



PYP Coordinator & Teaching and Learning Coach (Ref. Code 2024-062)

Position Summary:

PYP Coordinator (0.6 FTE) and Teaching and Learning Coach (0.4 FTE) in EY/Junior School

PYP Coordinator Responsibilities:

- Work collaboratively with the Principal and Assistant Principal of EY/JS School,
- Provide pedagogical leadership for all aspects of the IB PYP Programme,
- Communicate with students, parents, Learning Leaders, teachers and outside agencies,
- Create a positive student-centered learning environment in accordance with the mission, vision and values of ISH,
- Align practices with the MYP and DP programs,
- Coordinate the transition from Grade 5 to Grade 6 in collaboration with the EY/JS Principal, the MYP Coordinator, the G5-8 School Counsellor and the Secondary School Principal,
- Encourage experimentation and try innovative ways to support high quality teaching and learning,
- Vertically and horizontally align curriculum documents for all subject areas,
- In collaboration with teams, lead updating of curriculum documentation,
- Organize curriculum documentation effectively and efficiently in folders online so teachers can access them easily,
- Lead PD regularly in Division Meetings and PD Days,
- Lead parent workshops,
- Contribute to each Falcon News and create regular social media posts,
- Meet with the Assistant Principal and Principal weekly for leadership meetings,
- Lead and support implementation of EY/JS Strategic Learning Plan and the Whole School Strategic Plan,
- Contribute to each JS Assembly,
- Update report card comments and report format as required,
- Assist the Assistant Principal and Principal with editing report comments,
- Analyze MAP data and other student data regularly and implement changes to support student growth,
- Model lessons,
- Support SSST with gifted and talented students/lessons,
- Work collaboratively with Secondary school leadership to support vertical alignment with the MYP/DP curriculum in the Secondary school,
- Support and document assessments for Literacy, Maths and IPC eg. end of unit Math assessments, Foundation assessments, on demand writing and reading assessments,
- Organise, coordinate and arrange resources and orders for all curriculum areas eg. Handwriting books, Math in Focus resources, Foundations, leveled reading books, mentor texts, classroom library, PYP unit resources etc.,
- Regularly review and update EY/JS Faculty and Parent Handbook in regards to teaching, learning and curriculum areas in the EY and Junior School at ISH,
- Meet regularly with department/grade level teams to collaborate together to plan for high quality teaching and learning,
- Lead a structured review of the curriculum to ensure that differentiation (support and challenge) and independence are clearly built into the written curriculum to benefit student learning,
- Model strategies with students, providing leadership, training and professional development to teachers that are aligned with the EY/Junior School and Whole School strategic goals,



INTERNATIONAL SCHOOL OF HAMBURG

- Maintain updates on new developments in the IB and provide training for teachers in these areas.

Teaching and Learning Coach Responsibilities:

- Encourage experimentation and try innovative ways to support high quality teaching and learning.
- Vertically and horizontally align curriculum documents for all subject areas.
- In collaboration with teams, lead updating of curriculum documentation.
- Organize curriculum documentation effectively and efficiently in folders online so teachers can access them easily.
- Lead PD regularly in Division Meetings and PD Days.
- Lead parent workshops.
- Contribute to each Falcon News and write weekly/fortnightly social media posts.
- Meet with the Assistant Principal and principal weekly for leadership meetings.
- Lead and support implementation of ECC/.JS Strategic Learning Plan and the Whole School Strategic Plan.
- Contribute to each JS and ECC Assembly.
- Update report card comments and report format as required.
- Assist the Assistant Principal and Principal with editing report comments.
- Analyze MAP data and other student data regularly and implement changes to support student growth.
- Model lessons.
- Support SSST with gifted and talented students/lessons.
- Work collaboratively with Secondary school leadership to support vertical alignment with the MYP/DP curriculum in the Secondary school.
- Support and document assessments for Literacy, Maths and IPC eg. end of unit Maths assessments, Foundation assessments, on demand writing and reading assessments.
- Organise, coordinate and arrange resources and orders for all curriculum areas eg. Handwriting books, Math in Focus resources, Foundations, leveled reading books, mentor texts, classroom library, IPC resources etc.
- Regularly review and update ECC/JS Faculty and parent handbook in regards to teaching, learning and curriculum areas in the ECC and Junior School at ISH.
- Meet regularly with department/grade level teams to collaborate together to plan for high quality teaching and learning.
- Lead a structured review of the curriculum to ensure that differentiation (support and challenge) and independence are clearly built into the written curriculum to benefit student learning.
- Model strategies with students, providing leadership, training and professional development to teachers that are aligned with the ECC/Junior School and Whole School strategic goals.

Qualifications:

Applicants should have previous experience in the role of PYP Coordinator. In addition, applicants must have suitable teaching qualifications. Experience with Readers and Writers workshop, Math in Focus and Foundations would be advantageous.

Terms of Employment:

- Starting date is 1 August 2025



INTERNATIONAL SCHOOL OF HAMBURG

- The position is initially limited until 31 July 2027, with an option for a permanent position thereafter
- The position is a full-time position
- Teacher Scale

Interested applicants should send a letter of interest with a current CV indicating the above-mentioned position including reference code to HR@ishamburg.org

Hamburg, 18.11.2024