



INTERNATIONAL SCHOOL SUVA

MYP Coordinator

Role: Curriculum Coordination of the IB Middle Years Programme

Reporting: Head of Secondary

The MYP Coordinator position at ISS includes regular release time from classroom teaching, with 50% of the schedule allocated to coordination and leadership responsibilities.

Requirement: In coordinating curriculum for the IB MYP, the MYP Coordinator is expected to:

- Provide strong pedagogical leadership in the curriculum in all subject areas taught at the school and remain abreast of curriculum changes.
- Take a lead role in the implementation and authorisation of the IB MYP.
- Mentor, support, and assist all MYP teaching staff and component coordinators in programme implementation.
- Aim for strong student results and success.
- Use data to support the evaluation of departmental progress.
- Advise the Head of Secondary in evaluating MYP teachers and program changes.
- Work to foster a positive image of the program within the school community and beyond.

Key Tasks	Outcomes
Vision	<ul style="list-style-type: none">• Has a vision for the IB MYP at ISS that is communicated to all stakeholders, which can be expressed in a set of goals for the program
Curriculum Leadership and Management	<ul style="list-style-type: none">• Has up-to-date knowledge, skills, and practice related to the IB MYP, which is transmitted to staff, students, and parents.• Guides teaching staff in understanding and knowledge of the relevant documents regarding standards and practices for the IB MYP, including <i>MYP: From Principles into Practice</i> and <i>General Regulations: MYP</i>, and other supporting documents.• Plans systematically for optimal curriculum documentation and delivery.• Coordinates decisions regarding teaching and learning provisions, such as feasible subjects/levels offered in a particular year level or for a cohort.• Evaluates the effectiveness of each subject group in the IB MYP program using data.• Liaises with the IB and appropriately manages curriculum changes where necessary.• Liaises with the PYP & DP coordinators to ensure alignment of the curriculum (vertical planning of subject objectives, ATL skills, etc).• Contributes to the formation of the school's strategic development plan.



INTERNATIONAL SCHOOL SUVA

<p>Quality Assurance and Staff Leadership</p>	<ul style="list-style-type: none"> ● Ensures that the MYP program at ISS is regularly reviewed to ensure continuous improvement in teaching and learning in the program. ● Provides staff training where needed and assistance with the induction of new staff. ● Contributes to professional development, planning, and delivery relevant to the IBMYP, supporting Subject Area Leads and individual teachers. ● Identifies training needs and submission of online / workshop training for teachers or administrators. ● Uses MyIB and Coordinators' Notes to keep up to date and help guide staff in relevant areas, and provides support for teachers in accessing MyIB. ● Advises the Head of Secondary and Deputy Head of Secondary on timetabling and recommends appropriate subject-time allocation. ● Contributes to ISS policy development in line with IB MYP regulations. ● Schedules and documents meetings with Subject Area Leads, MYP teachers, curriculum coordinators, and the secondary leadership team. ● Regularly meets with the Instructional Coach, DP and PYP Coordinators to allow vertical and horizontal alignment. ● Regularly meets with the Careers Counsellor to align student guidance into post-16 pathways and beyond. ● Guides the Service as Action, Community Project, Personal Project, and ATL Coordinators to ensure that the relevant teaching and learning align with the MYP requirements. ● Manages the IB MYP student submissions for final PPs, examinations and preparation process, including management of the Mock IBDP exams in line with IBDP regulations. ● Arranges and contributes to parent information sessions regarding the IBDP. ● Leads in the WASC accreditation and IBDP Review, and meets all documentation expectations ● Liaises with IB on a regular basis and coordinates any visits by IBO staff. ● Manages online services such as IBIS for all program requirements, including student services such as legalisation of results. ● Manages the learning management system and aligns with ISS reporting.
<p>Student Success</p>	<ul style="list-style-type: none"> ● Maintains records of student and school performance in the IB MYP. ● Uses yearly data and reflections to evaluate the effectiveness of teaching and learning and reports to the Head of Secondary, SALs and individual teachers where necessary. ● Liaises with students in Year 10 regarding the IBDP or HSD program and ensures students are familiar with options and the specifics of the program information.



INTERNATIONAL SCHOOL SUVA

	<ul style="list-style-type: none">• Ensures that the Careers Counsellor guides individual students on relevant post-16 pathways.• Maintains parent/guardian communication and establishes appropriate community networks.• Adopts a solution-driven approach in finding ways to improve student success.• Ensures learning and assessment experiences are authentic and engaging.• Monitors students with learning support needs and language acquisition needs in collaboration with the Head of Learning Support.• Liaises with the counsellor to support the social & emotional needs of the students.
Resources	<ul style="list-style-type: none">• Oversees the IB MYP budget.• Identifies resource needs for the IB MYP.• Prepares yearly budgets in collaboration with the Head of Secondary.• Recommends suitable resources to SALs to support the implementation of the program.• Collaborates with the library and IT staff to ensure resources are adequate and up to date.• Circulate all relevant information received from the IB.
Collegiality	<ul style="list-style-type: none">• Set up systems for communication and collaboration among all staff members involved in implementing the program.• Maintains excellent vertical and horizontal relationships that allow effective program delivery in the IB MYP.• Ensures that the IB MYP maintains a positive image in the school and community.• Shares ideas and expertise to develop the program and build staff capacity.• Shows initiative and engagement in supporting the delivery of the program, e.g. parent workshops, etc.
Other Duties	<ul style="list-style-type: none">• Any further duties as assigned.