Primary Years Programme (PYP) Coordinator

PRIMARY SCHOOL / CURRICULUM & INSTRUCTIONAL LEADERSHIP



INQUIRE · INSPIRE · IMPACT

Dear prospective colleague, Thank you for your interest in joining Nagoya International School. We want classrooms where students do more than answer questions: they question the answers, make connections and discover what matters. Our values of Safety, Growth, Belonging and Responsibility shape how we teach, learn and care for one another. Academic ambition and a sense of belonging go hand in hand; every child deserves to be known, challenged and supported.

We seek an experienced, inclusive and strategic PYP Coordinator to guide the continued development of teaching, learning and assessment across our Early Learning Centre and Elementary School. As a senior instructional leader, you will strengthen inquiry-based pedagogy and authentic assessment, coach and challenge colleagues, and ensure that all children experience appropriately ambitious and supportive learning. Working with teachers and middle leaders, you will lead curriculum coherence, promote professional reflection grounded in evidence, and connect the PYP to learning across the school. This role will suit a reflective teacher-leader who enjoys building and improving practice, not simply maintaining a programme.

Leadership responsibilities

Programme and curriculum leadership

- Lead the strategic implementation and ongoing development of the PYP across the Early Learning Centre and Elementary School, aligning programme action planning with NIS priorities and IB Programme Standards and Practices.
- Guide the Programme of Inquiry, curriculum scope and sequences, unit planning and authentic assessment; review evidence from the written, taught and learned curriculum to strengthen student learning.
- Support curriculum documentation, programme evaluation and appropriate resourcing, and promote coherent learning and transitions across the PYP, MYP and DP.

Coaching, teaching, evaluating, collaboration and community

- Coach, mentor and support teachers and PYP middle leaders through collaborative planning, feedback, professional learning and, as appropriate, appraisal; model strong teaching and learning-focused leadership.
- Facilitate inquiry into teaching practice using student voice, assessment and other evidence, building a professional culture of reflection, high support and meaningful challenge.
- Play a significant role in the teacher professional growth and evaluation model, including providing written feedback to staff on their alignment to the NIS teaching standards to support growth and accountability
- Represent and communicate the PYP with the IB, regional networks, colleagues, families and the wider community; support the Grade 5 Exhibition and contribute to school-wide improvement.
- Consequently, while there is no timetabled teaching role, the PYP coordinator is expected to spend a significant amount of time in classrooms coaching, teaching, co-teaching, mentoring, covering for teachers when necessary and taking opportunities to connect with students and colleagues at the front end of teaching and learning.

Essential requirements

- A BA degree and valid teaching certification applicable to the Primary School classroom, with at least seven years' successful full-time teaching experience, including at least two years in an IB PYP programme.
- Deep knowledge of the IB PYP and its Programme Standards and Practices, including the Programme of Inquiry, transdisciplinary curriculum, student agency and authentic assessment.
- A secure understanding of the difference between knowledge, skills, concepts and dispositions and the implications for teaching and assessment within each type of learning.
- Demonstrated ability to lead collaborative curriculum development, strengthen classroom practice and use evidence to evaluate the impact of learning and teaching.
- Prior leadership experience in teaching, learning or curriculum, such as subject area leadership, instructional coaching or grade-level leadership, with the ability to lead colleagues' professional growth.
- Experience mentoring new or early-career teachers, including graduate teachers, interns or teacher trainees.
- Strong organizational, communication and collaborative skills, with an ability to build effective relationships across school divisions, with families and external partners.
- A commitment to NIS's values of Safety, Growth, Belonging and Responsibility, creating an environment where all learners are known, challenged and supported.
- A passion for holistic education, relational teaching and restorative approaches, with as much commitment to students' wellbeing as to their academic learning.

Desirable attributes and experiences

- Experience living and/or working in an international context, preferably within an international school.
- Previous experience as a PYP Coordinator, curriculum leader or other IB programme leader.
- PTC Certificate, or completed PTC classes in curriculum and or assessment leadership.
- A master's degree or higher in Education, Educational Leadership or a related field.
- Experience with IB programme evaluation, mentoring or facilitating teacher professional learning, the PYP Exhibition, and/or curriculum continuity from the Early Learning Centre through to the MYP.
- Teaching experience across the Primary School age range, from PreK to Grade 5.

How to apply

Teaching candidates should ordinarily apply through Search Associates. If you are a local candidate and/or you are only looking at schools in and near to Nagoya, you may also apply directly to jobs@nis.ac.jp with a CV and cover letter explaining your circumstances. For current vacancy and application details, and more about working at NIS, visit **www.nis.ac.jp/careers/vacancies**