



Verdala
INTERNATIONAL SCHOOL

Job Description

IB Career-Related Programme Coordinator

At Verdala International School (VIS), we believe that each employee makes a significant contribution to our success and that contributions should not be limited by 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 as required to ensure the success of our school.

Purpose of Role

Reports to: High School Principal

Member of: Secondary School Leadership Team
Secondary Pedagogical Leadership Team (PLTSEC)
Leadership+ Team

The IBCRP Coordinator (CRPC) is responsible for implementing and managing the Career-Related Programme (CRP) in Grades 11 & 12, ensuring a broad, balanced experience for all students which helps them develop into caring, open-minded individuals who are ready for tomorrow's world and are discovering their true potential.

This is a full-time role in the first instance, with teaching responsibilities within the IBCRP once the programme is fully implemented. (3 year limit)

General Duties & Responsibilities

The DPC is responsible for implementing and coordinating all aspects of the school's programme to ensure a meaningful, academically and personally challenging experience for all students in the CRP, in accordance with the school's Guiding Statements. As such, the CRPC must be in a position to inform decision-making in the High School to ensure alignment with school ethos and strategic plan. The CRPC is not just an administrator but may wear many hats, as a Team Leader, Mentor or Counsellor for Colleagues or Students. The CRPC will be expected to collaborate closely with the DP Coordinator to ensure the success of the programme.

The CRPC is involved in the development process to build capacity for curriculum review and change beyond the confines of the IB CRP, reaching out to the school and the wider community in order to ensure that we are suitably preparing students in earlier grades for the demands of the IB CRP. The CRPC should be an enthusiastic promoter of all aspects of the CRP including the IB Learner Profile and ensure that staff and students embrace its values alongside the VIS Student Profile and VIS School ethos.

The CRPC is responsible for all communications and matters related to the IB CRP between the International Baccalaureate and Verdala International School.

Pedagogical Leadership

- In collaboration with senior management at the school, ensure quality teaching and learning in the IB CRP in line with the IB CRP's Standards and Practices
- Implement the IB CRP, establishing connections with community, businesses, and other organisations as necessary to meet the requirements of the programme



Verdala
INTERNATIONAL SCHOOL

Job Description

IB Career-Related Programme Coordinator

- The CRP will be expected to ensure the programme is authorised and in place with enrolled students starting the programme in September 2021
- Develop a personal relationship with all students in their care
- Ensure all aspects of the IB CRP years provide clear support for students' social and emotional learning
- Organise and approve all CRP-related professional development in collaboration with the Leadership Team (LT) and in accordance with the requirements of the CRP
- Collaborate with the College Counsellor, DP Coordinator, and the HS Principal to ensure that students are engaged in courses which are appropriately challenging and in line with their future interests
- Induct new staff into the CRP as necessary
- Influence decision-making processes in curriculum and co-curriculum where these impact on the CRP
- Ensure that teaching and learning in CRP-related classes is aligned with all relevant school & IB policies
- Ensure that candidates, teachers, and parents/guardians understand the curriculum and assessment requirements of the IB CRP
- Be a leader in and facilitate collaborative planning meetings within the IB CRP
- Collaborate on broader curriculum and development issues and longitudinal concerns
- Ensure the development and sustainment of a culture of academic honesty and integrity
- In collaboration with the HS Principal and Heads of Departments, use examination results data to develop strategies to maximise student success in the IB CRP and beyond
- Support the Director of Studies (DoST) with the development and maintenance of an aligned curriculum which supports excellence in the IB CRP
- Provide leadership within the CRP to ensure a high profile and that all areas of the programme are valued by students, staff, and parents
- Ensure that approaches to teaching and learning are a focus for all teachers and students
- Contribute when required to the Performance Evaluation Process as a Supervisor/Evaluator
- Along with the IGCSE Programme Coordinator and the IB DP Coordinator, deputise for the HS Principal when required
- Liaise regularly with Homeroom teachers and the Student Support Services Team to ensure student wellbeing

Communication

- Monitor and update all school publications regarding the IB CRP on an ongoing basis
- Support the HS Principal in preparing an annual review of IB CRP results for the Board of Directors
- Ensure that the school community are informed and kept up to date about IB regulations, procedures, and other requirements related to the IB CRP
- Be active in promoting the IB CRP both within and beyond the school community
- Ensure that teachers and students have access to all essential IB-related digital resources and websites
- Communicate with the student body through advisory time and assemblies to promote both academic and wider aspects of the IB CRP.
- Run information sessions for parents
- Liaise with the HS Principal, the IGCSE Programme Coordinator, and the IB DP Coordinator to ensure a smooth transition for students moving into the IB CRP.
- Contribute to student welfare discussions when required to participate in Disciplinary Action



Verdala
INTERNATIONAL SCHOOL

Job Description

IB Career-Related Programme Coordinator

Responsibilities

- Oversee all aspects related to the administration of the IB CRP and ensure school compliance with programme requirements and regulations
- Liaise with the IB DP Coordinator to ensure that examination needs for CRP students are factored in when planning and organising internal and external examinations
- Support students with retakes as and where necessary
- Conduct an annual evaluation of the IB CRP and liaise with the IBO as appropriate
- Coordinate the periodic re-authorisation self-study reports and visits as necessary
- Prepare Programme budget proposals and rationale, and manage the approved budget
- Oversee the admission of IB CRP students – consult with parents and students regarding programmes of study and ensure these enable access to future study intentions
- Teach, or coordinate the teaching of, the core components of the CRP

Reviewed October 2019