

MYP Projects Coordinator & Coach Job Description

The job description is intended to present the range of main duties performed by an employee in this position. It is not meant to reflect every and each partial duty performed within the job.

GENERAL INFORMATION	
JOB TITLE	ISP Teaching and Learning Coach / IB MYP Projects Coordinator
FUNCTIONAL UNIT / DEPARTMENT	Learning Research & Development
REPORTS TO	Section Principal & Director of Learning R & D
WORKLOAD	100% full-time coordinator and coaching role (no teaching load)

OVERALL PURPOSE OF THE POSITION

ISP Teaching & Learning Coaches / IB Coordinators are pedagogical leaders who support ISP's Mission, Vision, Strategy and educational aims by leading the design, development, documentation and monitoring of our intended, taught, and learned curriculum. IB Coordinators support the implementation and further development of IB programmes within the school's ecosystem, and help to guide learning and teaching across the school community.

DESIRED IMPACTS = Learning@ISP

DEFINITION OF LEARNING:
what does it mean to learn at ISP?

Learning is a transformative process that:


- **Builds** on what we know and can do,
- **Deepens** what we understand, and
- **Changes** who we are.

LEARNER PROFILE:
ISP learners are...


Curious
Competent
Compassionate
Changemakers

ISP LEARNING PRINCIPLES
Learning best happens when...


Learners feel a sense of **safety** and **belonging**




Learners' **curiosity** drives what and how they learn




Learners **apply** their learning in **diverse** and **challenging** contexts




Learners know **what** they're learning and **why** it is **significant**




Learners consider and **connect** **complex** ideas



Learners know **where** they are as learners and how to **go further**



Learners **persist** with relevant and rich **challenges**



SPECIFIC RESPONSIBILITIES

The **MYP Personal & Community Projects Coordinator** provides leadership and coordination of Projects and advisory in the Middle and Upper School sections.

It is an expectation that **MYP Projects Coordinator**:

Personal & Community Projects

- Works closely with MYP coordinator to guide students, teachers, and supervisors for the success in both personal and community projects with clear internal deadlines and processes;
- Frames the personal and community projects in alignment with ISP's goal of nurturing powerful Changemakers;
- Ensures that students are aware of and understand the concept of academic integrity in the context of the projects;
- Collaborates with MS/US librarian to ensure MYP students have the necessary study, research, and referencing skills to be successful with projects;
- Leads and organizes Personal & Community project workshops, information sessions and trainings for all constituents;
- Guides project supervisors through the marking and standardization of projects;
- Organizes the Personal Project Exhibition to showcase students' projects; and

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- Facilitates horizontal and vertical collaborative planning regarding projects and exhibitions.

Advisory Program

- Collaborates with sectional counselors and grade team leaders to implement a coherent advisory program that will promote and monitor:
 - Student wellbeing;
 - Students' exploration and development of their personal and cultural identities;
 - ISP Learner Profile;
 - IB ATL's (Approaches to Teaching & Learning);
 - Service as Action.

AREAS OF GENERAL ACCOUNTABILITY

Pedagogical Leadership

- Model and embed ISP's Mission to **Inspire, Engage and Empower ALL learners to be Curious, Competent, Compassionate Changemakers** into practices and designs;
- Lead the design, implementation, and review of ISP's learning programme;
- Collaborate with other IB Coordinators to ensure coherence across the entire school while facilitating the implementation of the IB Programmes aligned to the IB Standards and Practices;
- Ensure IB requirements are met by facilitating the development of conceptual scope and sequence, inter/transdisciplinary units; capstone project guidelines, and the integration of IB Approaches to Teaching & Learning;
- Foster a spirit of inquiry, innovation, research and development within community;
- Participate as a member of the education leadership team.

Professional Learning

- Facilitate concept-based inquiry that has relevance across, between, and beyond the subjects
- Nurture impactful practices aligned to ISP Learning Principles & IB Approaches to Teaching & Learning;
- Facilitate vertical and horizontal collaborative planning and professional learning sessions;
- Celebrate where teams/teachers are in their learning journey and support them in embracing possibilities for moving forward;
- Lead an orientation programme for new teachers;
- Facilitate parent sessions to build their understanding of the why, what, and how of our learning program;
- Identify professional learning needs and find solutions, resources and professional development opportunities to best meet those needs.

Coaching

- Prioritize people and relationships, support development of trusting teams and promote mutual respect and collaborative practice;
- Coach teachers on impactful concept-based inquiry practices, personalized and collaborative learning, and IB-mandated policies;
- Visit teachers' classrooms to model, co-teach, and / or observe;
- Conduct pre-and post-visit conferences with teacher(s) to facilitate reflection;
- Facilitate data-driven conversations to inform instructional decisions, including documentation, analysis, and reflections;
- Partner with educators to empower students to use learning evidence to set their own goals and measure their own progress;
- Recommend and gather resources for teachers.

Documentation

- Liaise with Advancement Office to capture and share learning stories that reflect our educational aims and aspirations;
- Maintain a record of completed planners, programme scope & sequence, and learning evidence;
- Moderate & standardize processes to ensure IB training requirements and practices are met;
- Other duties as assigned at the discretion of the Director.

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KNOWLEDGE, SKILLS & ATTITUDES REQUIRED

- An avid learner and seeker of how to support and leverage teachers' and students' strengths & interests;
- Successful planning and teaching using learner curiosity as a driver;
- Self-driven, proactive attitude, always trying to go to the next level professionally and leading from any seat;
- Ability to effectively communicate with students, parents and colleagues in a clear and empathetic manner;
- A high level of intra & interpersonal intelligence, working effectively in a collaborative environment;
- A growth mindset and open-minded approach to professional learning;
- International / multicultural teaching and leading experience; and
- Impactful educator with an innovative and solutions focused, flexible attitude.

EDUCATION & TRAINING PREFERRED

- Three or more years of experience as a pedagogical and curricular leader;
- Expertise / experience in the implementation of specific IB programme; and
- Coaching / mentoring experience.

Note:

In ISP Child protection and child safety is of highest priority therefore we take all possible care to employ people who will not abuse or neglect our students. Our policy is to safeguard the welfare of all children by protecting them from any harm and neglect. Each employee must abide by the [ISP Child Protection Policy](#).

APPROVED & ACKNOWLEDGED

Supervisor's Signature:		Date:	
Employee's Signature:		Date:	