry networks is a distinct advantage.
- Experience in designing innovative learning pathways that bridge academic and career-related education.

Core IB-Aligned Competencies

IB Learner Profile	ATL Skills	International Mindedness	Ethical Practice
--------------------	------------	--------------------------	------------------

- Deep commitment to the IB Learner Profile values, international-mindedness, and a learner-centred educational philosophy.
- Demonstrated skill in guiding students to become reflective, principled, and career-ready individuals.
- Ability to facilitate authentic learning, meaningful industry collaboration, and ethical career-focused inquiry.
- Strong organisational, communication, and leadership skills with a capacity to inspire and motivate diverse stakeholders.
- Genuine passion for student agency, future readiness, and global citizenship.

What Success Looks Like

A successful CP Coordinator at Neev Academy will:

- Build a thriving CP that students are proud to be part of — one that is rigorous, meaningful, and future-oriented.
- Forge strong industry partnerships that translate into real internship and learning opportunities for students.
- Lead a collaborative culture of continuous improvement, where faculty feel confident and supported in delivering the CP.
- Ensure every CP student graduates with a clear sense of direction, a robust portfolio, and the skills to thrive beyond school.