



IB MYP CURRICULUM COORDINATOR

Join one of the most dynamic & innovative IB schools in the UAE



SWISS
INTERNATIONAL
SCIENTIFIC SCHOOL
— DUBAI —



SISD.AE

SPEARS
2022
SCHOOLS
INDEX



SISD now ranked as one of the top 100 private schools in the world.



IB MYP CURRICULUM 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 1800 students of more than 100 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 Curriculum Coordinator	Department	Secondary
Start Date	August 2024	Location	Dubai, UAE
Reports to	DH Academics	Direct reports	Assistant MYP Coordinator; Services as Action Coordinator; Projects Coordinator

Job Scope	The MYP Curriculum Coordinator is a key role in the Secondary School leadership team and is responsible for the coordination and development of the MYP in Grades 6-10 (G6-10). The MYP Curriculum Coordinator is involved in the whole-school implementation of the International Baccalaureate MYP and is the direct point of contact with the IB in matters pertaining to the MYP. In addition, the IBMYP Curriculum Coordinator will share in the wider pastoral and co-curricular life of the school. 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 academic staff.
Main Duties and Responsibilities	<p>Main Duties and Responsibilities</p> <p>This not an exhaustive list of all duties/responsibilities. The responsibilities outlined may be modified by the Head of Secondary, upon mutual agreement, to reflect or anticipate changes in the role:</p>

LEADERSHIP

- To assist the Head of Secondary and Deputy Head of Secondary (Academic) in the effective leadership and management of the Secondary School, with a specific focus on Grades 6-10 (G6-10).
- Ensure SISD implements IB MYP Standards and Practices to ensure the compliance of the programme.
- To play an active and positive role in regular Secondary Leadership Meetings.
- To lead and manage the MYP in G6-10 meeting or surpassing SISD's high standards of performance.
- To oversee the effective running of IB MYP Core Aspects, e.g. MYP Personal Project (PP); Community Project; Service as Action programme.
- To ensure a focus on student learning and research-based best practice in teaching are in line with internationally recognized standards and on achieving the aims as outlined in the SISD's Vision and Mission.
- To lead and coordinate the registration of MYP E-assessment for students.
- To plan and oversee the MYP e-assessment timetable and coordination of examination.
- Collaborate with Secondary Leadership in ensuring the provision of subject options that provide a balance rigorous curriculum and pathways to future.
- Lead and facilitate the use of ManageBac for curriculum, learning and assessment with student and parent communication.

LEARNING AND TEACHING

- Mentoring teachers and model good inquiry practice in the classrooms.
- Lead professional development sessions for MYP teachers and LSAs.
- Oversee curriculum review and facilitating curriculum development across the whole school.
- Support teachers in the development of assessment tools in line with the school's assessment policy.
- Ensure that G6-10 have a well-organized balanced curriculum that ensures a smooth transition from the PYP and to the IB DP or IB CP.
- Ensure that the planning and teaching of the IB Learner Profile (LP) and of Approaches to Learning Skills (ATL skills) show a coherent development from G6-10.
- Develop and use assessment results and data to lead curriculum review and development and ensure that these results are used, where appropriate, in reflection upon teaching practice.
- Support and advise teaching staff regarding the administration of the MYP.
- To facilitate collaborative planning among teachers within G6-10.

PROFESSIONAL DEVELOPMENT

- Chair regular MYP team meetings at various levels across the school.
- Deliver and help develop MYP information workshops for all staff and parents.
- Identify personal MYP professional development needs and opportunities and for teachers and LSAs.
- Provide induction sessions for all new staff.

- Assess the professional development needs of MYP teachers and coordinate their participation in appropriate workshops.

COMMUNICATION

- Engage with all stakeholders (students, teachers, parents) in working to support MYP students.
- Prepare documentation for authorization/accreditation as and when required.
- Act as the liaison between the school and the IB with regards to the MYP consultation/authorisation process and ongoing administration needs.
- Provide outreach to the wider IB educational community through discussion forums, e-mail, and school visits.
- Establish and maintain links with other schools in the GCC region.
- Provide content for school through SISDs social media and other publications publicizing and promoting SISD as an IB school of choice.
- Ensure that appropriate student records are maintained through appropriate databases e.g., iSAMS, ManageBac.

STUDENT SUPPORT

- Support students through regular and appropriate communication between home and school.
- Work with Student Wellbeing Counsellors and the Boarding team to ensure that teachers are aware of students' specific learning needs ensuring that these needs are being met using appropriate teaching and learning strategies throughout G6-10.
- Provide information to students and parents on the most appropriate pathways from Grade 6 through the MYP and into the DP and CP.
- Meet potential new parents, answering parents' questions, addressing their concerns.
- Interview and assess new students when required, admitting, and advising the Head of Marketing & Admissions in offering places.

ADDITIONAL RESPONSIBILITIES

- Ensure continuity, progression, and assessment in all subjects.
- Initiate both in-phase and cross-phase liaison where appropriate.
- Support and monitor any teachers as required in pedagogical practice.
- To be available for the MYP e-Assessment results to advise students and parents accordingly.
- Always conduct himself/herself in a professional manner including meeting deadlines punctually, behaving in a polite and understanding way towards colleagues during meetings and all other times.
- Collaborate with Secondary Leadership in the recruitment of MYP teachers.

Key Relationships

Internal

Students, Senior Leadership Team, Deputy Senior Leadership Team, Secondary Leadership Team, Curriculum/Subject/Grade Coordinators, Head of Depts, Teachers, LSAs, Counsellors, Healthcare Team, HSE Team, Marketing & Admissions Team, HR Team

External	Parents, KHDA, IB
-----------------	-------------------

Position Requirements	
------------------------------	--

Education	<ul style="list-style-type: none"> • Bachelor’s Degree in Education or related subject • Professional Teaching Qualification • Relevant recent professional development that qualifies the candidate for this post
Experience	<ul style="list-style-type: none"> • Extensive international secondary teaching experience of at least 5 years • Leadership experience in the role of IBMYP curriculum coordinator desirable • Significant experience of delivering the IB MYP curriculum • Experience of curriculum planning and development • 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 assessing student work and providing feedback against success and IB E-assessment 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 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. • 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

<p>Application</p>	<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. We reserve the right to appoint before the closing date.</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 and Barring & Prohibition checks.</p>
---------------------------	--



I have had the pleasure of working in both the Primary setting and the Secondary setting at SISD and feel privileged to get to do the work I do for such an outstanding organization. Getting to work alongside passionate staff and to engage with such motivated students, while being surrounded by some of the best facilities on offer, I honestly feel that SISD is one of the best schools in the world to work at.

- *Mark Swaine, Grade 6 Learning Coordinator and Transition Leader & Wellness Committee Chairperson*



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 & Grade Learning Coordinator*



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, Deputy Head of Primary (Student Achievements)*

