

RISS DP Coordinator Job Description

Job Purpose:

The DP Coordinator is a member of the leadership team which has the overarching responsibility for ensuring that the teaching and learning will be enriched in line with the principles and practices of the Diploma Programme. The DP Coordinator has a pivotal role in 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 and the highest level of standards in accordance with our school vision, mission and values. The DP Coordinator is jointly responsible for the structured support and well-being of the senior students.

The IBDP coordinator and Deputy Principal work closely and collaboratively in the implementation and running of the IBDP programme on a dedicated senior campus

Key Accountabilities:

Ensuring integrity of the IBDP programme and communicating with staff

- Disseminate relevant, up to date information regarding the IBDP programme and Core Values, including but not limited to curriculum developments, administrative changes and relevant sections from IBDP publications such as sections from the *Diploma Programme Coordinator Notes*, *Diploma Programme Assessment Procedures* and *Programme Standards and Practices*
- Ensure the IBDP programme is implemented correctly and align with the IBDP Standards and Practices
- Liaise and build relationships with the offices and regional offices, the School Services Manager and relevant organizations within and IBWS
- Lead and organize the IBDP evaluation process including the self study process and manage any eventual school visits resulting from the IB, maintaining contacts with the IBWS representative
- Establish and maintain a record of completed subject planners in collaboration with Curriculum Leaders (CL).
- Inform teachers of the required and necessary professional development to meet DP requirements, and enable the necessary arrangements
- Ensure that every new teacher and new Principal/administrator is informed and supported about IBDP programme implementation and requirement
- Collaborate in establishing an assessment calendar and deadlines to ensure that assessments and workloads are spread as evenly as possible.
- Establish and maintain a calendar of IB events and deadlines with a two year planning spread.
- Monitor the delivery of the programme to ensure assessment deadlines and requirements are met

- Advise and support teachers regarding internal assessment requirements in collaboration with the CL.
- Organize and chair meetings for IB teachers with the Deputy Principal.
- Consult with curriculum leaders, coordinators and teachers about IB teaching standards and practices, including the IBDP Learner Profile, ATL's and implementing TOK throughout the programme
- Manage the access and encourage use of MYIB amongst IBDP teachers.
- Maintain contact with IB Answers and IBIS
- Ensure EE and CAS requirements are met by supporting and collaborating with the coordinators, ensuring a successful and vibrant DP core programme is planned, taught and assessed in line with the IB rules and regulations
- Monitor the construction and delivery of the Theory of Knowledge programme, ensuring it is implemented throughout the school
- Act as liaison (SBC) with Pamoja and Kognity in supporting the IBDP provisions for students

Responsibility for the assessment procedures: exam cycle and beyond

Ensure detailed knowledge and compliance with the relevant demands of the correctly updated *Diploma Programme Assessment Procedures*, including the following:

- Monitor the receipt of internal assessment forms and candidates' work for submission to examiners
- Register students timely and ensure IBDP fee information is passed on the administration, in accordance with the *Fees and Billing Information for IB World Schools*
- Maintain the security of examination papers in accordance to the *Diploma Programme Assessment Procedures*
- Draw up the mock exam and IB exam schedules
- Ensure all official requirements are met by students who participate in the IBDP exam.
- Provide students with individual examination schedules, exam booklets and the IB handout on the conduct of the examinations, both for the mock exams and the real IBDP exam.
- Inform students and invigilators about examination procedures and regulations
- Establish an invigilation schedule in collaboration with the timetabler and inform invigilators of the schedule
- Ensure sufficient stationery for the examinations and setting up of exam room according to all IBDP requirements
- Check requirements for calculators, data booklets, case studies and other authorized material for examinations
- Plan for the mailing of examination scripts to examiners within 24 hours after each examination, and follow-up any packages that go astray
- Is available during the IBDP exam cycle: opening and finishing all exams.
- Ensure students receive their results,
- Ensure results are disseminated throughout the school community in the appropriate fashion, with acknowledgement of GDPR

- Counsel students (and their parents) about their results
- Inform students about their opportunities for enquiries upon results and retaking subjects
- Convey diplomas, diploma results and certificates to students, including managing legalization of documents, if required
- Contribute to the organization and host the IBDP graduation ceremony

Communication and support of students and parents

- Ensure students and parents are introduced and informed about the IB Diploma Programme General Regulations and emphasizing the importance of complying with IB deadlines
- Require students to understand, agree and sign an honor code of conduct, disseminating information regarding academic Honesty.
- Enlist parental support for achieving academic honesty
- Support, encourage and counsel anxious students in cooperation with the tutors, school counselor and HE Guidance Coordinator.
- Ensure records and logbooks are accurate and kept up-to-date regarding students, subjects and attendance throughout the IBDP years.
- Ensure Magister - in all its functions, - is used appropriately to ensure ease of communication with parents and students
- Manage and host reports meeting in collaboration with the tutors, and oversee parent teacher conferences and meetings to discuss concerns
- Ensure report comments to IBDP students are accurate and appropriate
- Lead and plan the yearly school trip with IBDP students
- Work collaboratively with the HE Guidance to support students with university applications and follow through with IB procedures for sending results to universities
- Inform parents of students' work, CAS requirements and the DP Core requirements (CAS, ToK and EE)
- Organise meetings with tutors to identify, share and address concerns
- Supports the pastoral programme of the school.

Recruitment and selection of students

- Support the Admissions Department in the selection and interview of students for the DP.
- Advise students and the parents of prospective students on subject choices in line with the IB requirements.
- Plan and jointly host the subject choice and IBDP information evening in collaboration with the Head of Middle Years
- Overseeing the wellbeing and integration of all students, with special emphasis on new students, ensuring welcome, support and tutor class placement.
- Ensure transfer students are supported and can be accommodated within the programme
- Inform students about the IB Diploma Programme General Regulations and requirements

- Work collaboratively with the counsellor and Higher Education guidance to support student transition from one year section to another (either into or out of the IBDP)
- Inform new parents about the Diploma Programme, its regulations and the importance of complying with IB deadlines

Longitudinal concerns

- Plan for the long-term improvement and enhancement of the Diploma Programme within the school
- Actively contribute to the life of the school and its growth through the attainment of goals listed in the School Improvement Plan,
- Make recommendations regarding professional development opportunities on and off campus in accordance with the schools budget, action plan and yearly goals
- Regularly conduct general (or specific) sessions about the DP for the whole school community and for interest groups within the community, for example, parent information sessions
- Publish articles pertaining to the program in the school newsletter and promote the IBDP through the school website.
- Provide outreach to the wider DP community and other DP coordinators through discussion forums, emails and hosting visits from other school
- Fulfill a range of duties and responsibilities, as required, to attend to the whole child, in compliance with Dutch school legislation and to ensure the smooth day to day running of the school
- Gain a working understanding of opportunities within the Dutch Educational System to support students and and further continue studies
- Recommend and support exemplary teachers to participate in curriculum development meetings, and become IBDP examiners or workshop coordinators
- Ensure that school practices and curriculum development include the hallmarks of international-mindedness that are embedded in the IB learner profile
- Model the constructivist approach, including inquiry, during meetings or workshops
- Monitor the use of inquiry as a pedagogical approach through classroom visits
- Model and promote the IB learner profile and the DP attitudes, including ATL's
- Invite graduates to information meetings for parents and students to act as resource persons
- Maintain success records for use in recruitment and school promotional material
- Maintain records of scholarships and university entrance in collaboration with HE Guidance.
- Ensure the balance between transdisciplinary and disciplinary learning
- Ensure that the curriculum provides opportunities for student-initiated actions
- Encourage the learning of everyone, students, staff and parents in a DP school community

Person Specification:

Appropriate qualifications and experiences commensurate to the role.

- Knowledge of international accreditation, inspection and evaluation frameworks
- Excellent communication skills in spoken and written form
- Educational leader and outstanding teacher
- Sound decision making, solutions focused, knowledge of child protection and health and safety
- Experience in developing and/or sustaining high performance teams
- Highly effective relationship management with a variety of stakeholders
- Expert knowledge of IB Standards and Practices, and expert knowledge of the DP curriculum framework

Attributes:

- Love for and enjoyment of learning
- Joy in achievement
- High expectations
- Collaboration
- Tolerance, diversity and belonging
- Sense of service
- Sense of humour