CARMEL SCHOOL

Carmel School is a leading international IB Continuum World School accredited by WASC and the IB to offer the Primary Years Programme (PYP), Middle Years Programme (MYP) and the Diploma Programme (DP).

We are looking for an **IB DP Coordinator** to join our team for SY 2027/28 commencing mid-August 2027.

Job Duties

- To liaise with the Principal and designated personnel to obtain and maintain accreditation with the relevant examination and validating bodies.
- To lead Professional Development Teachers with the MYP Coordinator.
- To be familiar with all sections of the DP Handbook of Procedures.
- To monitor and evaluate student achievement and attainment throughout the school.
- To support subject coordinators in the development and implementation of curricular initiatives.
- To monitor the quality of teaching and learning, in line with the school policy, including lesson observations, monitoring of short and medium term planning and scrutiny of student work.
- To review long term planning to ensure coverage, progression and a range of learning experiences throughout the school.
- To oversee all aspects of the school organization and management, including preparing agendas and chairing meetings, in order to ensure that school policies and practices are being delivered.
- To oversee the organization of out of school learning activities.
- To liaise closely with all staff to ensure continuity and progression across the age and ability range.
- To set appropriate expectations for staff and students in relation to standards of student's achievements and quality of teaching, establishing clear targets for improving and sustaining students' achievement supporting the progress of teaching and learning in accordance with agreed policies and guidelines.
- To support staff to meet personal and professional targets.
- To ensure staff share the aims of the school in promoting a high quality of learning in the classroom.
- To report to the IB Curriculum and Assessment Centre, on behalf of candidates, any adverse circumstances including permanent disabilities and to apply for and administer special arrangements such as extra time during examinations.
- Teaching duties will be assigned in accordance with qualifications and experience.

Requirements

- An undergraduate degree and a recognized teacher certification, i.e. Bachelor's degree in Education; or Postgraduate Diploma in Education or equivalent
- At least 2 years relevant experience

Please email your current resume together with a cover letter, expected salary, employment reference letters, teacher certification and university transcripts to hr@carmel.edu.hk.

All personal data submitted will be used for recruitment purposes only and all related information will be kept for up to 24 months.

Nov 2026