



## THE BRITISH SCHOOL JOB DESCRIPTION

<b>Job Title: IB Coordinator</b>	<b>Department: Secondary School</b>
<b>Reports to:</b> Secondary School Principal	
<b>Role</b> <p>The IB Coordinator will have the responsibility of ensuring the effective administration of the IB Diploma Programme. As a key member of the secondary school leadership team, she/he will work closely with Curriculum Leaders, Key Stage Leaders and College Counsellors to support students and teachers to maximise students' attainment. Quality assurance of teaching and learning in the IB years, providing pedagogical leadership to the IBDP and promoting the IB ethos will be critical elements of the role.</p>	
<b>Key Accountabilities :</b> <ul style="list-style-type: none"><li>• Lead and drive improvements for student experience and outcomes whilst on the IBDP</li><li>• Quality assure evidences and the delivery of provision for the IBDP to maintain confidence in the school's high expectations</li><li>• Contribute to the promotion of the Diploma both within and outside school.</li><li>• Liaise with Diploma Coordinators and attend workshops and regional meetings.</li><li>• Be responsible for all communications and liaison with the IB Offices.</li><li>• Record all communication, forms, documents and reports from the IBO office.</li><li>• Record and distribute where necessary, all IBO publications.</li><li>• Be responsible for ensuring that appropriate student records are maintained.</li><li>• Develop and review handbooks and brochures and other promotion material.</li><li>• Support and advise the Principal on curriculum developments within the IBDP.</li></ul>	
<b>Examinations</b> <p>The position holder will:</p> <ul style="list-style-type: none"><li>• Ensure conduct and delivery of examination is to the highest if international standards, with all compliances met</li><li>• Ensure that all internal assessment materials are sent to respective examiners.</li><li>• Send examination answer scripts to IB examiners on time.</li><li>• Ensure that students are accurately and correctly registered for examinations.</li><li>• Organise distribution of results.</li><li>• Work with the Principal and curriculum leaders to analyse the results and plan the way forward.</li></ul>	
<b>Teaching</b> <p>The position holder will:</p> <ul style="list-style-type: none"><li>• Ensure that all teachers are suitably qualified and trained in accordance with IB requirements.</li><li>• Conduct regular meetings with IB teachers.</li><li>• Ensure the support/induction of teachers new to the IB is of the highest quality and consistent</li></ul>	

- Ensure that communication with staff on current Diploma developments, deadlines and key actions are timely
- Coordinate participation in Diploma workshops and professional development activities.
- Ensure that all documents are completed in time.
- Collaborate across Secondary Leadership to ensure IB timelines are calendared.
- Prepare time-lines for submission of work to the IB.
- Work closely with the CAS coordinator, Extended Essay Coordinator and Theory of Knowledge Coordinator to ensure the efficient administration of these Programmes and high student outcomes

### **Students**

The Position holder will:

- Ensure students feel well supported through the programme with their well-being being at the forefront
- Ensure that all students are clear about the requirements of the IB Diploma and updated as changes arise.
- Advise students on subject selection.
- Share information to Year 10 and 11 students/families about IB requirements.
- Accommodate transfer students and liaise with former schools.
- Monitor students' progress and coordinate support for those experiencing difficulty.

### **Parents**

The position holder will:

- Provide comprehensive information to parents on the Diploma.
- Organise parent meetings:
  - a) Advising parents on the suitability of the IB Programme for their children.
  - b) Informing parents about the requirements of the programme.
  - c) Informing parents about their child's progress in all subjects, the Extended Essay and the CAS programme.
  - d) Support parents through the journey of the course for their children

### **Line Management**

- The Deputy IB Coordinator, CAS Coordinator, TOK Coordinator and Extended Essay Coordinator have a dotted line reporting to the IB Coordinator.

### **Competencies:**

- Demonstrates leadership and takes initiative for the development of the school by contributing to innovation and the leadership of change.
- Promotes and creates an effective collaborative learning environment that raises quality of student outcomes and staff development.
- Demonstrates the ability to lead and manage colleagues in order to enhance their performance; helping define targets, provide means and guidance and tracking progress.



- Communicates openly and encourages transparent and continuous flow of information, ideas, opinions and feedback.
- Develops a culture of coaching and mentoring to optimise performance.
- Challenges underperformance and enlists support as appropriate to create a culture of continuous improvement and excellence.
- Utilises a range of strategies to resolve conflict keeping the best interests of the school in mind.
- Demonstrates cultural sensitivity by understanding the needs of the diverse school community.
- Demonstrates concern for health, safety, hygiene, environment and community.

**Personal Attributes :**

- Efficient and organised.
- Calm and resilient under pressure.
- Motivational and collaborative.

**Qualifications/Experience:**

- Graduate or a post graduate degree holder.
- Substantial international teaching experience.
- Experience and impact in a position of similar responsibility.
- Knowledge of IB standards and practices.

***Safeguarding Information***

*The British School and all its personnel are committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo comprehensive child protection screening including but not limited to checks with past employers.*

Job Holder's Signature:

Date: