Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

**Position Title**  
Secondary Curriculum Coordinator – IBDP Coordinator

**Reference:**  
Feb 2020

**Function/Department**  
Secondary School

**Location:**  
AIS

**Manager Title**  
Assistant Head of Secondary School (Academics)

**Position Type**  
Fixed Term

**Position Status**  
Full Time

**Position Objective**

To provide leadership for all aspects of the Curriculum IBDP ensuring the quality of teaching and learning within the curriculum, remaining abreast of key curriculum changes through contact with external educational bodies, oversight for the administration of the curriculum, examinations within the curriculum and to be the key liaison for external curriculum partnerships and PD within the curriculum.

**Specific Responsibilities**

- Provide pedagogical leadership for all aspects of the curriculum
- Ensure the quality of teaching and learning within the curriculum (including ATLs)
- Assist in the recruitment of suitably qualified teachers for the curriculum
- Manage the administration of the curriculum including subject choices, exam entries, communication with external bodies, annual budget, results communication (via the Head of Secondary), curriculum accreditation and auditing, and the handling of appeals and disability provisions
- Additionally carry out all the necessary tasks outlined in the IBO’s list of coordinator’s responsibilities, including registration of students, payment of invoices, monitoring of deadlines, dispatch of necessary documentation and organization of the examination sessions.
- Produce the Curriculum handbook annually
- Promote professional development within the curriculum where appropriate
- Oversight for annual assessment communication to staff and students
- Update external bodies (if required) on students learning programs, changes to subjects and changes to levels
- Conduct one-on-one Curriculum interviews with students if required
- Promote the curriculum at Curriculum Information nights
- Produce an analysis report of results and present this to the Head of Secondary within 5 days of the results arriving
- Involvement in the wider IBDP community and maintain continual communication and updates from the IBO.
- Establish/maintain links with other IB Diploma schools in the region
- Monitor, record and advise Teaching and Learning Committee on IBDP Training
- Record and distribute where necessary, all IBO publications
- Monitor student performance in the curriculum
- Ensure the quality of reporting within curriculum

It is the job holder’s responsibility to promote and safeguard the welfare of children and young person’s for whom s/he is responsible, or with whom s/he comes into contact with and compliance with the relevant Cognita Safeguarding Child Protection Policy and Procedures should be adhered to at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at
home, s/he must report any concerns to the School’s Designated Safeguarding Lead or to the Head or indeed to the Cognita Regional Safeguarding Manager so that a referral can be made accordingly to the relevant third party services.

### Position Requirements

- Excellent knowledge of the curriculum
- Excellent practitioner
- Ability to lead a team of teachers and provide guided advice for staff new to the curriculum
- Act as a professional role model and work as a team player
- Contribute to the development of the Secondary Schools Improvement Plan

### Selection Criteria

- Demonstration of consistently upholding the schools mission, vision and values and promote caring, good humoured relationships
- Commitment to contributing to an atmosphere of mutual trust and respect in the school promote collaboration, discussion, teamwork and debate
- Have high professional standards and expectations and model exemplary professional practice
- Support the ethos of the school in actions, speech and behaviour and work hard to make our school a centre of excellence in all endeavours
- Ability to be creative and drive new initiatives that result in improved student outcomes and learning
- Contribute to the development of the school as a learning community through fostering inquiry, reflection, innovation and professional learning.

### Contacts

- Reports directly to the Assistant Head of Secondary Academics
- Works closely with all Heads of Department, Heads of Year and teaching staff to support student outcomes
- Works closely with the Careers Coordinator, Learning Enrichment and Guidance Counsellor to support students
- Works closely with the examinations officer
- Works closely with AHOSS (Academic) in regards to markbook, assessment and reporting for the curriculum
- Line Manager of IBDP Core Coordinator and EE supervisors

### Working Conditions

- Member of Heads of Department Team
- Member of the Academic Standards Committee
- May be required to be a Home group teacher
- Official working hours 8am to 4pm or as required
- Occasional weekend or evening work including department meetings or professional development

### Terms of Employment
Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity (if the candidate has lived in the UK) and/or criminal/police or equivalent background checks for all other countries inhabited (irrespective of whether you worked in those countries).

- Full Time role
- Paid Annual Leave during prescribed school holidays
- Paid sick and hospitalisation leave