

PYP Coordinator, Primary School, Zug Campus
Job Description

Our Mission

We are a community of learners determined to make the world – or our corner of it – a better, kinder place. We reflect our values in everything we do so that we make the most of opportunities and challenges in a spirit of enthusiastic inquiry

Our Vision

We help every student turn learning into action, creating opportunities for students to stretch themselves further and achieve more than they believe possible.

General Description:

The PYP Coordinator is a key member of the primary school leadership team. They work closely with other programme coordinators, grade-level team leaders, and all classroom teachers to lead innovation and improvement in the learning design and facilitation of the IB Primary Years Programme.

The position is 100%.

Reporting to: Divisional Principal and Deputy Director

Areas of Responsibility:

Leadership of Learning

- Promote and model the ISZL guiding statements in the school
- Participate in the development of pedagogy and systems to support student learning as a member of the school-wide Instructional Leadership Team
- Collaborate with homeroom and specialist classroom teachers to assist with the implementation of effective PYP practice, aligned with ISZL learning principles
- Engage in research and development of educational best practices
- Facilitate and organise the learning agenda for Team Leader and Staff Meetings through the shared stewardship of agendas and timelines
- Commit to growth in ISZL Pedagogical Leadership Competencies

Programme Coordination

- Advise and assist the staff with writing and development of units of inquiry – providing constructive feedback where required
- Maintain a record of completed units of inquiry
- Write and update an annual PYP Development Report for the school
- Develop assessment practices to provide data to further teaching and learning
- Lead the development and documentation of the school's programme of inquiry
- Lead the development and review of the school's scope and sequence
- Ensure that the curriculum is coherent in all areas
- Support teachers and students in preparing for the PYP exhibition

Professional development

- Identify professional development needs and opportunities on and off campus
- Model instructional practice within classrooms
- Plan and implement professional development during staff meetings and faculty in-service days
- Lead the orientation of new teachers into the PYP

Communication

- Ensure effective communication and collaboration among all staff members
 - Conduct parent information sessions
 - Publish articles pertaining to the programme in the school newsletter
 - Circulate all relevant information received from the IB
 - Prepare and submit documentation required for authorization and evaluation
 - Ensure that all requirements of the IB concerning the programme are met
 - Act as the liaison between the school and the IB
 - Establish/maintain links with other PYP schools in the region and globally
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Preferred Qualities

- Learner-centred
- Depth of understanding of child and brain development
- Committed to ensuring high standards of learning
- Skilled in educational leadership and able to inspire others
- Organised, efficient and clear in thought
- Inter-culturally aware with well-developed interpersonal skills
- Innovative, flexible and technologically adept
- Competent, confident and visible as a communicator

Compensation

Compensation for this position will be commensurate with the responsibilities of the position and is very competitive globally.

Application Process

- Submit one PDF with a letter of interest and CV via the application link found in the Employment section of ISZL's [website](#)
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Key ISZL Reference Documents

- [Guiding Statements](#)
 - [Learning Principles](#)
 - [Inclusion Policy](#)
 - Visit the Employment section of ISZL's [website](#) for more information
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Child Protection

ISZL is committed to the use of the International Task Force on Child Protection screening and assessment practices for schools for all hiring processes.

ISZL is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.