

Role and Key Responsibilities Description

Job Title:	Deputy Head of Secondary - IB Diploma Coordinator
Department:	Upper School
Reports to:	Head of Upper School
Location:	Secondary

Purpose of the Role:

Diploma Programme implementation requires significant expertise in change management and a detailed understanding of the principles and practices of the programme. The Deputy Head of Secondary - IB Diploma Coordinator, will be a member of the secondary leadership team, representing the Diploma Programme and contributing to the strategic development of the secondary school as a whole.

Indicative Role Dimensions:

Key Relationships (to whom do I report, and who reports to me?)

The IB Diploma Coordinator reports directly to the Head of Upper School

Leaders of Learning and the CAS Coordinator report directly to the IB Diploma Coordinator

The IB Diploma Coordinator also collaborates closely with the MYP coordinator, the University Guidance Team and the DP Pastoral Leaders

Primary Responsibilities/Activities:

- Inform and advise the school leadership team and, where necessary, the school community regarding all aspects of the Diploma Programme.
- Plan the DP curriculum in co-operation with the Head of Upper School and Teaching and Learning team including strategic and action planning, allocation of resources and establishment of priorities to ensure continuous programme improvement.
- Provide pedagogical leadership through modelling and practice.
- Ensure that teachers, legal guardians and candidates understand the curriculum and assessment requirements of the Diploma Programme and what subjects will be offered by the school.
- Collaborate with the IB MYP coordinator, Head of Middle School and Pastoral Leader for M5 to facilitate a smooth student transition from one programme to the next and to ensure continuity of the curriculum.
- Contribute to the admissions process for both current and new students, collaborating with Leaders of Learning and subject teachers to gather and analyse admissions data.
- Collaborate regularly with the DP Leadership Team consisting of the Head of Upper School, DP Pastoral Leaders, University Guidance Coordinators and DP Core Coordinators on all aspects of the advisory programme.
- Induct new faculty, students and parents into the DP.
- Meet with parents and conduct DP admissions interviews.
- Organise, attend and lead community information sessions, as required.

- Ensure that Diploma Programme subjects are scheduled so they meet the IB recommended number of teaching hours and provide maximum concurrency of learning for candidates.
- Participate in the timetabling process to ensure that it supports student learning in the DP.
- Hold DP teacher and other curriculum meetings.
- Provide advice and support to all DP teachers.
- Work collaboratively with the Pamoja Courses online site-based coordinator to support candidates.
- Ensure that parents and candidates are provided with a copy of *General regulations: Diploma Programme* when candidates are enrolled in the programme.
- Provide teachers with up-to-date information about changes to courses of study, assessment requirements and administration.
- Ensure the consistency and development of unit planners in each department using Managebac.
- Prepare and issue student reports according to a set calendar and organise and run parent teacher consultations.
- Ensure that teachers are provided access to MyIB and that they are aware of the resources available on the site.
- Ensure that teachers have access to relevant sections of the *Diploma Programme Assessment Procedures*, particularly those sections with subject-specific information.
- Ensure that all teachers have access to the *Coordinator's notes* when these become available.
- Publish an internal calendar of all due dates for the receipt/submission of candidates' assessment material and other material/information required by the IB.
- Collaborate with DP teachers to construct a student coursework deadline calendar for the two years of the programme and ensure that it is applied effectively.
- Support teachers, Leaders of Learning and Pastoral Leaders in implementing the deadline calendar and applying sanctions to students who fail to meet the requirements.
- Ensure that teachers are provided with an opportunity for professional development related to the Diploma Programme and professional development requirements are met at evaluation.
- Provide information to teachers about any local regional association of IB schools and opportunities to network with other IB teachers.
- Ensure that the school academic policy is aligned with the IB expectations, that teachers implement it and that both teachers and candidates are aware of the requirements and penalties imposed on candidates for breaches of IB regulations.
- Submit advance notice registration requirements, according to deadlines in the *Diploma Programme Assessment Procedures*.
- Submit requests for inclusive assessment arrangements for candidates with assessment access requirements, at least one year in advance of the written examinations.
- Register candidates for an examination session, according to deadlines in the *Diploma Programme Assessment Procedures*.
- Submit/upload candidates' assessment material for moderation/marking with any accompanying forms, according to deadlines in the *Diploma Programme Assessment Procedures*.
- Provide candidates with personal examination schedules, and contact the IB by the

appropriate deadline where any scheduling conflict may exist.

- Ensure that a secure location is available for the storage of examination papers and other confidential assessment material.
- Conduct the written examinations in May/November in compliance with instructions in the *Diploma Programme Assessment Procedures*.
- Maintain regular contact with the IBO and assume overall responsibility for administering, distributing, completing and returning all relevant documentation pertaining to the DP.
- Ensure candidates and invigilators are provided with relevant information about examination regulations.
- Ensure that teachers provide feedback on the examination papers.
- Ensure that each candidate is provided with their personal identification number (PIN) and personal code so they can download their results on 6 July/6 January.
- Be available in school after the issue of results to answer questions, request any enquiries upon results or submit registrations for retake candidates, as applicable.
- Provide candidates and legal guardians with guidance on university recognition and the university results service.
- Ensure that requirements for theory of knowledge are properly coordinated, and teachers of other IB subjects understand the nature and importance of this core requirement. (Where appropriate the IB Coordinator will also coordinate the theory of knowledge).
- Ensure that the programme of creativity, action and service (CAS) is properly coordinated and implemented according to current IB requirements.
- Coordinate the Extended Essay process ensuring that this is administered according to the requirements in the current guide and that candidates and teacher-supervisors are fully aware of these requirements.
- If required, prepare the self study and accompanying documents for programme evaluation and organize the evaluation visit (if applicable).
- Ensure that adequate English Language Development is available to support IB candidates for whom English is not their mother tongue.
- Contribute to the review and update of all relevant school policies and procedures.
- Teach one of the IB diploma subjects offered and at least one TOK class.
- Follow any additional requisites as directed by Heads of Section or the Head of School.

Knowledge/Expertise/Qualifications:

Essential

- Deep understanding of the DP with DP Coordinator experience
- Strong organisational skills
- Effective interpersonal skills
- Reflective and innovative teaching practitioner

Desired

- Understanding of the MYP
- DP workshop leader, examiner or moderator
- Leadership experience
- Experience of Managebac