

JOB DESCRIPTION

Job Title	IB PYP Coordinator	Job Code	
Position Type	Full Time	Reporting Line	Head of School
Campus	Wuhan Campus	Effective Date	

Job Summary	<p>IB PYP Coordinator is a member of the School Leadership Team and is responsible for the effective organization of the IB PYP curriculum program.</p>
Main Accountabilities	<ul style="list-style-type: none"> • Design a curriculum within the IB framework that embraces teaching and learning for pupils from age 2 to 11. • Work collegially within the Primary School to support the school's vision, mission and philosophy; support the school's curricular and philosophical commitments as an IB World School; and assist the Primary School in meeting its planning goals. • Help promote a culture where diversity is encouraged and where students learn to respect differences, take responsibility for their actions, exercise leadership and strive for academic excellence. • To maintain accurate written and/or electronic records of all aspects of the IB PYP program. • Ensure that the school meets all IB regulations and deadlines. • Plan and organize the teaching PD, especially the IB PD for all the teachers
Typical reporting relationship	Provide reports to the Head of School as and when required
Functional	Internal: Teaching Staff, Leadership Teams, Students and Parents

relationships	External: Professional Organisations
Minimum typical education	Master's degree or above in education or a core degree subject supported with a relevant teaching certificate.
Minimum typical experience	Ideally with over 8 years working experience in educational industry, an ability to Integrate teaching and management for IB Curriculum (or UK curriculum), the school developed during the tenure. Working experience in top schools is preferred.
Core Professional / Other Competencies required	<ul style="list-style-type: none"> • Demonstrated knowledge of and vision for the future of educational practice • A passion for education and excellence; ability to inspire colleagues, to accept responsibility, show in their actions and decisions firmness, fairness, consistency and integrity. • Comprehensive knowledge of the IB programmes and of key developments, issues and trends in international education
Core Soft/Transferable Competencies required	<ul style="list-style-type: none"> • Excellent leadership skills • Work effectively as a member of a team • Courage to introduce and manage change and innovation • Ability to show good cultural understanding and differentiation between students from various backgrounds • Ability to absorb information, analyse data and present overall picture and trends • Flexible, inclusive and pragmatic management style • Clear strategic thinking • High level interpersonal and administrative skills • Articulate and a strong communicator • Confident in meeting and communicating with others • Possess good organisational skills, manage time efficiently and be able to meet deadlines • Excellent English

Sign and Confirm

Date