

Job Description *PYP Coordinator*

Guiding Statements

- **Our Vision:** To provide an innovative international education that inspires learners to make a positive impact on the world.
- **Our Mission:** To provide an inclusive learning community, embracing diversity by offering a challenging IB education which empowers its members to be caring, global citizens.
- **Our Motto:** “Igniting Minds, Impacting Lives”

School Context

IGB International School (IGBIS) is a vibrant Early Years to Grade 12 international school that provides a dynamic, innovative and inclusive learning environment where students are challenged to excel in both their learning and personal growth. An International Baccalaureate (IB) World School, IGBIS was the first school in Malaysia authorised for the full continuum of IB programmes: the Primary Years Programme (PYP), the Middle Years Programme (MYP), the Diploma Programme (DP), and the Career-related Programme (CP). IGBIS is the only school in Malaysia accredited by the New England Association of Schools and Colleges (NEASC) and is also a member of the Association of International Malaysian Schools (AIMS), the East Asia Regional Council of Schools (EARCOS), the Council of International Schools (CIS) and Next Frontier Inclusion.

An IB education aims to develop inquiring, knowledgeable and caring young people who help create a better and more peaceful world through intercultural understanding and respect. This philosophy underpins the curriculum, co-curricular and after-school programmes at IGBIS with the aim to inspire students to become principled, global citizens. IGBIS is committed to providing high-quality international education for our students in an inclusive learning community where they participate in a challenging, caring and holistic educational experience.

Pro-Diversity Statement

As a school with inclusiveness as a Pillar, we are committed to diversity and therefore aim to hire staff as diverse as the students we serve. Our goal is to create an organizational culture that gives voice to the variety of global perspectives from within Malaysia and across the world. We work with a wide range of people who are experienced, qualified and mission-aligned, including people from traditionally underrepresented backgrounds.

Child Safeguarding Commitment

Safeguarding the welfare of children and young people is a priority and we expect all staff to share that commitment. All IGBIS teachers and staff undergo child safeguarding screening including checks with past employers, law enforcement authorities, and other governmental agencies as required.

Reports to

Elementary School Principal

Main Working Relationships

Teachers, Associate Teachers, Student Services Team, K12 Academic Leadership Team

Our Shared Responsibility

- Commit to, pursue and positively promote the School's Vision, Mission, Motto and Pillars.
- Model and encourage culture and climate in support of the IGBIS Guiding Statements and the IB Learner Profile to create a sense of belonging for all.
- Develop an environment in which students and staff are challenged, supported and provided with a sense of purpose so as to develop and maintain an enthusiasm for learning.
- Critically reflect on and constantly improve your own knowledge and skills through professional dialogue, collaboration and professional development.
- Build relationships with all stakeholders that promote the success of the School.
- Communicate effectively with students, parents, school administrators and other staff, including the ability to discuss topics which may be sensitive and/or challenging.
- Have the ability to organize tasks and manage your time in order to meet deadlines with accuracy and professionalism.

Position-Specific Responsibilities

The **IB PYP Coordinator** shall:

- serve as the pedagogical leader of the PYP in the school, working closely with the Elementary Principal in this regard.
- work with all teachers, departments and team to ensure the embedding of the PYP's philosophy and elements in the planned, taught, learned and assessed curriculum.
- take responsibility, with the senior academic leadership team, for the whole-school implementation of the PYP including strategic planning and documentation.
- coordinate online management of the PYP in the school through IB websites (such as IBIS, OCC, IB Docs, Basecamp, etc).
- ensure that all regulations set by the IB concerning the programme and procedures are adhered to properly and that all deadlines are met.
- oversee and coordinate budgeting pertinent to the ongoing development and success of the PYP which falls outside subject boundaries, including planning for programme-specific professional development for staff and administration.
- teach a designated load of no more than 0.6 in subject areas deemed necessary to support the implementation of the program.

Communication

- maintain contact with teachers, coordinators, administrators and the IB, acting as a focal point for discussion and for dissemination of information.
- communicate all PYP information from the IB to the Elementary School faculty in a timely manner.
- promote PYP professional development opportunities for staff and administration.
- be responsible for ensuring that the Elementary School Principal is kept aware of all developments and events concerning the PYP.
- ensure that other appropriate personnel (Head of School, Principals, programme coordinators, heads of departments, subject curriculum coordinators, librarian and counsellor) are kept aware of relevant PYP issues and developments.
- set up and manage systems for communication and cooperation of the entire professional staff in implementing the programme in the school.



IGB International School (IGBIS)

Jalan Sierramas Utama, Sierramas, 47000 Sg. Buloh, Selangor, Malaysia.

IGBIS is owned by Detik Harapan Sdn Bhd (790342-W)

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- promote and explain the PYP to the whole school community including teachers, students, parents, community members, and administrative departments including the school board.
- plan any meetings or portions of meetings that relate to the PYP.

Staff

- ensure that teachers have essential and current IB documents and access to all IB online sites (such as OCC, etc.).
- guide teachers and students towards the implementation of the PYP.
- induct new teachers into the PYP, including use of the curriculum planning documents and assessment procedures.
- manage systems and structures to ensure implementation of the PYP through vertical and horizontal planning.
- devise and coordinate a system for collaborative planning among PYP staff.
- assist all PYP teachers in fully documenting unit plans according to IGBIS unit planning requirements.
- ensure that the concept of international-mindedness and transdisciplinarity permeates all subjects through the unit planning process.
- work in coordination with the MYP and DP/CP coordinators.
- work with the Principals and programme coordinators in setting up, hosting, and leading any visits from the IB or IB consultants, including the reaccreditation/reauthorization processes..

Students

- support the development of an optimum learning environment for all students.
- ensure the reporting process supports student growth and development.
- manage the development of student ePortfolios and student-led conferences.
- manage the PYP Exhibition.
- develop and implement, in collaboration with the MYP coordinator, a transition program for grade 5 to grade 6 PYP students and any new students and parents coming into the program.

The PYP Coordinator shall be responsible to the Elementary School Principal (PYP) and:

- will attend all relevant meetings as scheduled.
- is responsible for the organisation of presentations/meetings as directed by the Principal or Head of School.
- will attend extraordinary meetings, when necessary, as determined by the Principal, the Head of School, or the IGBIS management board.
- is expected to assist in the presentation, production and distribution of school handbooks and other related literature including contributing regularly to the school community newsletter in hardcopy or digital forms.
- will appraise the effectiveness of his/her teaching practices, managerial practices and instructional programme not only in terms of achieving personal goals but also in terms of the school instructional programme.
- will use sound business procedures in administering budget allocations.
- will coordinate the selection and/or evaluation of resources to meet the needs of the programme.
- will serve as a professional resource person to programme staff.
- will organize and/or lead programme-specific professional development for staff that ensure all staff have up-to-date training/retraining as needed.
- will maintain positive public relations with colleagues, students, parents, and the community.
- will maintain contact with IB programme coordinators and networks in the region.



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- will promote eLearning pedagogy in the context of the programme, leading by example for staff.
- will manage accreditation and evaluation expectations according to IB requirements and other required accrediting bodies.
- will supervise, monitor and support teachers in the implementation of the programme.
- will maintain a teaching role as deemed necessary to support the implementation of the program.
- will perform other duties as may be assigned by the Principal or Head of School from time to time.

Personal Attributes, Skills and Characteristics

- Honesty, integrity and compassion, all with a good sense of humour.
- Outstanding interpersonal skills: a good listener who thrives in a collaborative environment.
- Fluency in English with strong oral and written communication skills.
- Have the resilience, flexibility and energy needed to thrive in a growing, dynamic school.
- Ability to establish effective working relationships based on mutual respect with co-workers, students and parents alike.
- Open- and internationally-minded with good intercultural understanding.
- Proven problem-solving skills and the initiative to act on them.

Required Qualifications and Experience

- Degree and teaching certificate or diploma
- 5+ years of teaching experience in an IB school.
- 2+ years of leadership experience.
- PYP training in one or more areas within the past 5 years.
- PYP Coordinator training preferred.

How to Apply

Candidates should email their application to Human Resources at recruitment@igbis.edu.my with the specific position being applied to in the subject line. Please be sure to include:

1. A **cover letter** specific to the role you are applying for with why you believe you are a fit.
2. An up-to-date **Curriculum Vitae** with no employment gaps.
3. The contact details for **three (3) referees** including your current/most recent direct supervisor.



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