



ST. JOSEPH'S INSTITUTION INTERNATIONAL

Title:	Coordinator of Theory of Knowledge
Commencing:	July, 2025
Reporting to:	Assistant Principal (IB Coordinator)
Responsible for:	Theory of Knowledge Department
Management Points:	1
Time Allowance:	1 lesson per week

Role Overview

The Coordinator of the Theory of Knowledge (TOK) Department will lead the TOK department and oversee the planning, implementation, and evaluation of the TOK curriculum. The role involves fostering a culture of inquiry, reflection, and intellectual engagement among students and teachers. The Coordinator of TOK will collaborate with other departments to integrate the TOK course effectively into the broader International Baccalaureate (IB) Diploma Programme.

Primary Responsibilities

- You will be accountable for the performance of the IB Diploma students in TOK. The exact duties will be decided by negotiation according to the needs of the department and the skills and experience of the post-holder
- All Coordinators will be expected to undertake some Performance Management reviews within the Department.
- The remaining responsibilities of the Coordinators will be decided on an annual basis following discussion between the Vice Principal (Curriculum), Assistant Principal (IB Coordinator) and post-holder. Responsibilities will reflect the skills and experience of the post-holder and the needs of the Department
- The post-holder will, in addition, carry out any reasonable request of the Assistant Principal (IB Coordinator), from time to time

Specific Responsibilities

Teaching and Learning

- Work with the Assistant Principal (IB Coordinator) to identify and adopt the most effective active, creative teaching approaches for SJI International students in line with current best practice and the Teaching and Learning Policy
- To teach Theory of Knowledge and to teach another subject across the age and ability ranges from Foundation IGCSE (Grades 7 & 8) through to IGCSE (Grades 9 & 10), to the IB Diploma Programme (Grades 11 & 12).
- Assist in the creation of a stimulating learning environment across the department.

- Adopt strategies and monitor teaching and learning activities to support individuals with learning needs in line with school policy, as guided by the Learning Development Department
- Ensure that members of the department set and mark work regularly in line with school and assessment policy
- Ensure that members of the department identify and teach study skills/strategies that will develop pupils' ability to work independently
- Foster a classroom environment that encourages open-mindedness, curiosity, and academic rigour
- Guide students in developing their TOK essays and exhibitions, ensuring they meet IB Diploma standards

Recording and assessment

- To ensure that the department has in place schemes of work for a designated section of the school:
 - are regularly updated,
 - are in the format required by SJI International and the Theory of Knowledge department,
 - are sufficiently detailed to enable a new or stand-in teacher to provide seamless teaching and learning for pupils
- To maintain and develop the relevant schemes of work making sure that Exhibitions and Prescribed Title Essays are well integrated into the schemes of work
- To monitor that departmental colleagues are adhering to the relevant schemes of work and ensure that they are consistently using them to inform their daily lesson planning
- Ensure that assessment data is recorded appropriately and that members of the department use such data effectively to raise performance
- Supervise the effective setting and marking of internal assessments within the relevant section of the school, including the implementation of moderation procedures

- Prepare and submit department reports and IB documentation as required
- Help oversee the development of an understanding of different learning needs and the importance of raising achievement among all teachers and students
- Attend parent-student-teacher conferences and help ensure that all teachers in the TOK Department keep parents informed about their child's progress, both formally through regular assessments and reports, and informally through effective communication via email

Leadership

- Assist in the performance review process for members of the TOK Department
- Help encourage all members of the Department to recognise and fulfil their responsibilities to keep up to date with developments within TOK and in teaching best practice
- Identify and provide opportunities for TOK teachers to participate in professional development
- Help identify talent within the Department for leadership planning/renewal
- Promote interest in and enjoyment of the subject through enrichment activities
- Help identify and manage resources needed to meet the needs of the Department and identify priorities for expenditure
- Oversee the completion of the relevant section of the annual analysis of results for the TOK Department
- Mentor and support TOK teachers through regular observations, feedback, and professional development.
- Assist in the recruitment of TOK teachers

Standards and quality assurance

- Support the aims and ethos of SJI International as a Catholic, Lasallian school
- Support the school's established outdoor education and co-curricular programme
- Set a good example in terms of dress, punctuality and attendance
- Attend and participate in relevant open evenings and presentations
- Uphold the school's behaviour code and uniform regulations
- Play an active leading role in staff training
- Attend team and staff meetings
- Assist in the management of effective cover procedures for the Department

Other duties and responsibilities

This is essentially a generic Job Specification for Subject Coordinators; all teachers at SJI International are also expected to contribute significantly to the service and activity programme, to accompany school trips and expeditions and to play a full part in the continued development of a thriving school community. Most teachers are also expected to take on the pastoral role of Form Tutor.