



IB MYP/DP English Language & Literature Coordinator

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IB MYP/DP ENGLISH LANGUAGE & LITERATURE 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 1470 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 MYP/DP English Language & Literature Coordinator	Department	Secondary
Start Date	1 August 2022	Location	Dubai, UAE
Reports to	Deputy Head of Secondary (Academic)	Direct reports	English Teachers and Teaching Assistants

Job Scope	The Subject Coordinator at SISD is expected to ensure high quality education for all students in their specialist area and to improve the quality of learning and standards of achievement. The duties outlined in this job description are in addition to those covered as Secondary Years Teacher. He/She should conduct themselves in an appropriate professional manner at all times to support and foster the aims and ethos of SISD. He/she will share in the wider pastoral and co-curricular life of the school. This will include, inter alia, leading at least one extra-curricular activity per week and providing Boarding House support in terms of supporting a group of students as a Tutor at least once a week. Occasional participation in outreach or promotional activities may be required, but every effort will be made to ensure that this request is reasonable and shared equitably amongst all teaching staff.
Main Duties and Responsibilities	<p>Main Duties and Responsibilities</p> <p>This not an exhaustive list of all duties/responsibilities. The responsibilities outlined below may be modified by the Head of Secondary School, upon mutual agreement, to reflect or anticipate changes in the role:</p>

Subject/pedagogy

- Sound understanding of the IB MYP and IB DP English Language & Literature curriculum and external examinations, where applicable
- Knowledge of current developments in subject area and exam reports through use of Programme Resource Centre and networking within the IB community
- Knowledge of key characteristics of quality teaching and learning
- Ability to promote inquiry to teaching and learning in English Language & Literature

Policy and Strategic implementation

- Contributing towards subject development plans, policies and practices having regard to the Ministry of Education, KHDA, IB, CIS and other regulatory body current requirements
- Assisting the planning process for the Secondary level and subject group across the school
- Consulting and advising with the Secondary and Whole School Leadership Team

Review and evaluation

- Participating in and leading evaluation in the subject area for Building Quality Curriculum and internal unit plan review for English Language & Literature
- Reviewing, implementing, and enforcing English Language & Literature development plans including responses to exam results and new changes, where applicable
- Lead in the preparation of the Self-Evaluation document (SEF) for English Language & Literature
- Communicating findings
- Action follow-up

Resource Management

- Identification of English Language & Literature curriculum needs
- Ordering of resources to meet curriculum needs
- Annual order checks for subject area for MYP/DP Coordinators

Assessment

- Advising and devising appropriate forms of MYP/DP criterion-related assessment in conjunction with MYP/DP Coordinator within the subject group(s) identified.
- Co-ordinating the marking of entrance assessments
- Assisting in the administration (where necessary) of external benchmarking (CAT4/PTE) and IB (MYP/DP) assessments.
- Leading or supervising standardization and moderation of assessment twice per year (internal and external with Swiss schools)
- Recording, analysis and reporting of progress and attainment data in accordance with the school assessment policy and needs of the SEF
- Development, implementation and review of appropriate action plans

Communication

- Consultation with the Secondary and Whole School Leadership Team and on matters of policy and practice
- Supporting Deputy Head Academic in communication with parents, teachers, and students.

	<ul style="list-style-type: none"> • Leading and motivating colleagues in subject specialism and in peer observations. • Assisting/leading professional development initiatives, workshops, observation, consultation, subject-related events (field trips, world book day, science week etc.) • Sharing good practice • Active participation in middle management/Subject Coordinator meetings
Key Relationships	
Internal	Students, Language & Literature Teachers and Teaching Assistants, Grade Coordinators, Subject Coordinators, Head of Secondary School, Deputy Head(s) of Secondary School
External	Parents, KHDA, IB

Position Requirements	
Education	<ul style="list-style-type: none"> • Bachelor's Degree in English Language & Literature or related subject • Professional Teaching Qualification • Relevant recent professional development that qualifies the candidate for this post
Experience	<ul style="list-style-type: none"> • A fluent first language English speaker • Leadership experiences as a Lead Teacher, Coordinator or Head of Department • Extensive international secondary teaching experience • Significant experience of delivering the IB MYP and IB DP curriculum in English Language and Literature • Experience of curriculum planning and development in English Language and Literature • Proven track record of excellence and tangible outcomes in examination results • Evidence of outstanding teaching practice. • Experience of working in an international environment is preferred, however not essential. • Experience with being a form tutor preferred, however not essential • Experience with assessing student work and providing feedback against success and IB E-assessment and IB DP exam criteria. • Experience in using technology in the classroom and online to maximise student learning experience.
Competencies	<ul style="list-style-type: none"> • A positive, flexible, 'can do' work ethic. • A genuine love for the subject taught, and the desire to instil this in students. • A commitment to ensuring high standards of teaching and learning • Exceptional communication skills • Strong collaboration skills to foster partnerships with teachers, students and parents • A clear personal philosophy on education and how this informs practice. • A genuine interest in progressive, inclusive student-centred approaches to pedagogy. • An interest in social enterprise, charity and service learning, and how these can be embedded formally into the curriculum.

	<ul style="list-style-type: none"> • A desire to be involved in the life of the school beyond the classroom and an understanding of the importance of this to student learning • Excellent standards of personal presentation. • Enjoyment of working in a positive, collaborative team environment with the values of honesty, integrity and mutual support at the core. • An enthusiasm for engaging with diverse cultures tempered only with high levels of patience and adaptability Inter-culturally aware with well-developed interpersonal skills.
Salary & Benefits	Competitive remuneration and benefits
Contract	Fixed Term 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 Head Teacher <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>

I am very grateful to be part of the SISD team for the 2020/21 academic year. Since joining SISD, I have been made to feel extremely welcome by each member of staff. The positivity that flows through the school is contagious and energizing. The support, I receive from other members of staff, motivates me to raise my standards and become a better educator, colleague, and person. The huge focus on Well-being is evident and the impact is clear to see in the outstanding teaching and learning being done throughout the school. The repour you see between colleagues, teachers and students really shows of the unity that SISD thrives upon.

– Jonathan Harkin, Primary Teacher

I have had the pleasure of experiencing first hand, the development of the French/ English bilingual stream at SISD, which has grown and developed and is now fully imbedded into the students daily lives. Students naturally speak both French and English in our classroom and it has been a joy to see students progress in multiple languages. I have worked at SISD for 5 years as an English teacher, KG2 coordinator and now Grade 1 coordinator. I have had such a positive experience working in both the Early Years and Primary schools and have enjoyed co – teaching with some incredible teachers.

- Tamara Grannell, Grade 1 Teacher

I think SISD has a vibrant faculty, where talented professionals collaborate to provide excellent results for our students. With outstanding facilities and infrastructure, the environment is an inspiring workplace with a warm community of staff, parents and students alike.

- Samantha Hodges, Well-being Coordinator

