



Job Descriptions - Middle School Vice Principal / MYP Coordinator

We live well by challenging ourselves, caring for others and valuing our international community.

We learn with passion and creativity, broadening our horizons and growing together.

We lead by taking action and empowering each other to build a caring community and make a difference.

Job Title	Middle School Vice Principal/MYP Coordinator
Reports to	Secondary Principal
Job Summary	<p>The Middle School Vice Principal/MYP Coordinator is responsible for:-</p> <ul style="list-style-type: none"> ● Supporting the development of curriculum in Grades 6-8 through fostering trust, creativity, and innovation by developing leadership in others, building teams and creating a collaborative culture ● Collaborating with the HS Vice Principal in the development of the Grade 9-10 curriculum ● Promoting the philosophy, principles, and practices of the MYP within the context of YIS and the holistic perspective all-school programs ● Supporting the Principal in overseeing the day-to-day management and leadership of the Middle School ● Supporting teachers in their assessment and reporting practices for middle school students to ensure these are in alignment with the school's guiding principles ● Deputizing for the Principal in their absence or other appropriate times as requested ● Supporting student welfare and wellbeing in the middle school through oversight of the tutor program, in partnership with tutors, service learning coordinator and the counselor. ● Coordinating support for middle school students as needed through partnership with counselors, learning support and EAL teachers ● Contributing to the admissions process through tours, reviewing files and ensuring a smooth transition upon arrival ● Providing workshops and other sources of information for parents on the middle school and MYP programme
Preferred Qualifications & Experience	<ul style="list-style-type: none"> ● Teaching Qualification in Secondary Education ● Experience teaching and leading in an IBMYP school ● Leadership experience in both curriculum and student welfare is desirable ● An understanding and commitment to inquiry based learning and the philosophy of the MYP
Main Working	<ul style="list-style-type: none"> ● Middle School students, teachers and parents

Relationships	<ul style="list-style-type: none"> ● High School Vice Principal ● Secondary School Principal ● Director of Learning ● Senior Leadership Team ● PYP/DP Coordinators
Key Responsibilities	<ul style="list-style-type: none"> ● Member of the Secondary Team and Senior Leadership Team ● In collaboration with teachers, the Principal and the Director of Learning ensure all aspects of the written and taught curriculum reflect the Principles and Practices of the IB within the context of YIS. ● Provide pedagogical and administrative leadership with a focus on improving learning for middle school students ● Support individual faculty and teams within the MS and MYP in their professional growth and wellbeing
	Leading the Learning
Leaders set a shared vision for improving learning appropriately and sufficiently for all students.	<ul style="list-style-type: none"> ● Ensure that meetings, discussions and decision making leads to action that improves student learning aligned with the philosophy of IBMYP and current educational practice. ● Support the use of documentation and research to improve student learning, to identify next steps in learning, intervention strategies, and curriculum adaptations. ● Ensure teaching and learning practices are in alignment with the YIS definition of learning ● Act as a coach/mentor to support teachers to improve professional knowledge, skills, and understandings regarding inquiry pedagogy and implementation strategies for MS learning programmes ● Support Team Leaders and teachers to ensure the effective implementation of the MYP within each team
Leaders foster a collaborative and supportive culture of improving student learning	<ul style="list-style-type: none"> ● Lead the Secondary staff in a collaborative and supportive manner to support the success of every student ● Lead the collaboration and ensure links between Elementary and Secondary school foster a whole school culture, with articulation and transition expectations and procedures ● Promote and support innovation in order to improve student learning ● Lead and support teachers with their curriculum planning and ensuring all the expectations and requirements of the IB and the YIS Teaching and Learning Expectations are implemented, fostering innovation and creativity ● Ensure effective integration of technology and information literacy teaching and learning tools and strategies and supporting pedagogical change by liaising with the librarian and technology coach ● Ensure that the mission and the school values are at the heart of the learning programme ● Support the Personal Project Coordinator both pedagogically and logistically

<p>Leaders support professional learning for continuous improvement in faculty (and staff) to improve student learning</p>	<ul style="list-style-type: none"> ● In collaboration with the Principal and Director of Learning, continually engage in professional dialogue and professional development to improve student learning ● Support and work with teachers to guide professional learning and growth through working together in the classroom, regular meetings and adapted professional learning sessions ● When necessary, have accountable conversations to ensure Teaching and Learning Expectations and/or Leadership Expectations are met ● Promote a culture of learning with colleagues both within the Middle School and beyond ● Works in coordination with Secondary Principal, HS Vice Principal and SLT in regards to appraisal and professional learning ● Support the induction of new staff with curriculum and school life ● Support and encourage teacher leaders who have an interest and passion for curriculum development to be involved in programme evaluation and development
	<p>Managing the Learning</p>
<p>Leaders communicate clearly and effectively</p>	<ul style="list-style-type: none"> ● Students and learning are kept as the focus of conversations and meetings ● Be available, approachable and sensitive to the needs of students, faculty, staff, and parents ● Ensure meetings are relevant, run effectively, collaboratively and efficiently ● Communicate with parents and community, facilitate workshops to assist with parental education regarding the MYP and the YIS Learning Program and student wellbeing ● Communicate with the IB and respond to requests for information and communicate programme developments to faculty
<p>Leaders effectively manage their area of responsibility</p>	<ul style="list-style-type: none"> ● Liaise with middle school student council to support student agency and leadership ● Provide leadership for the implementation of the MYP throughout the Secondary School and meeting the IB requirements outlined in the MYP Coordinators Handbook ● Work collaboratively to develop the meeting schedule for the Secondary school ● Support and assist with the recruitment of staff ● Coordinate the Student Ambassador program with the Admissions Department ● Provide care and support for student social/emotional/behavioural well-being. Assisting with transition, behavior, support and guidance and communication with parents ● Work in collaboration with the Director of Learning and Curriculum Coordinators to oversee horizontal and vertical articulation, IB Evaluation Visits, Action Plans and IB training ● Participate in the formulation and implementation of the school's strategic plan

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| | <ul style="list-style-type: none">● In collaboration with the Director of Learning and Secondary Principal, assess and develop the future needs of the Middle School● Oversee the middle school student council and the staff advisor regarding students needs and middle school community● Ensuring high standards of teaching and learning through regular classroom visits, co-teaching and supporting teachers in their own professional development.● Contribute to school life through the support and participation of service and activities programs for students and well-being activities for faculty● Support the ordering, budgeting and inventory of resources to support the curriculum● Works in collaboration to develop the SS calendar and whole school calendar● Supports the assemblies and regular faculty and parent communications● Oversees any special student or guest programs for the middle school● Ensure effective student assessment and record-keeping including the checking of reports● May be allocated a teaching load, depending upon circumstances and to support with cover as and when needed● Undertake other reasonable duties as required by the Head of School, or Secondary Principal |
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Last update: October 2020