



JOB DESCRIPTION: IPC/IMYC Coordinator

Position Title	IPC/IMYC Coordinator
Department	General Studies
Position Status	Full Time

Summary of Responsibilities

Job Purpose:

As IPC/IMYC Coordinator, you will have a key role to play in introducing and driving forward the quality of academic provision and helping us to deliver our promise of providing outstanding educational outcomes and exciting experiences for every student in K2 to Grade 8.

A highly visible, ambitious and professional full time member of our team, you will motivate and inspire students and colleagues through your high expectations, passion for learning and dedication to raising achievement.

Working closely with the Vice Principals, and Head of Middle School, you will lead the delivery of the IPC/IMYC course, including planning and execution of entry and exit points, opportunities to showcase learning and to build cross and extracurricular links.

You will also plan and help to deliver the wider cultural enrichment through a programme of activities for K2 to Grade 8.

MAIN DUTIES

Lead the IPC/IMYC programme for all students in K2 to Grade 8.

Responsibilities will include, but not be limited to:

- Coordinate the day to day IPC/IMYC activities of K2 to Grade 8 in liaison with the VP's
- Contribute to the academic faculty as a member of the teaching team for Grades 6 to 8.
- Track and monitor the academic progress of every student, serving as an objective observer to assist teachers in designing appropriate learning strategies and interventions for all students
- Maintain a strong and current working knowledge of the IPC/IMYC framework, identifying where training may be needed and making such recommendations to the VP's
- Oversee and quality assure the materials provided by IPC/IMYC teaching teams, such as schemes of work and assessment or other resources
- Lead the twice-yearly process of MAP progress testing and implement any necessary actions arising from that data set
- Liaise with the VP in providing a transitional programme for students moving through the school
- Contribute to the development of assemblies, ECAs, weekends, trips and activities programmes
- Devise and manage a programme of enrichment activities for students in K2 to Grade 8, including an after school programme and weekend trips and activities



- Work closely with the Teachers of students in K2 to Grade 8 to ensure an appropriately challenging and manageable programme for each student
- Liaise regularly with the VPs, tutors and teachers concerning student discipline issues that cannot be resolved at a departmental level
- Participate fully within the wider life of the school, attending all key school events, social functions and acting as a positive ambassador and role model within and beyond the immediate school community

Other Specific Duties:

- Any other duties as required by the Principal

Person Specification – IPC/IMYC Coordinator

Person Specification for IPC/IMYC Coordinator

A. Qualifications and Experience

- Experience of Middle Leadership at Department level
- Familiarity with International education, specifically, IPC, IMYC
- Qualified Teacher Status
- Qualification in Middle Years Education
- At least 5 years' experience in IPC or IMYC
- A track record of Good or Outstanding teaching
- Evidence of appropriate in-service training
- Experience of developing education curricula and programmes

B. Knowledge, Understanding, Skills and Abilities

- A clear and proven commitment to the ethos and values contained in the SMMIS ethos statements and capacity to develop and promote this within the school
- A sound understanding of how students learn, how teachers can best teach and how to achieve high standards
- Knowledge and understanding of schools; knowledge and understanding of legislation and ongoing developments in education in the International Sector
- The ability to lead by example and inspire others to try new ideas and techniques.
- Ability to demonstrate a commitment to safeguarding, pastoral care and the promotion of high standards of positive behaviour
- The ability to delegate and share responsibility, while ensuring deadlines are met and decisions are implemented
- Experience of leading whole school initiatives
- High levels of communication skills both oral, written and in ICT
- Experience of leading effective teams, using a range of management styles as appropriate

C. Leadership/Personal Qualities

- A team player respected by others
- Ability to act quickly and sensitively under pressure, to keep calm in difficult situations, deal with stress and absorb pressure
- Ability to manage own workload appropriately, with the enthusiasm, stamina and passion to enthuse and motivate others with regard to all aspects of the education of the school.



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- Open and constructive, accepting of feedback and always willing to learn
- Excellent interpersonal skills, a sense of humour and a willingness to make him/herself approachable to all members of the school and the wider community; a 'can do' positive approach
- The ability to prioritise, evaluate and manage financial and human resources