

Job Description *MYP 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

Secondary School Principal

Main Working Relationships

Teachers, Students, Academic Leadership Team and Student Services 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 MYP Programme Coordinator will:

- Serve as a pedagogical leader, working closely with the Academic Leadership Team to model, promote and support high quality teaching and learning
- Work with all MYP teachers on the planned, taught, learned and assessed curriculum through individual, departmental and full faculty meetings
- Ensure that all IB MYP principles, practices and regulations are understood, shared and adhered to and all deadlines are met
- Develop a strategic plan to drive and support continual improvement in the implementation of the MYP program
- Lead and promote understanding and appreciation of the MYP throughout the IGBIS community
- Develop, promote and track key pedagogical elements in the programme (eg. ATL, IDU, International mindedness, Learner Profile etc.) to ensure coherent development through the MYP years.
- Oversee the running of the MYP Personal Project and Service as Action Programmes in support of the PP and SAA Coordinators.
- Support the development, scheduling, grading, feedback and reflection of in-school assessments and monitor the progress of students through the program.
- Promote and support Academic Integrity
- Support the development and implementation of the key IB policies
- Work with the other IB Coordinators (PYP, DP and CP) to ensure smooth transitions between programs
- Work with Student Support to ensure that teachers are aware of students specific learning needs and that these needs are being met through appropriate teaching and learning strategies.
- Promote and manage professional development opportunities and allocations to meet IB expectations and to strengthen the overall program
- Oversee and coordinate budgeting for the ongoing development and success of the MYP program
- Establish and maintain links with other schools in the region



IGB International School (IGBIS)

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

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

+603 6145 4688 | enquiries@igbis.edu.my



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 and dynamic school.
- Ability to establish effective working relationships based on mutual respect with colleagues, students and parents.
- Open- and internationally-minded with good intercultural understanding.
- Proven problem-solving skills and the initiative to act on them.

Required Qualifications and Experience

- A deep understanding and appreciation of the IB MYP
- 5+ years of successful teaching experience in an IB school
- Experience in a leadership role in an international school (preferably in the MYP)
- Experience with curriculum and pedagogical development
- Degree and teaching certificate or diploma (M.A/M.Ed or equivalent preferred)
- Recent MYP training in one or more MYP areas in the past 5 years
- MYP examination or MYP workshop leader experience is viewed favourably

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

