



INTERNATIONAL SCHOOL SUVA

World Class Citizens ~ Life Long Learners

PYP Coordinator

We are seeking a qualified and experienced PYP Coordinator to join International School Suva, Fiji. The PYP coordinator plays a pivotal role in ensuring the school meets the requirements of PYP implementation including the collaborative planning process, taking responsibility for ensuring that pedagogical aspects are discussed, information is disseminated and the programme is planned, taught and assessed collaboratively.

Key Responsibilities:

1. Documentation

- Ensure that copies of IB publications pertaining to the PYP section of the school are available to all staff members.
- Establish and maintain a record of completed planners.
- Publish the school's programme of inquiry and relevant documents and information for all stakeholders.
- Along with the subject curriculum team lead the process of developing and reviewing the school's scope and sequence documents as per the review cycle.
- Assist teams understanding of Policy and Procedures.
- Participate in the formation of the school's strategic development plan.

2. Professional development

- Provide staff members information and access to a range of professional development opportunities.
- Along with the Head of Primary (HOP) make recommendations and determine priority regarding professional development needs.
- Keep a record of Professional Development attendance and school visits to ensure equity of opportunity and identify ongoing needs.
- Assist teams or individuals in developing and documenting inquiries.
- Assist teams or individuals with knowledge and implementation of the PYP.
- Support the teachers responsible for, and the students involved in, the PYP exhibition in the final year of the programme.

3. Resource management

- In conjunction with the primary coordinators team make recommendations for the purchase of suitable resources to support the implementation of the programme.
- In conjunction with the librarian establish an inventory of resources to facilitate efficient management communication.
- Set up systems for communication and collaboration among all staff members involved in implementing the programme.
- In conjunction with HOP and coordinators conduct parent information sessions.
- In conjunction with HOP and coordinators publish articles pertaining to the programme in the school newsletter.



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- In conjunction with HOP prepare and submit any documentation required for authorization and evaluation.
 - In conjunction with HOP ensure that all requirements of the IB concerning the implementation of the programme are adhered to.
 - Respond to requests for information (for example, questionnaires) from the IB.
 - Provide a liaison between the school and the IB.
 - Encourage the ISS staff to outreach to the wider PYP community through MYIB discussion forums, e-mail, network newsletters and school visits.
4. Any other duties that may be assigned by the Head of Primary.

Qualifications and Experience:

1. Bachelor's degree in Education or a related field. A Master's degree is preferred.
2. IB PYP certification and a minimum of 4 years of experience teaching within an IB PYP framework.
3. Proven experience in a leadership role within an educational setting, preferably in an international school.
4. Strong knowledge of IB standards, practices, and philosophy.
5. Excellent communication, organizational, and interpersonal skills.
6. Commitment to fostering a culture of inquiry and lifelong learning. Ability to work collaboratively in a multicultural environment.

How to Apply:

Interested candidates are invited to submit their resume, a cover letter outlining their experience and suitability for the role, and contact information for three professional references.

❖ Please note that the organisation reserves the right to fill the position earlier than the deadline if a suitable candidate is identified