



IB Diploma Programme Coordinator

The Swiss International Scientific School in Dubai (SISD) is a leading international day and boarding school where future generations are inspired to become confident and enthusiastic lifelong learners, ready to embrace the opportunities and challenges of a global world. Founded in 2015, our school currently welcomes more than 1150 students of more than 70 different nationalities on its cutting-edge campus, in the centre of Dubai. From Pre-KG to Grade 12, SISD follows the full continuum International Baccalaureate (IB) programme in three streams focusing on personalised learning and the development of 21st century skills. Students choose between the English with additional languages/STEAM stream or the bilingual English-French/German streams. We pride ourselves on being a fully accredited IB Continuum World School, offering the IB Primary Years Programme (PYP), IB Middle Years Programme (MYP), IB Careers Programme (IB CP) and IB Diploma Programme (DP). Our personalised international curriculum offers an engaging learning experience, the challenge of developing a real understanding of cultural diversity and the support of a thriving international community. Our state of the art, eco-friendly campus adjacent to Dubai creek, ensures that we can offer a wide range of sporting and after school activities tailored to the personal needs and preferences of every student.

Job title	IB Diploma Programme Coordinator (IBDPC)	Department	Secondary School
Start date	August 2021	Location	Dubai, UAE
Reports to	Head of Secondary School	Position(s) Supervised	TBC

Job Scope	The IBDPC ensures the full and successful implementation of an engaging and student-centered IB Diploma Programme at SISD. The role of the IBDPC is diverse and crucial to the success of the programme.
Main Duties and Responsibilities	<p>Diploma Programme</p> <ul style="list-style-type: none"> • Develop, design, implement and coordinate a high quality IB Diploma programme in Grades 11 and 12 to suit the individual needs of all students • Management of all activities related to the IB Diploma programme • Cascade and disseminate information, such as changes to the curriculum and assessment, to subject teachers • Provide pedagogical leadership - working closely with Subject Coordinators and Teachers to evaluate implementation of the curriculum • Undertake analysis of the impact of teaching on learning throughout the programme, reporting on findings to the Secondary Leadership Team, the Head of School, and the Academic Advisory Board • Supervise CAS coordination to ensure that the CAS programme is an exciting and attractive programme of creativity, activity, and service is implemented according to the current IB requirements

- Ensure that the extended essay is administered according to the requirements in the current guide and that students and teacher-supervisors are fully aware of these requirements
- Coordinate and administer students enrolled in DP online courses (provided by Pamoja Education) in the designated role of Site-Based Coordinator (SBC)
- Ensure that requirements for Theory of Knowledge are properly coordinated, and teachers of IB subjects understand the nature and importance of this core subject
- Make recommendations to the Deputy Head of Secondary (Academic) about IBDP specific professional development needs to support the development of the programme and comply with IB regulations
- Ensure that the IB Diploma programme supports the needs of students whose mother tongue is not English
- Promote and monitor Academic Honesty within the IB Diploma programme, in collaboration with the Secondary Library Staff and IBDP teachers
- Design and manage an annual IBDP assessment deadline calendar
- Ensure that the school academic integrity policy is aligned with the IB expectations, that teachers implement it and that both teachers and students are aware of the requirements and penalties imposed on students for breaches of IB regulations.

IBO

- Communicate proactively with the IB Regulator
- Ensure that all students are accurately registered for their IB examinations.
- Organise and oversee the IB DP examinations
- Maintain information on and using the IB's digital platforms
- Coordinate the self-study, evaluation visits, and progress reports
- Lead the on-site (or on-line) IBDP consultation visits and external workshop leaders
- Ensure that the school stays up to date with programme requirements.

Administration & Leadership

- Develop and implement the IBDP action plan
- Ensure that teachers are provided with an opportunity for professional development related to the Diploma programme and professional development requirements are met at evaluation
- Submit requests for special assessment arrangements for candidates with special assessment needs, at least six months in advance of the written examinations.
- Register candidates for an examination session, as set by the IB
- Submit/upload candidates' assessment material for moderation/marketing with any accompanying forms, according to deadlines in this handbook
- Provide candidates with personal examination schedules and contact the IB by the appropriate deadline where any scheduling conflict may exist
- Ensure that a secure location is available for the storage of examination papers and other confidential assessment material
- Communicate with students and parents the IBDP results each year
- Work closely with the IBMYP Coordinator/Deputy Head of Secondary School (Academic) to ensure a smooth transition from Grade 10 to Grade 11
- Be available on campus to meet students and parents with concerns about IB results on the day that results are released as well as on the subsequent 3 working days to answer questions, request any enquiries upon results or submit registrations for retake candidates, as applicable

	<ul style="list-style-type: none"> Administer various online platforms, e.g. iSAMS, ManageBac, Microsoft Teams. <p>Teachers</p> <ul style="list-style-type: none"> Ensure that all IB Diploma programme teachers have access to all resources from the IB Facilitate the orientation of teachers new to SISD and new to the IB Diploma programme Keep teachers updated and informed about changes to the programme, assessment changes and other subject specific information published by the IBO. Ensure implementation of appropriate pedagogy Ensure that the programme is appropriately documented and implemented. Encourage the involvement of SISD teachers in the IB Educator Network Organise and oversee the Grade 11 and Grade 12 mock examinations Assist in registration of teachers for IB Diploma programme workshops Monitor on-campus professional development activities. <p>Students</p> <ul style="list-style-type: none"> Facilitate the orientation of students new to the IB Diploma programme Organise and coordinate the IBDP course selection process in collaboration with the Guidance Counsellor, students and parents Provide continuous support to Grade 11 & 12 students with regards to personal organisation and time management Ensure successful implementation of the Extended Essay programme Monitor Special Educational Needs in liaison with Head of Inclusion Maintain a continuous academic monitoring process, involving Grade 11 & 12 students, their parents and their teachers <p>Parents</p> <ul style="list-style-type: none"> Provide comprehensive information to parents through various forms of media and through individual and group meetings to ensure that parents understand the requirements and nature of the IB Diploma programme.
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Key Relationships	
Internal	Teachers, Subject Coordinators, Head of Secondary School, Deputy Head of Secondary School/IBMYP Coordinator, IBCP Coordinator, Service Learning Coordinator, Academic Advisory Board, Head of School
External	Parents, KHDA, IBO, other IB schools

Position Requirements	
Education	<ul style="list-style-type: none"> Bachelor’s Degree Professional Teaching Qualification Masters in Education Relevant recent professional development that qualifies the candidate for this post

Experience	<ul style="list-style-type: none"> • Successful international experience as a DP Coordinator for at least 3 years or alternative valid academic experience within the IBDP • Proven track record of educational excellence and tangible outcomes • Proven track record of leading schools through inspections (CIS, KHDA, IB)
Competencies	<ul style="list-style-type: none"> • Expertise in change management and a detailed understanding of the principles and practices of the IB Diploma programme • Excellent knowledge of the regulations and procedures as set out in the IBDP Handbook and general regulations • Reflects and models the values of the IB Learner Profile • Committed to ensuring high standards of 21st century teaching and learning and able to model best teaching practice to colleagues • A keen understanding and promoter of wellbeing for students • Exceptional leadership and communication skills • Good knowledge of the competitive IB educational landscape in Dubai. • Strong collaboration skills to foster partnerships with other IB schools in Dubai and internationally
Additional Requirements	<ul style="list-style-type: none"> • Proficiency in other languages such as French, German or Arabic
Salary & Benefits	Competitive remuneration and benefits
Contract	Limited Contract
Application	<p>Candidates are requested to submit the following documents:</p> <ul style="list-style-type: none"> • Cover letter of one page, explaining your strengths as a candidate and why you are interested in this position • Current CV not to exceed two pages • 3 professional references with current contact details (position, phone number and e-mail address) not older than 5 years. One must be your current or last Line Manager <p>Please send your application to: hr@sisd.ae</p> <p>Due to the expected volume of applications we will only contact those applicants that are shortlisted for interview.</p> <p>We are committed to providing a safe and happy environment for all our employees and in which our students can thrive and learn. We are committed to safeguarding and promoting the welfare of all our employees and students. All employees are subject to appropriate vetting procedures including satisfactory criminal record checks from both country of residence/home country and any other country of residence.</p>