

## Job description: MYP Coordinator

The Swiss International Scientific School in Dubai (SISD) opened in August 2015 and is a candidate school for all three academic International Baccalaureate (IB) programmes with the goal of becoming an IB continuum school. We seek to inspire students beyond the classroom to become lifelong learners and global citizens of the 21st Century by developing their talents in a multilingual environment. The school currently serves nearly 980 students up to Grade 10. Student numbers will eventually rise to a targeted total of about 2200, of whom 300 will be boarding. Our generous, state-of-the art campus with significant sports facilities is located in Dubai Healthcare City.

<b>Job title</b>	MYP Coordinator	<b>Department</b>	Secondary School
<b>Start date</b>	1 August 2018	<b>Location</b>	Dubai, UAE
<b>Reports to</b>	Head of Middle School	<b>Position(s) Supervised</b>	

<b>Job Scope</b>	<p>The MYP Coordinator:</p> <ul style="list-style-type: none"> <li>Plays a key role in the whole-school implementation and organization of the programme in close collaboration with the Head of Secondary School</li> <li>Is responsible for the facilitation of a programme that is collaboratively planned, communicated, taught and assessed</li> <li>The MYP Coordinator is a member of the pedagogical leadership team</li> </ul>
<b>Main Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>Participates in the implementation and maintenance of the MYP action plan</li> <li>Collaborates with teachers to support their understanding of the MYP</li> <li>Sets up systems for communication and collaboration among all MYP staff</li> <li>Promotes the programme internally and externally</li> <li>Supports teachers in the development of appropriate assessment tools</li> <li>Ensures monitoring of teaching and learning in accordance with IB and KHDA expectations</li> <li>Coordinates MYP activities of the school and ensures the school adheres to IB standards and practices</li> <li>Provides guidance and support in preparation for MYP authorization</li> <li>Leads the school's process of developing and reviewing scope and sequence documents in alignment with IB guidelines</li> <li>Records the preparation and presentation of the MYP personal and community projects</li> <li>Liaises with the IBO and other IB schools</li> <li>Teaches a reduced load as outlined in the duties and responsibilities of a secondary teacher</li> </ul>
<b>Key Relationships</b>	

<b>Internal</b>	Students, Teachers, DP Coordinator, Head of Secondary School, Deputy Head(s) of Secondary School
<b>External</b>	Parents, KHDA, IB, other IB schools

<b>Position Requirements</b>	
<b>Education</b>	<ul style="list-style-type: none"> <li>• Degree (Bachelor in Education or Degree in Subject taught)</li> <li>• Professional Teaching Qualification/Certification</li> </ul>
<b>Essential</b>	<ul style="list-style-type: none"> <li>• Native English, French or German speaker</li> <li>• Certification to teach English (TEFL, TESOL, CELTA, DELTA, ESL/ESOL, ILETS)</li> <li>• Attended a recent cat 1 or 2 workshop</li> <li>• Be an IB examiner or BQC reviewer</li> <li>• Be familiar with TurnItIn and Managebac</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Successful international experience in MYP teaching and leadership</li> <li>• Experience as an MYP Coordinator or Head of Department in an MYP setting</li> </ul>
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• Reflects and models the values of the IB Learner Profile</li> </ul>
<b>Beneficial</b>	<ul style="list-style-type: none"> <li>• Proficiency in other languages such as English, French, German or Arabic</li> <li>• IB recognized MYP or DP professional development</li> <li>• Be an IBEN member</li> </ul>
<b>Salary &amp; Benefits</b>	The salary and benefits package reflects the fact that the school is committed to excellence.
<b>Contract</b>	2 year contract
<b>Application</b>	<p>Candidates are requested to submit the following documents as a single PDF:</p> <ul style="list-style-type: none"> <li>• Covering letter addressing the position requirements (one side max)</li> <li>• Current CV with photo, not to exceed two pages</li> <li>• A list of 3 professional referees with current contact details (position, phone number and e-mail address) not older than 5 years. This must include your current Head of School</li> </ul> <p>Please send your application to: <a href="mailto:hr@sisd.ae">hr@sisd.ae</a></p> <p>SISD is committed to safeguarding and promoting the welfare of all of its employees and students. A police check is a pre-requisite for all appointments.</p>