

Job Description

PYP Coordinator

At Verdala International School (VIS), we believe that each employee makes a significant contribution to our students' success and that contributions extend well beyond the assigned responsibilities. Therefore, the job description is designed to outline primary duties, qualifications, and job scope, but does not limit the employee or VIS to only the work identified. It is a basic expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our students and school.

At VIS, we use safer recruitment practice and pre-employment background checks, to maintain the highest standards of safeguarding and child safety. Staff are asked to sign a code of conduct on an annual basis and expected to adhere to our standards and practices. We engage with our values of respect, integrity, dedication and empathy through our professional work and relationships within our community.

Purpose of Role

The Primary Years Programme (PYP) Coordinator will play a pivotal role in our international school, leading both the authorization process to offer the PYP and subsequent programme development. This position is crucial in promoting a holistic and inquiry-based approach to education, fostering international-mindedness, and ensuring the academic and personal growth of our students.

Reports to: Elementary Principal

Member of: Elementary School Leadership Team, Whole-School Curriculum Group,

Duties and Responsibilities

- PYP Authorization
 - Lead the authorization processes to offer PYP at VIS ensuring that milestones for are met according to the school's timeline.
 - Coordinate the programme evaluation process, including completing the self-study process as part of the five-year review of the programme.
- Programme Leadership:
 - Coordinate the development of the PYP curriculum in alignment with IB standards and practices.
 - Develop the school's Programme of Inquiry (POI).
 - Lead teachers in planning and delivering inquiry-based, transdisciplinary units of study.
 - Be responsible for the accurate keeping of and reflection on PYP unit plans.
 - Collaborate with staff to ensure the integration of the PYP philosophy into daily teaching practices.



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- Collaborate with the MYP, DP and CP Coordinators to ensure vertical alignment of the curriculum and successful student transition between programmes.
- Serve as liaison between VIS and IBO and handle all communications related to the PYP as needed.
- Provide support for staff and students presenting the PYP Exhibition in the final year of the programme.
- Facilitate, in collaboration with the Service Learning Coordinator, the planning and implementation of opportunities for students to take action.
- Professional Learning:
 - Organize and facilitate regular professional development sessions for Elementary staff at school to enhance their understanding of the program and best practices.
 - Support teachers in developing their knowledge of inquiry-based teaching strategies and assessment methods.
- Assessment and Reporting:
 - Design and implement effective assessment tools and strategies that align with the PYP assessment philosophy.
 - Monitor and analyze student data to drive instructional improvements and support differentiated learning.
- Parent and Community Engagement:
 - Foster open and effective communication with parents, ensuring their understanding of the PYP framework and student progress.
 - Organize and lead in PYP-related events, workshops, and conferences to engage the broader community.
 - Share the POI with the parent community.
- Resource Management:
 - Make recommendations to manage and allocate resources, including materials and personnel, to support PYP implementation effectively.
 - Keep abreast of educational trends, research, and best practices to inform decision-making.

Qualifications & Experience

- A bachelor's degree in education or a related field; a master's degree in educational leadership is preferred.
- A valid teaching certificate or license.
- IB PYP *Leading the Learning* workshop (or willingness to undertake training).
- Proven experience in a leadership role within an IB PYP environment, including curriculum development and implementation.



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Skills, Values, Attitudes and Dispositions

- Strong leadership and interpersonal skills, with the ability to collaborate effectively with teachers, staff, parents, and the wider community.
- Excellent communication and presentation skills.
- Deep understanding of inquiry-based learning and the PYP framework.
- Proficiency in data analysis and using data to drive instructional decisions.
- Organizational and time-management skills to handle multiple responsibilities effectively.
- Adaptability and a growth mindset to navigate the evolving landscape of international education.
- Flexible and solution-oriented approach.

Reviewed: April 2025