

Teaching Staff

Position Description

Position Title: International Baccalaureate Primary Years Programme (IB PYP) Coordinator

Dated: April 2024

Reports To: Head of Junior School

Prepared by: Director of Human Resources

Position Purpose

The IB PYP Coordinator is responsible for the inspirational leadership and oversight of curriculum, assessment and reporting in all key learning areas from Early Learning Centre (ELC) to year 4.

Reporting to the Head of Junior School, this role will work with the Deputy Head of Junior School, Head of ELC,

- **emergency teaching when necessary**

- **respond to requests for information (e.g. questionnaires) from the IBO**
- **provide a liaison between the school and the IBO**
- **extend contacts with the wider community of learners through such means as the IB PYP Network Magazine, College weekly online Newsletter, email contact with colleagues, school visits and teacher exchanges**

The following are additional requirements of the role:

- **Representing the College at IB PYP meetings**
- **Attending all Junior School social events for parents (e.g. social evenings, information evenings)**
- **Attending Saturday morning school tours and all formal school functions**

Any other tasks as deemed appropriate for the role

Overview of Teaching at The C

Giving appropriate time to the planning of lessons and collaboration with other teachers as part of teaching teams;

Actively contributing to a culture of teaching and learning where teachers learn with, and from, each other and actively inquire into effective pedagogical practice;

Engaging in active and continuous professional learning that is relevant to their area/ subject discipline as well as concerns and debates in the education sphere more generally;

Being thoroughly versed in the policies of the College and abide by the policy directives;

Supporting Pastoral staff in ensuring that the expectations of student behaviour and dress are met;

Engaging with students in a variety of activities outside the classroom, including House and co-curricular activities.

Teachers at St Leonard's College are dynamic, enthusiastic professionals who are committed to:

the development of learning and teaching programs with clearly defined outcomes;

the maintenance of effective assessment recording and reporting strategies;

the integration of ICT into teaching and learning in the classroom;

