



Title	IB Diploma Coordinator (IB DPC)	Category (cf Policy 5.101)	Teacher
Reports to:	Director of Teaching and Learning	Department:	Secondary School
Job Holder		Start date:	1 August 2025

IST Foundational Documents

IST Mission

Challenge, support and inspire all learners to become accountable citizens who find their own paths and thrive in a dynamic world.

IST Vision

IST is a pioneering International Baccalaureate Continuum school that ignites a life-long passion for learning.

We are a diverse and vibrant community that values student agency and cultivates local and global partnerships, in an open and adaptive learning environment.

IST fosters exploration, collaboration, and authentic experiences that develop resilient and compassionate individuals.

Core Values

- Respect
- Service
- Well-being
- Belonging
- Growth

Mission Impacts

- An accountable citizen recognizes their impact and responsibility to their communities. They are equipped with knowledge, empathy, and ethical commitment. They embody the school's values and contribute positively to society.
- Learners will collaborate with mentors and are empowered to explore diverse opportunities that extend and enrich the curriculum.
- Learners are self-driven, curious and confident. They are creative and imaginative thinkers who can develop solutions, seize opportunities, and adapt in the face of adversity.

Strategies

In order to support our mission, vision and values, IST will:

Strategy 1 - Leveraging Community

Leverage the IST community and local and global partners.

Strategy 2 - Professional Growth

Attract, develop, and retain exceptional professionals who embody IST's mission, vision, and values.

Strategy 3 - Innovation & Learning

Explore, create, and implement innovations in the educational ecosystem in support of learner agency, academic rigor, and the pursuit of excellence.

Strategy 4 - Future Focus

Implement transformative approaches to resource management focused on environmental responsibility and efficiency, financial viability, and institutional continuity.



Summary of the Role

The IB Diploma Curriculum Coordinator reports to the Director of Teaching and Learning and is a crucial link between the school and the International Baccalaureate Organisation. S(he) is expected to maintain a thorough understanding of all aspects of the IB Diploma programme and to actively endorse and promote the principles which underpin it.

Preferred Qualifications and Experience

- (a) Experience: 2+ years IB DP coordinator.
- (b) A Master's Degree is preferred with specialization in education, administration, or related fields.
- (c) At least five years of relevant IB DP leadership and/or teaching experience.
- (d) Teaching Credentials.

Professional Competencies:

- (a) Excellent communication skills in spoken and written form.
- (b) Educational leader and an outstanding teacher.
- (c) Sound decision-making, solutions-focused, knowledge of child protection and health and safety.
- (d) Experience in developing and/or sustaining high-performance teams.
- (e) Highly effective relationship developer with a variety of stakeholders
- (f) Expert knowledge of IB Standards and Practices and expert knowledge of the DP curriculum framework

Personal Attributes:

- (a) Collaborative team player, empathetic listener
- (b) Integrity and confidentiality
- (c) Strategic thinker, able to convert vision into action
- (d) Internationally minded, emotional intelligence
- (e) Intercultural awareness, creative, persuasive
- (f) Flexible and capable of managing growth and instilling high standards
- (g) Adept in multilingual settings, spirited, pioneering, professional and nurturing

Responsibilities

The IB Diploma Curriculum Coordinator is accountable for:

- (a) Informing and advising the school administration regarding all aspects of the IB Diploma programme;
- (b) planning the IB Diploma programme in cooperation with the Director of Teaching and Learning and Secondary School Principal;
- (c) administering and monitoring students' IB option choices;
- (d) maintaining accurate records of students' subject choices and academic programmes;
- (e) counselling students individually concerning their academic, emotional and social development;
- (f) liaising with the counsellors, team leaders, Director of Teaching and Learning, Principal or Vice Principal concerning the social and emotional needs of individual Gr. 11-12 students.
- (g) Overseeing the IB Diploma Scholarship programme and liaising with the G11-12 counselors., admissions, Secondary Principal, Director of Teaching and Learning and Director as needed to ensure the integrity and effectiveness of the programme.
- (h) maintaining regular contact with the IBO and assuming overall responsibility for administering, distributing, completing and returning all relevant documentation pertaining to the IB Diploma Programme, including accreditation;



- (i) supporting and advising teaching staff regarding the administration of the IB Diploma programme and ensuring that all coursework and examination requirements are met by the stipulated deadlines;
- (j) Overseeing the curriculum documentation of the G11-12 courses of study;
- (k) administering the IB Extended Essay component and ensuring that students have appropriate supervisors;
- (l) liaising with the CAS Coordinator to ensure that an appropriate programme is in place and is effectively implemented;
- (m) liaising, as appropriate, with the MYP and PYP Coordinators;
- (n) drafting, issuing and administering the exam and invigilation timetables for the IB Diploma exams (including, when necessary, resit examinations);
- (o) drafting, issuing and administering the exam and invigilation timetables for 'mock' IB Diploma exams as required;
- (p) organising, attending and leading such IB information evenings as are required;
- (q) being available during the June-July holiday to receive, distribute, analyse and, if necessary, query and challenge the IB Diploma results;
- (r) preparing an annual report for the administration and Board following each examination session;
- (s) attending secondary leadership meetings and other meetings as required;
- (t) assessing the professional development needs of IB Diploma teachers and coordinating their participation in IB Diploma workshops in conjunction with the Director of Teaching and Learning;
- (u) representing the IB Diploma on school committees as and when necessary.
- (v) planning and leading in-house IBDP professional development sessions as and when necessary
- (w) organising and coordinating the annual Induction workshop.

Perform any other duties as designated by the Director of Teaching and Learning and Superiors.