

## **ISH Subject Coordinator Roles & Responsibilities**

Updated: February 2022

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### **Curriculum**

Ensure all IB requirements for curriculum planning and delivery for a subject are met, and wherever possible, exceeded:

- Be a subject expert and lead subject collaboration on units that embody the ISH definition of High-Quality Learning
- Develop a holistic subject overview, that ensures students build on their prior learning experiences developing new skills year on year from Primary, into the MYP and through the DP/CP
- Liaise with the other subject coordinator(s) to ensure continuity of learning and skills as students make the transition from Primary into the MYP and into the DP/CP
- Liaise with the other subject coordinator(s) in the development of curriculum connections across subject groups, enhancing interdisciplinary skills and understanding
- Lead the collaborative writing and production of unit plans and learning sequences, including incorporation of IB Core elements; facilitate feedback from colleagues and adapt content as appropriate
- Lead the collaborative and reflective processes for colleagues in unit development and horizontal and vertical alignment of the subject, ensuring that reflection leads to continually improving learning experiences for students
- Develop learning experiences that are centred on students' responsibility for their own learning, enable students to exercise choice, develop goals, plan their approach, work independently and reflect on their learning; plan units that allow students to actively apply their knowledge and skills towards solving local and global issues
- In cooperation with the EdTech Coordinator identify and integrate relevant learner attribute opportunities that are identified and explicit in the Units
- MYP: In cooperation with the SA Coordinator seek to identify and integrate relevant co-curricular and service-learning opportunities, encouraging students to extend their learning from the Units to experiences outside the classroom

### **Assessment**

Ensure that the assessment practises outlined in the ISH Teaching and Assessment for Learning Policy are embedded in the written curriculum:

- Develop a variety of assessment strategies to ensure that assessments cover the subject criteria, enable students to demonstrate different levels of understanding based on separate strands and support progression of students through the different stages of required content and skills
- Lead the collaborative production of summative assessments across year groups, coordinate feedback from colleagues, respond to feedback and adapt assessments as appropriate.
- Coordinate and implement a strategy to ensure assessments are shared in good time to promote effective teaching and learning over the course of the units
- Lead moderation and standardisation processes including production of relevant materials
- Lead the collaborative development of formative tasks for use in each unit that facilitate effective assessment for learning, enabling teachers to assess the progression of their students towards the aims of summative tasks and intervene accordingly
- Quality assure the administration of assessment tasks: ensure consistency of implementation according to school policies

## **Teaching for Learning**

Support High Quality Learning practises outlined in the ISH Teaching and Assessment for Learning Policy:

- Take an active role in supporting and guiding the subject team members in the consistency and quality of teaching and learning within a subject, including use of relevant data in the identification of learning needs and differentiation
- Facilitate the use of digital tools to effectively support and enhance pedagogical approaches which are known to improve learning
- Take a leading role during collaboration with subject teachers to support teachers in the taught curriculum

## **Administration**

Ensure that everyone involved in a subject is efficient and professional in their administrative responsibilities:

- Ensure IB unit planning requirements are met and documented effectively
- Coordinate arrangements/ prepare materials for cover work in the event of staff absence or emergency
- Oversee organisation, administration of internal exam materials in a subject



- Collaborate to ensure correct completion of IB coursework and meeting of IB/school deadlines and requirements within a subject in collaboration with the SAL and Academic Leadership Team, including exam results analysis
- Support with subject transitions where applicable
- Support with recruitment procedure where applicable

### **Professional Efficacy**

Act in full accordance with the ISH Guiding Statements, school policies, protocols and procedures and create a culture which encourages others to do the same:

- Lead regular subject team meetings and other collaborative opportunities that focus on celebrating and sharing best practice within the subject

### **Professional Development**

Lead a culture of lifelong learning, and commitment to professional development:

- Ensure that colleagues new to a subject are fully supported in understanding the requirements of programs
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