



Verdala
INTERNATIONAL SCHOOL

Job Description

MYP 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.

Purpose of Role

Reports to: High School Principal & Middle School Principal

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

General Duties & Responsibilities

The MYP Programme Coordinator (MYPC) is responsible for the sustainable implementation and success of the MYP over a 4 year period whilst ensuring that the IGCSE programme in G9 &10 continues until the appropriate phasing out period.

The MYPC will need to ensure that all programme requirements (MYP & IGCSE/GCSE) are met in accordance with published timelines and in a manner that reflects positively on Verdala International School.

The MYPC is responsible for coordinating all aspects of the school's programme to ensure a meaningful, academically and personally challenging experience for all students in G6-10, in accordance with the school's Guiding Statements. As such, the MYPC must be in a position to inform decision-making in all aspects of the school organisation to ensure alignment with school philosophy.

The MYPC should be an enthusiastic promoter of the IB Core including the IB Learner Profile and ensure all MYP Staff and Students embrace its values alongside the VIS Student Profile and VIS School ethos

As the MYP is a new programme to VIS (starting Sep 2022), the implementation will include training of staff and developing a proactive communication and marketing strategy across all stakeholders.

As a member of the Leadership(+) team this role comes with additional leadership responsibility. As such, when required the MYPC may need to step in for the HS/MS Principal in his/her absence. He/she will also be a member of the crisis management team and assume responsibilities as called upon in a crisis. This role comes with an at least 50% reduction in teaching load as compared with a full load of 28 periods per week. (4 year limit).

Specific Duties and Responsibilities

Pedagogical Leadership

- In collaboration with senior management at the school, ensure quality teaching and learning in the G6-10 Programme
- Organise and approve all MYP-related professional development in collaboration with the Leadership Team (LT) and IGCSE professional development as required
- Induct new staff into the MYP curriculum and programmes and IGCSE as required
- Influence decision-making processes in curriculum and co-curriculum
- Ensure that teaching and learning in Grades 6-10 is in line with all relevant school policies
- Be a leader in and facilitate collaborative planning meetings within the MYP Programme
- Ensure the development and sustainment of a culture of academic honesty and integrity
- In collaboration with the Principals and Heads of Departments, use results data to develop strategies to maximise student success



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- Ensure and lead the horizontal and vertical articulation of curriculum planning processes and documentation, to ensure a continuum towards the IBDP
- Develop curriculum, policies, protocols & procedures in line with the requirements of the IB's Standards & Practices and the school's review cycles
- Be familiar with and promote understanding of all MYP documents to staff
- Assist and support the use of Managebac as part of the MYP planning process
- Ensure that staff are aware of and take advantage of professional development opportunities and have access to appropriate IB platforms and resources
- Ensure teaching and learning in the G6-10 years provides clear support for students social and emotional learning
- Liaise regularly with Homeroom teachers and the Student Support Services Department to ensure student wellbeing
- Along with the DPC Programme Coordinator deputise for the HS/MS Principal when required
- Meetings may often be required outside of the school day.
- Coordinators are required to arrive at a designated day before returning staff in August and stay on beyond the end of the school year as arranged with the HoS.

Communication

- Promote and maintain the best interests of student learning and welfare within the MYP, whilst ensuring effective collaboration and communication across all staff and stakeholders
- Provide a strong voice to promote and maintain the interests of the MYP within the alignment of the whole school curriculum with the IPC and DP.
- Be the prime point of contact with the IB
- Be a voice and advocate for the MYP, in support of the school's strategic plan and understanding of the MYP
- Continue to maintain understanding and support for the outgoing IGCSE
- Monitor and update all school publications regarding the MYP Programme on an ongoing basis
- Prepare and circulate an annual review of G10 results
- Ensure that the school community is informed about programme regulations, procedures, and other requirements.
- Communicate with the student body through advisory time and assemblies to promote both academic and wider aspects of the MYP programme.
- Communicate with the G8-10 students & parents about the requirements of the IGCSE until phased out
- Run information sessions for parents, especially for those new to MYP or the G10 assessments/examination requirements
- Liaise with the IBDP Coordinator and IPC Coordinator to ensure a smooth transition for students moving from one programme to another
- Liaise with and support the Service Learning Coordinator

Administrative

- Ensure that the school complies with all examination board programme requirements and regulations
- Conduct an annual evaluation of the MYP/IGCSE Programme
- Liaise with the IBO and other exam boards as appropriate
- Archive materials according to GDPR
- Prepare Programme budget proposals and rationale, and manage the approved budget



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- Oversee the admission of IGCSE students – consult with parents and students regarding programmes of study and ensure these enable access to future study intentions
- Act as the IGCSE Examinations Officer, fulfilling the expectations of this role as indicated in Programme administrative handbooks and manage any outside IGCSE admissions.

Reviewed Oct 2020