



IB Diploma Coordinator (0.5FTE) with Teaching Allotment (0.FTE)

Blackhall Kalimna Campus

Preshil is a small, secular and progressive co-educational school for ages 3 and 4 through to Year 12. It is an authorized International Baccalaureate school with a Diploma Programme (IBDP), Middle Years Programme (MYP) and Primary Years Programme (PYP). The students take an active role in their education and develop responsibility for their actions; they are encouraged to ask challenging questions, to know themselves, care for others and achieve excellence on their own terms.

The school philosophy is inspired by the work of Margaret J R Lyttle and builds continually on her work and the work of her niece, Margaret E Lyttle and the ideas of other educational theorists relevant to progressive education in 21st century Australia. We are seeking a vibrant, passionate and experienced educator to join our team working to create outstanding programs for every student.

The IBDP Coordinator must be an experienced IB educator and will ideally have undertaken IBDP Coordinator training. This is a full time, ongoing position commencing in 12 July 2021. The school uses a restorative approach to discipline and is looking for an outstanding teacher with high levels of leadership experience and capacity. The responsibilities of the position are to be performed in accordance with the provisions of the school's EA and relevant policies.

General IBDP Coordinator Role Description

The IB Diploma Coordinator is an experienced curriculum leader who provides leadership and has responsibility for creating a productive and vibrant learning environment for students studying, and staff delivering, the IBO Baccalaureate Diploma Program. The Coordinator should be a role model as an educator, professional learner, and a mentor for IBDP staff and will motivate a team to maximise curriculum delivery and meet IB requirements of the Diploma Program.

The IB Diploma Coordinator is expected to:

- fulfil the requirements specified for IB Diploma Coordinators by the International Baccalaureate Organisation
- ensure that appropriate student records are maintained
- Follow up students who are not meeting internal or external assessment requirements and ensure they are on track to complete their Diploma
- Liaise with the Principal and Head of Campus on staffing and training requirements
- Arrange training and accommodation for staff at IBO led workshops
- keep up to date with information from the IB, including the Diploma Coordinator notes
- attend Diploma Coordinators workshops and meetings as required
- monitor internal assessment and moderation according to Diploma requirements
- conduct formal processes and documentation required for the evaluation of the Diploma Programme
- ensure that the conduct of examinations, including mock examinations, orals and arrangements for visiting examiners meet IB Diploma Programme requirements
- register students for examinations and organise the distribution of results to students

- be conversant in the IB DP curriculum frameworks and requirements as outlined in the IB DP Coordinator's Handbook, the IB Programme Standards and Practices, the IB DP: From Principles into Practices

Assessment and Reporting

Internal Assessment Arrangements

- Ensure global Internal Assessment and External Assessment document is communicated to staff
- Enter IA data in IBIS and advise staff how to prepare their IA samples
- Mail samples (or electronically upload) directly to moderator
- Advise staff of internal assessment procedures applicable to their subjects

External Assessment

- Upload TOK essays
- Upload written assignments

Examination Arrangements

- Ensure any special arrangements approved by the IBO are facilitated during the examinations
- Mail examinations to the IBO after completion
- Collate and distribute examination manual for a given session to invigilators. Read prior and identify any changes in procedures from previous session

Results

- Be available on first Sunday of January to release results to students
- Attend the College to resolve any issues arising from results
- Review and disseminate result information and communicate this to staff and College administrators
- Post IB Diplomas and Statement of Results to students

VTAC

- Attend VTAC briefing
- Enter IB student information into the VTAC Courselink system so results are delivered
- Communicate ATAC ATAR scores for the IB DP

IBO Systems & Processes

IBIS Administration in collaboration with the IB Administrator

- Collect enrolment information from students
- Enrol all students on IBIS
- Enrol all students in each of their subjects
- Register subjects the school offers in the DP
- Ensure all examination information is logged on IBIS (including receipt of exams).
- Register texts being studied in English A: Literature

CAS, EE & TOK

- Oversee Position of Responsibility holders and ensure procedures are being followed correctly. IB DP Coordinator is ultimately responsible and accountable

5-Year Review

- Develop an action plan for review
- Liaise with staff and assist them in compiling the review of their respective curriculum
- Complete the IBO Questionnaire for the Self-Evaluation
- Review the report provided by the IBO and attend to the issues flagged as 'matters to be addressed' and 'recommendations'

General Secondary Teaching Role Description

- To carry out professional duties and to have responsibility for assigned classes, programs and students

- To be responsible for the day-to-day learning and management of classes and the safety and welfare of the students, during on-site and off-site activities
- To promote the aims and objectives of the school and maintain its philosophy of education
- To demonstrate outstanding discipline-based knowledge and experience in the subject area

Learning culture and relationships

- Develop and model strong values based relationships with students, staff and parents
- Create and manage a caring, supportive, purposeful and stimulating environment which is conducive to student learning
- Follow up with individual students in regard to behaviour that does not align with school values
- Maintain a supportive culture with students and colleagues, safeguarding their health and safety
- Monitor and implement attendance procedures
- Encourage and initiate opportunities for student feedback on their learning and classroom experience

Planning and development of programs and policies

- Participate in all required school meetings, parent evenings and whole school training events
- Contribute to the development and co-ordination of a particular area of the curriculum
- Ensure that school policies are reflected in daily practice

Learning and teaching

- Plan and deliver effective teaching and learning programs that align with the school philosophy, the MYP and DP
- Identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations for all students
- Work with colleagues to team teach as required
- Ensure the differentiation of learning to reflect different styles, abilities and interests
- Develop the social, emotional and cultural aspects of students' learning
- Ensure students work to the best of their ability and that organisation and work habits are reviewed and developed in all classes

Learning programs

- To document unit plans using ManageBac to enable sharing of curriculum across the school and to develop scope and sequences for each subject
- Participate in the collaborative development and evaluation of curriculum, and monitor, through observation and evaluation, the effectiveness of the learning/teaching program
- Maintain up-to-date subject and pedagogical knowledge
- Select and use a range of different learning resources and equipment
- Supervise and support the work of teaching assistants, trainee teachers and newly qualified teachers

Feedback on learning and assessment

- Maintain a regular system of monitoring, feedback and assessment, record-keeping and reporting of students' progress

Pastoral care and extra curricula – camps and activities

- Participate in and organise co-curricular programs and activities that support the teaching program, such as excursions, social activities, sporting events, open days, performances, displays of student work, activities program and the school camps program
- Actively contribute to the wellbeing of students through mentoring and tracking of individual students, student forums, home groups and individual support

Communication with parents

- Initiate communication and consultation with parents on a regular basis over all aspects of their children's education – academic, social and emotional

- Use a range of communication approaches including Compass, email, phone contact, web platforms and meetings
- Follow up with parents any concerns in regard to engagement, attendance, punctuality and behaviour

Professional development

- Actively engage in ongoing professional development, maintaining a portfolio of training undertaken
- Identify areas for improvement and development through an individual staff project
- Actively seek feedback on performance from colleagues, students and mentors
- Offer professional development to colleagues within and beyond the school
- Actively work to meet all AITSL professional standards
- Adhere to the school's professional Code of Conduct

Ensuring the Safety of Children and Young People

Our organisation takes child protection seriously, and as an employee or volunteer of Preshil The Margaret Lyttle Memorial School, you are required to meet the behaviour standards outlined in our Safeguarding Children in Schools Code of Conduct. Attached to this document is this Safeguarding Children in Schools Code of Conduct. You can also access a copy of these guidelines via the Preshil website <http://www.preshil.vic.edu.au/why-preshil/policies/>

Therefore as a part of your duties and responsibilities, you are also required to:

- Provide a welcoming and safe environment for children and young people
- Promote the safety and wellbeing of children and young people to whom we provide services
- Ensure that your interactions with children and young people are positive and safe
- Provide adequate care and supervision of children and young people in your charge
- Act as a positive role model for children and young people
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- Maintain valid 'working with children' documentation
- Undergo periodic 'national criminal history record' checks
- Report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to children and young people.

Conditions of Employment

The successful applicant will be subject to a Working With Children Check and Criminal History Records Check where applicable.

Our organisation undertakes several screening processes to ensure the appropriate protection of children in its care. This includes reference checks, identity check, qualification checks and professional registration checks.