



## Shanghai Singapore International School

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### **Job Title: Senior School IB Diploma Programme (IBDP-G11&12) Coordinator**

#### **Our School:**

Founded in 1996, the Shanghai Singapore International School aims to develop each student into a responsible global citizen, with a strong sense of character preparing them for success in any life or career path they may choose. Our philosophy, vision, and mission is to educate students in an environment that will not only equip them with a high level of content skills and information but also help them to learn the behaviours associated with global citizenry and the concept of being humanitarians and caring individuals.

#### **Purpose:**

The IBDP (G11&12) Coordinator at SSIS is responsible for ensuring the integrity of the IBDP at all times. The IBDP Coordinator will work with the Head of School, Senior School Principal, HODs, counsellors, and other coordinators to ensure the proper alignment between curriculum programmes, the academic and pastoral development of all students, and the coordination of events are carried out effectively.

#### **Reports to:**

Senior School Principal

#### **Organizational relationships:**

Curriculum Coordinators	Senior School Heads of Departments (HOD)
Counsellors and University Guidance Counsellor	IBDP Teachers
Assistant Principal	Form Teachers      Parents

#### **Teaching Hours:** 13 hours a week

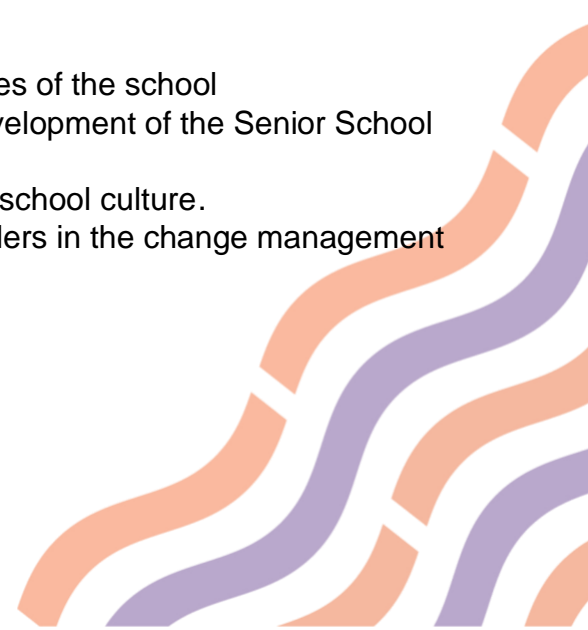
The IB Diploma Programme Coordinator is entitled to release time. The percentage of the release time will be determined annually by the Senior School Principal based on the Programme needs and the needs of the school.

#### **Key Accountabilities:**

##### **1. General Responsibilities:**

- exemplify and articulate the vision, aims, and core values of the school
- always act as a positive role model and support the development of the Senior School goals/priorities.
- contribute to establishing and maintaining a supportive school culture.
- be an excellent communicator and include all stakeholders in the change management and decision-making process.

Updated September 2022





- work as part of the pedagogical leadership team at broader curriculum issues, development issues and longitudinal concerns.
- work in collaboration with the core leadership team and Heads of Department to ensure quality teaching and learning in the curriculum programme.
- demonstrates a commitment to enhancing the efficacy of middle management in working towards strategic priorities and the overall quality of teaching and learning
- be a teacher mentor: provide support for teaching staff to develop Teaching & Learning to deliver outstanding student outcomes.
- closely work with pastoral leaders to ensure all students are known, feel safe, and have access to high-quality learning,
- participate in and look to lead professional learning focused on the schools Teaching & Learning priorities.
- Serve on the academic Head of Department weekly meeting.

## **2. IBDP (G11 &12) Coordinator Key Responsibilities**

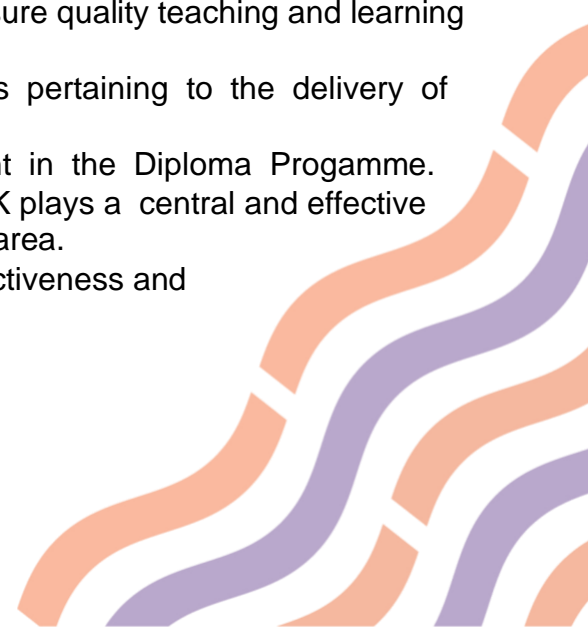
### **Leadership & Management**

- Ensuring that the mission of the school is supported and maintained by the best possible implementation and delivery of the IB curricula.
- Contributing to the school's educational strategic planning and the implementation of the plan.
- Contributing to the school's IB Diploma Programme development planning and its implementation.
- Preparing all documentation needed for program evaluation/ accreditation visits in liaison with the Senior School Principal.
- Continuing to develop the IB Diploma Programme in line with the feedback provided by the IB Evaluation team and the IB requirements.
- Contributing to the design and implementation of school-wide policies.
- Contributing to the overall management of the Senior School through collaboration with the Core Leadership Team (CLT).
- Informing and advising the school administration regarding all aspects of the IB Diploma Programme.

### **Curriculum & Organization**

- Working in collaboration with the CLT and HODs to ensure quality teaching and learning in the curriculum programme.
- Leading and assisting HODs/Teachers in all matters pertaining to the delivery of the IB Diploma Programme.
- Contributing to curriculum planning and development in the Diploma Programme.
- Line managing the TOK Coordinator to ensure that TOK plays a central and effective role in the curriculum and is reinforced in each subject area.
- Line managing the CAS Coordinator to ensure the effectiveness and development of the CAS programme.

Updated September 2022





- Line managing the EE Coordinator to ensure smooth coordination of the EE process and procedures.
- Liaising with the University Guidance Counsellors to ensure that all DP students are adequately prepared for college or university entry.
- Administering and monitoring the students' IB Option choices in grades 10 to 12 to support the University Guidance Counsellors.
- Supporting the Curriculum Task Force to plan and budget annual Professional Development by identifying the needs of the programme.
- Suggesting IB workshops and conferences to management and staff
- Maintaining links with other IB schools to learn from their practice.
- Contributing to the central record of IB professional development attended by staff.
- Organizing an annual IB Diploma review in conjunction with the Senior School Principal.
- 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.
- Drafting, issuing and administering the examination and invigilation timetables for the IB Diploma examinations (including, when necessary, Enquiry Upon Results and re-sit examinations) and IB Diploma examinations as required
- Ensuring that IB students records and exam session details are correctly registered on ManageBac and the relevant IB platforms.
- Ensuring proper upload of all programme assessment required documents on ManageBac and the relevant IB platforms.
- Supporting implementation of school practices that ensure and promote collaborative planning.
- Identifying areas of concern, liaising with Heads of Department where appropriate and contributing to curriculum discussion in relevant meetings.
- Ensuring that IB curriculum is appropriately mapped on the relevant school platforms.
- Being available during the summer holidays to receive, distribute and, if necessary, query and challenge the IB results.
- Preparing reports of program outcomes (where applicable, exams or assessment results) as required by the school.
- Attending the annual Regional Conference and subsequently reporting back to the Principal of Senior School and Head of the School.
- Implementing the IB Diploma Induction programme in consultation with the Principal.
- Monitoring individual IB student's academic progress including regular dialogue with Form Teachers, University Guidance Counsellor, subject teachers and Learning Support specialists.
- Maintaining accurate records of student's subject choices and academic programmes.

## **Communication**

- Contacting and liaising with parents, as appropriate.

Updated September 2022





- Planning and conducting parent and student information sessions regarding the IB Diploma. (Curricular events, parent-teacher conferences, student-led conferences.)
- Producing the IB Diploma Handbook and all school publications on procedures or updates on IB matters.
- Communicating to appropriate staff any relevant information concerning the academic progress of individual Diploma students.
- Maintaining regular contact with the IBO and assuming overall responsibility for administering, distributing, completing and returning all relevant documentation pertaining to the IB programme.
- Acting as a point of information from the IB within the school community
- Contributing to school publications and newsletters with updates on IB matters.

### **Co-curricular**

- Contribute to the design of the Senior school timetable in collaboration with the IGCSE Coordinator, G7 & 8 Coordinator and Senior School Principal. This should be accomplished no later than the end of April of each academic year.
- In collaboration with the IGCSE Coordinator and G7 & 8 Coordinator, design the schedule and invigilation of the end-of-year exams.
- Update all handbooks regarding IBDP each academic year by the end of November/December, ready for Subject Option meetings and presentations in January – both online and hard copies.
- Plan and coordinate with the CAS Coordinator, the Grade 11/12 Character & Leadership IBDP Orientation Camp.
- Assist the Senior School Principal and Assistant Principal with the organisation of school assemblies and necessary policies as required.
- Contribute to the Senior School Newsletter
- Liaise with the Senior School Principal regarding the Graduation Ceremony and grade 12 Prom.
- Other duties outlined by the Principal and Head of School.

### **Qualifications and experience required:**

- Experience coordinating or providing oversight of academic departments and curriculum, including support and enrichment/extension.
- Previous experience in curriculum coordination or as an examinations officer is desirable.
- Experience in leading a high-performing team.
- Excellent written and verbal communication skills.
- Cross-cultural experience/understanding is a plus.
- A master's degree or higher is desirable.

Updated September 2022

