

NEEV ACADEMY

Job Description

BTEC Coordinator &
IBCP CRS Lead



OVERVIEW

The role involves supporting and delivering blended learning experiences that enable middle and high school students to develop practical skills, subject knowledge, and future-ready skills and competencies. Drawing on the Pearson BTEC approach, the individual will facilitate engaging learning opportunities that combine academic understanding with real-world, hands-on application.

Responsibilities include supporting the delivery of vocational and skill-based learning pathways that enable students to explore their interests, strengthen their understanding across different subject areas, and progressively build confidence and competence through a variety of units and projects.

The individual will work closely with teachers, students, leaders and external partners to create meaningful learning experiences that connect classroom learning with real-life contexts. The role also includes supporting curriculum planning, student engagement, assessment processes, and the implementation of blended learning strategies that foster collaboration, critical thinking, communication, and career readiness among learners.

ROLE AT A GLANCE

School	Neev Academy, Bengaluru
Programme	BTEC Coordinator & IBCP CRS Lead
Reports To	CP Coordinator
Experience	Minimum 4-5 years
Qualification	Bachelor's/Master's degree in Education or related field (preferred)

Key Responsibilities

Programme Leadership

- Lead and manage the BTEC component of the IB Career-related Programme.
- Ensure the programme aligns with IB CP principles, including international-mindedness, inquiry, applied learning, and student agency.
- Work closely with the CP Coordinator and senior leadership team to strengthen programme implementation and growth.
- Support the strategic development and sustainability of career-related pathways within the school.

Curriculum Planning & Delivery

- Oversee curriculum planning, unit sequence, and delivery in alignment with Pearson BTEC specifications.
- Ensure integration between BTEC courses and the IB CP core components.
- Support teachers in developing engaging, experiential, and industry-relevant learning experiences.
- Promote interdisciplinary and project-based learning approaches.

Assessment & Quality Assurance

- Ensure assessment practices comply with Pearson BTEC requirements and timelines.
- Coordinate internal verification, standardization, assessment tracking, and quality assurance processes.
- Maintain accurate records of student achievement, coursework, and assessment evidence.
- Prepare documentation and coordinate external verification visits and audits.
- Monitor student progress and implement interventions where required.

Student Support & Guidance

- Support students in understanding programme expectations, assessment requirements, and progression pathways.
- Work collaboratively with counsellors, teachers, and the CP Coordinator to guide students toward higher education and career opportunities.
- Monitor student wellbeing, engagement, attendance, and academic performance within the programme.

Compliance & Administration

- Ensure compliance with IB and Pearson standards, policies, and procedures.
- Maintain programme documentation, policies, handbooks, and assessment records.
- Coordinate reporting requirements related to BTEC and CP delivery.
- Assist with authorization, evaluation, and accreditation processes where applicable.

Teacher Support & Professional Development

- Mentor and support teachers delivering BTEC courses.
- Facilitate internal professional development related to BTEC assessment, verification, and pedagogy.
- Stay updated on developments from Pearson and the IB related to CP and career-related studies.

Community & Industry Partnerships

- Build and maintain relationships with universities, industry professionals, and external organizations to enhance career-related learning opportunities.
- Support internships, workplace learning, guest speakers, and experiential learning opportunities where relevant.

Qualifications & Experience

- Bachelor's or Master's degree in Education or a related field.
- Excellent communication and relationship-building skills.
- Ability to think systematically and manage academic programmes with clarity and attention to detail.
- Collaborative approach to working with students, educators, leadership teams, and interdisciplinary learning areas.
- Demonstrated contribution to the academic growth and development of an institution.
- Experience teaching within IB, IGCSE, or other international curriculum frameworks is desirable.
- Previous leadership or programme coordination experience is essential.
- Strong understanding of BTEC assessment, internal verification, and quality assurance processes.