Job Description - IB MYP Coordinator

Position: Middle Years Programme (MYP) Coordinator
Division: Secondary School (Grades 6–12)
Reports to: Secondary School Principal
Leadership Responsibility: Secondary School leadership and MYP curriculum (Grades 6–10)
Teaching Allocation: Small teaching allocation within the MYP, as agreed with the Secondary Principal
Location: Dhaka, Bangladesh

1. Position Overview

The Secondary IB MYP Coordinator is a key member of the Secondary School Leadership Team, responsible for supporting the Secondary Principal in providing effective educational leadership, maintaining high expectations and ensuring a safe, inclusive and academically ambitious learning environment.

The position combines two distinct but complementary responsibilities: supporting the leadership and daily management of the Secondary School (Grades 6–12), and leading the development, implementation and continuous improvement of the International Baccalaureate Middle Years Programme (Grades 6–10).

Working closely with the Secondary Principal, the successful candidate will strengthen teaching and learning, lead the appraisal and professional development of MYP faculty, promote student achievement and wellbeing, and contribute to a positive and collaborative school culture.

As MYP Coordinator, the postholder will ensure that the programme reflects IB philosophy, meets programme requirements and delivers high-quality, concept-driven, inquiry-based learning experiences.

The position carries a small, agreed teaching allocation within the MYP. This teaching commitment enables the postholder to maintain an active connection with classroom practice, model effective teaching and learning, and contribute directly to student achievement, while ensuring sufficient time to fulfil leadership, curriculum coordination and faculty appraisal responsibilities.

The successful candidate will demonstrate strong instructional leadership, sound professional judgement, excellent interpersonal skills, and a commitment to the school's mission, vision, and values of **Wellbeing, Kindness, and Responsibility**.

2. Key Responsibilities

A. Secondary School Leadership and Management

- Support the Secondary Principal in implementing the school's strategic priorities, improvement plans and operational objectives.
- Assist in the effective daily leadership and management of the Secondary School, ensuring consistent expectations, procedures and professional standards.
- Deputise for the Secondary Principal during periods of absence, exercising delegated leadership and decision-making responsibilities.

- Contribute to the development of a positive, inclusive and high-performing school culture.
- Support the implementation and consistent application of school policies, procedures and expectations.
- Assist with the organisation and coordination of Secondary School schedules, events, activities and operational arrangements.
- Contribute to effective communication between school leadership, faculty, students and parents.
- Support the Secondary Principal in identifying and addressing areas for school improvement through evidence-informed planning.
- Participate actively in Secondary School leadership meetings and contribute to school-wide initiatives as required.

B. MYP Curriculum Leadership and Development

- Lead the ongoing development, implementation, review and evaluation of the IB Middle Years Programme across Grades 6–10.
- Ensure the MYP curriculum is fully aligned with current IB programme standards, practices and subject-group requirements.
- Lead curriculum mapping, documentation and review to ensure coherent horizontal and vertical articulation within the MYP.
- Support teachers in developing high-quality, concept-driven units incorporating inquiry, global contexts, approaches to teaching and learning, and meaningful assessment.
- Monitor and support the effective use of ManageBac or other approved curriculum management systems.
- Facilitate regular collaborative planning, curriculum review and professional dialogue among MYP teachers and subject teams.
- Ensure appropriate development and integration of Approaches to Learning (ATL) skills, interdisciplinary learning, service as action and the IB Learner Profile.
- Provide leadership and oversight of the MYP Personal Project, supporting the designated Personal Project Supervisor in ensuring effective implementation, appropriate student guidance, assessment consistency and compliance with IB requirements.
- Work with subject leaders and teachers to ensure curriculum documentation, unit planning and classroom practice reflect current IB expectations.
- Identify opportunities for curriculum innovation and improvement, informed by student needs, educational research and evidence of learning.
- Maintain oversight of MYP programme requirements, including relevant IB documentation, reporting, submissions and deadlines.

C. Teaching, Learning and Assessment

- Support the Secondary Principal in promoting consistently high standards of teaching and learning across the Secondary School.
- Model effective instructional leadership through professional dialogue, classroom visits, coaching and constructive feedback.
- Lead the development of consistent and effective MYP assessment practices, including criterion-related assessment, formative assessment, moderation and reporting.
- Support teachers in using assessment evidence to inform differentiation, instructional planning and student progress.

- Analyse MYP achievement data, student performance trends and other relevant evidence to identify priorities for improvement.
- Work collaboratively with subject leaders to ensure appropriate academic challenge, inclusive teaching practices and effective student support.
- Promote student agency, critical thinking, inquiry and independent learning.
- Deliver a small, agreed teaching allocation within the MYP, modelling effective classroom practice and maintaining direct engagement with student learning.
- Support the Secondary Principal in monitoring teaching quality and implementing agreed improvement strategies.
- Contribute to the review and development of academic policies and procedures relevant to the MYP.

D. Student Achievement, Wellbeing and Behaviour

- Support the Secondary Principal in promoting a safe, respectful and inclusive Secondary School environment.
- Work collaboratively with the Dean of Students to provide pastoral support and address student behavioural matters within the MYP, where necessary.
- Assist the Dean of Students in implementing consistent expectations for student behaviour, attendance, engagement and personal responsibility.
- Support the application of student behaviour and wellbeing policies, including appropriate restorative and supportive approaches.
- Collaborate with the Dean of Students, counsellors, learning support staff, teachers and families to identify and respond to individual student needs.
- Support the monitoring of MYP student academic progress and coordinate appropriate academic interventions where required.
- Promote student voice, leadership, agency and meaningful participation in school life.
- Contribute to a positive pastoral culture reflecting ISD's values of Wellbeing, Kindness and Responsibility.
- Ensure safeguarding and child protection procedures are consistently followed, with concerns reported promptly through established school protocols.
- Support effective student transitions into the MYP and preparation for progression beyond Grade 10.

E. Faculty Leadership, Appraisal and Professional Development

- Support the Secondary Principal in developing a collaborative, reflective and professionally accountable faculty culture.
- Lead the formal appraisal and professional growth processes for MYP teaching staff, including classroom observations, professional goal-setting, constructive feedback, performance reviews and identification of professional development priorities, in accordance with school policies and procedures.
- Work closely with the Secondary Principal to address concerns relating to teaching quality, professional performance and staff development.
- Maintain appropriate documentation of MYP staff appraisals, professional goals and agreed improvement actions.
- Provide instructional coaching, mentoring and professional guidance to MYP teachers.
- Identify professional learning needs arising from curriculum reviews, classroom observations, staff appraisals and student achievement data.

- Plan and facilitate MYP-focused professional development, workshops and collaborative learning opportunities.
- Support the induction and professional integration of new Secondary School faculty, particularly those new to the MYP.
- Contribute to faculty recruitment, selection and onboarding when requested.
- Encourage professional collaboration, innovation, reflective practice and the sharing of effective teaching strategies.
- Support subject leaders in developing their capacity as instructional and curriculum leaders.
- Ensure that MYP faculty appraisal and development processes are aligned with the Secondary Principal's overall responsibility for faculty performance management.

F. IB Programme Evaluation and School Improvement

- Lead the MYP's ongoing self-evaluation and improvement processes in accordance with current IB programme standards and practices.
- Maintain and implement an MYP action plan aligned with Secondary School and whole-school improvement priorities.
- Coordinate the preparation of MYP-specific documentation, evidence and stakeholder engagement for IB evaluation processes.
- Work collaboratively with the Secondary Principal and relevant school leaders to support CIS, NEASC and IB accreditation and evaluation requirements within the scope of the role.
- Ensure recommendations and findings relevant to the MYP are translated into measurable improvement actions.
- Maintain effective professional communication with the International Baccalaureate regarding MYP requirements, developments and programme matters.
- Promote a culture of continuous improvement that extends beyond external evaluation and accreditation requirements.

G. Parent and Community Engagement

- Support the Secondary Principal in building positive, constructive and trusting relationships with parents and the wider school community.
- Communicate clearly and professionally with families regarding student learning, wellbeing and school expectations.
- Lead MYP parent information sessions and workshops to strengthen understanding of IB philosophy, curriculum and assessment.
- Support the resolution of parent concerns within agreed school procedures and delegated responsibilities.
- Contribute to Secondary School assemblies, information evenings, celebrations and community events.
- Promote and celebrate student achievement, learning experiences and the wider successes of the Secondary School.

3. Professional Expectations and Accountability

The IB MYP Coordinator is expected to:

- Demonstrate professional integrity, sound judgement, confidentiality and ethical leadership.

- Model the IB Learner Profile and uphold ISD's mission, vision and values.
- Establish positive, respectful and productive relationships with students, colleagues and families.
- Be visible, approachable and actively engaged in the daily life of the Secondary School.
- Communicate effectively and address challenges constructively and professionally.
- Demonstrate initiative, adaptability, resilience and a solutions-focused approach.
- Maintain current knowledge of IB MYP developments and effective international educational practice.
- Take responsibility for agreed priorities, deadlines and improvement outcomes.
- Undertake other reasonable duties assigned by the Secondary Principal or Director, consistent with the leadership scope of the position.

4. Qualifications and Experience

Essential

- Recognised teaching qualification and relevant Master's degree in Educational Leadership.
- Significant successful teaching experience within the IB Middle Years Programme.
- Demonstrated experience in educational leadership, curriculum coordination or a comparable middle/ senior leadership position.
- Strong working knowledge of the MYP framework, including curriculum planning, assessment, ATL skills and programme requirements.
- Proven ability to lead curriculum development and improve teaching and learning.
- Experience conducting teacher observations, providing professional feedback and contributing to formal faculty appraisal processes.
- Experience supporting teachers through coaching, mentoring and professional development.
- Excellent communication, organisational and interpersonal skills.
- Demonstrated commitment to safeguarding, inclusion, student wellbeing and academic excellence.
- Ability to work effectively within a team environment, or solo, as required.