

## **JOB DESCRIPTION**

**Job Title:** International Baccalaureate Coordinator  
**Hours:** Full time  
**Status:** Permanent

**Responsible to:** Head Teacher

**Functional links with:** Heads of Departments, Academic Staff, Marketing, Finance, Administrative Team

### **Job Purpose:**

The IB Coordinator will be responsible for the initial development of the IB Programme within the School, including the application process for the School to become an accredited centre. The IB Coordinator will take full responsibility for the on-going management of the programme, as well as delivering elements of the teaching both on the IB programme and across the wider school curriculum.

### **Main Duties**

- The IB Coordinator will have the responsibility of ensuring the effective administration of the IB Programme
- Quality assurance of teaching and learning in the IB years, providing academic leadership and promoting the IB ethos will be critical elements of the role.
- Be responsible for ensuring that appropriate student records are maintained
- Contribute to the promotion of the Diploma both within and outside school
- Ensure that appropriate textbooks, resources and facilities are made available
- Organise internal assessments and moderation of internal assessment, where necessary, according to the Diploma Criteria
- Develop and review handbooks and brochures and other promotion material

### **Examinations**

- Ensure that students are registered for examinations
- Organise distribution of results
- Provide analysis of examination results to the Head Teacher

## **Teaching**

The position holder will:

- Deliver elements of the IB teaching (depending on subject specialism) and other teaching within the main school curriculum
- Ensure that all teachers are suitably qualified and trained in accordance with IB requirements
- Conduct regular meetings with IB Teachers
- Support/induct teachers new to the IB especially on assessment
- Ensure quality assurance of the delivery of the IB programme
- Ensure that teachers have information on current Diploma Developments
- Coordinate participation in Diploma workshops and professional development activities
- Ensure support and information to new Diploma teachers
- Inform all concerned about assessment procedures and deadlines

## **Students**

- Ensure that all students are clear about the requirements of the IB Diploma
- Advise students on subject select
- Monitor students' progress and coordinate any support that is required

## **Mandatory Duties:**

- Responsibility for safeguarding and promoting the welfare of children
- Commitment to Equal Opportunities.

## **Additional Duties:**

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College.

The post-holder will undertake assigned duties and responsibilities, ensuring that all actions are discharged within the regulatory and legislative requirements to which the College is subject.

**Date: March 2017**

This job description is current at the above date. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.

## PERSON SPECIFICATION – IB Coordinator

- Knowledge of IB standards and practices
- Experience of developing the IB programme
- Have a good track record of leading and managing staff; be motivational, sympathetic, constructive and, where necessary, challenging with colleagues
- Be experienced and inspirational as a classroom teacher/tutor role with IB Students
- Be able to communicate clearly and persuasively, both orally and in writing, with staff students and parents alike
- Be highly articulate and possess excellent writing and analytical skills
- Be passionate about raising standards in teaching and learning and have a clear understanding of excellence in learning
- Be very well-organised and efficient
- Be able to work accurately and calmly, and show resilience, when under pressure.
- Be able to work collaboratively with colleagues within the School and with key contacts in other organisations; have a proven ability to work as a member of a team