POSITION DESCRIPTION AND DUTY STATEMENT

POSITION DESCRIPTION

Position: IB Diploma Coordinator

Reporting to: Director of Student Learning

Classification: As determined by the College within The Lutheran Schools SA Enterprise Agreement 2017 Band 1

Leadership Points: The position of IB Diploma Coordinator has 6 leadership points associated with it

Tenure: The position has 3 years tenure. Under the current College structures, you will have the opportunity to renew tenure as IB Diploma Coordinator subject to successful appraisal.

Location: Concordia Campus, 24 Winchester Street Highgate

Special Conditions: A time allowance of 10/32 is allocated to perform the duties of this position. The IB Diploma Coordinator also teaches classes and will be full-time. The IB Diploma Coordinator is responsible for the management of the EE, TOK and the IB DP exams.

Function: The IB Diploma Coordinator leads, manages and coordinates the administration and delivery of the IB Diploma Programme ensuring that the requirements of the DP are met within the College. The IB Diploma Coordinator is a pedagogical leader who supports students, staff and parents. The IB Diploma Coordinator will support the implementation of current and future initiatives such as:

- enhancing challenge and improving outcomes in student learning
- differentiation and inclusive learning
- pedagogy
- applying digital technologies in teaching and learning

DUTY STATEMENT

1 GENERAL

The IB Diploma Coordinator:

1.1 assists the Principal in fulfilling the aims and purposes of Concordia College and supports and maintains the philosophy and ethos of the College as summarised in the Mission Statement:

Our mission is to provide a vibrant education, rich in opportunities, delivered within a caring, supportive environment and informed by the gospel of Jesus. Our learning community connects people, ideas and experiences allowing us to strive confidently to engage, achieve and serve.

1.2 cooperates fully with the Principal and other members of staff in keeping with the values and traditions of the College
1.3 has an understanding of and demonstrates a strong commitment to the ethos of Lutheran schooling and Christian living
1.4 is accredited as specified by Lutheran Education Australia
1.5 actively supports the strategic direction of the College
1.6 attends Staff meetings, Curriculum Committee meetings and other meetings as required
1.7 assumes yard duties and lesson covers as required
1.8 provides consistent public support both within and outside of the College for school-wide policy initiatives
1.9 complies with College policies, particularly the Protective Practices Policy, Professional Development Policy, Workplace Conduct Policy and Performance Feedback Policy
1.10 is familiar with, supports and ensures the implementation of WHS policies and practices as appropriate
1.11 complies with Legislative requirements and the Lutheran Schools SA Enterprise Agreement
1.12 performs duties according to the College Workplace Conduct Policy for staff
1.13 performs out-of-hours duties to fulfil the responsibilities of the position

2 ROLE SPECIFIC

The IB Diploma Coordinator:

2.1 shows professional judgement and initiative in the performance of duties
2.2 will provide clear direction, enthuse and motivate a team to maximise curriculum delivery and meet IB requirements of the Diploma Programme
2.3 will be a role model as an educator, professional learner, and a mentor for IBDP staff
2.4 builds and leads a vibrant learning environment within the College
2.5 demonstrates organisational, administrative and management practices appropriate to the position
2.6 ensures that educational practice within the Diploma Programme is informed by contemporary research, data and evidence
2.7 works collaboratively with the Director of Student Learning to set and meet strategically aligned goals
2.8 effectively uses Information and Digital Technologies in all aspects of the role
2.9 works in conjunction with the Director of Student Learning, the Director of Staff, the Head of Senior School and the Curriculum Coordinators to ensure effective leadership, management and implementation of the Diploma Programme
2.10 provides leadership for approaches to teaching and learning
2.11 has responsibility for ensuring that Diploma teaching staff effectively deliver the Diploma Programme
2.12 is an active member of the curriculum team

3 ESSENTIAL DUTIES

3.1. Administration

The IB Diploma Coordinator:

3.1.1 fulfils the requirements specified for IB Diploma Coordinators by the International Baccalaureate Organisation
3.1.2 ensures that appropriate student records are maintained
3.1.3 keeps up to date with information from the IB, including the Diploma Coordinator notes
3.1.4 actively promotes the Diploma Programme within and outside the College
3.1.5 liaises with Diploma Coordinators in other schools
3.1.6 pro-actively building networks to support TOK, EE and CAS teachers
3.1.7 attends Diploma Coordinator workshops and meetings as required
3.1.8 ensures appropriate articulation between the Senior School curriculum frameworks
3.1.9 monitors internal assessment and moderation according to IB Diploma requirements
3.1.10 manages the formal processes and documentation required for the evaluation of the Diploma Programme
3.1.11 ensures that the conduct of examinations, including mock examinations, orals and arrangements for visiting examiners meets IB Diploma Programme requirements
3.1.12 registers students for examinations
3.1.13 organises the distribution of results to students
3.1.14 liaises with teachers appointed to specific IB Diploma Programme responsibilities
3.1.15 practices and develops, as required, effective risk management processes and practices in relation to the duties associated with this role
3.1.16 ensuring the sustainability of the IB Diploma Programme
3.1.17 develops and maintains an agreed Professional Learning Plan aligned with the College strategic direction and APST
3.1.18 consulting with the Director of Staff in relation to participation at Diploma Programme workshops and professional development
3.1.19 maintaining records of program related PD undertaken by those teaching the Diploma Programme
3.1.20 ensuring all necessary documents are completed by set deadlines
3.1.21 managing IBIS entries for:
  - student moderation registration and final results
  - College information
  - staff access to the MYIB

4 SPECIFIC
4.1 Knowledge and Understanding
   The IB Diploma Coordinator is conversant with and applies:
4.1.1 the Concordia College Mission, Vision, Strategic Plan, aims and priorities
4.1.2 the IB curriculum frameworks and requirements as outlined in:
  - the IB DP Coordinator’s Handbook
  - the IB Programme Standards and Practices
  - the IB DP: From Principles into Practices
4.1.3 the College Educational Philosophy
4.1.4 the College Academic Honesty Policy
4.1.5 the College Submission of Work guidelines
4.1.6 the College Assessment and Reporting Policy
4.1.7 the College Learning and Teaching Policy
4.1.8 College policies and guidelines
4.1.9 A Vision for Learners and Learning in Lutheran Schools
4.1.10 the LEA Growing Deep Leadership and formation framework
4.1.11 MYP and IBDP articulation
4.1.12 IBDP and SACE curriculum connections

4.2 Student Learning
The IB Diploma Coordinator is responsible for:

4.2.1 ensuring that the aims and requirements of the Diploma Programme are provided and available to students in a timely manner
4.2.2 promoting the IB Diploma Programme
4.2.3 liaising with schools to collect necessary information for IBDP students transferring from another school
4.2.4 advising students on subject selection options
4.2.5 communicating the practices and accountability structures for the non-submission of tasks to students, teachers and parents
4.2.6 monitoring student progress and taking action to support students experiencing difficulties
4.2.7 celebrating the successes of students

4.3 Parent Communication
The IB Diploma Coordinator is responsible for:

4.3.1 communicating comprehensive and current information about the Diploma Programme
4.3.2 organising parents' meetings on a regular basis
4.3.3 ensuring that parents understand the nature of and requirement of the Diploma Programme assessment criteria
4.3.4 ensuring informed student’s progress in CAS and the Extended Essay is maintained and available
4.3.5 presenting at Parent Information and Subject Selection evenings
4.3.6 promptly responding to parent questions in relation to the IBDP

4.4 Teacher Support
The IB Diploma Coordinator is responsible for:

4.4.1 annually distributing relevant sections of the Handbook of Procedures for the Diploma Programme
4.4.2 ensuring that access to current publications is readily available
4.4.3 communicating current Diploma Programme developments, reviews and changes in a timely manner
4.4.4 providing advice and support
4.4.5 inducting newly-appointed Diploma teachers in all relevant aspects of the program
4.4.6 allocating a mentor teacher for new DP teachers
4.4.7 planning regular meetings for discussion and planning
4.4.8 informing all DP teachers of the assessment requirements, procedures and deadlines for internal assessment
4.4.9 providing feedback to DP staff concerning internal assessment outcomes
4.4.10 agreeing timelines with DP teachers for submission of tasks to ensure manageable student-workload
4.4.11 having oversight of timelines to ensure timely submission of Diploma Programme tasks to the IB
ensuring that appropriate textbooks, resources and facilities are available for the delivery of the Diploma Programme

4.5 College Administration Support
The IB Diploma Coordinator is responsible for:
4.5.1 informing the Head of Senior School and Director of Student Learning of Diploma Programme developments
4.5.2 contributing to student and parent handbooks
4.5.3 providing those responsible for the timetable with relevant and timely information (such as due dates, required hours of instruction)
4.5.4 notifying the Finance Department of IB payments due as applicable
4.5.5 participating in the selection of Diploma teachers, where appropriate
4.5.6 liaising with curriculum coordinators within the College
4.5.7 preparing a budget for IBDP requirements

4.6 IB Communications
The IB Diploma Coordinator is responsible for:
4.6.1 managing communication with the IB
4.6.2 retaining copies of all correspondence with the IB, including forms, documents and reports
4.6.3 managing procedures and completing the necessary documentation for DP evaluations
4.6.4 ensuring all assessment and reporting requirements are met
4.6.5 keeping complete records of relevant IB publications on file and distributing them as necessary

5 COMMUNITY ACTION AND SERVICE (CAS) PROGRAMME
The IB Diploma Coordinator is responsible for:
5.1 leading, managing and supporting the CAS Coordinator
5.2 promoting the CAS programme within the school
5.3 liaising with and supporting the CAS Coordinator
5.4 facilitating connections with CAS coordinators in other schools
5.5 ensuring that, students, parents and staff understand the rationale for the CAS programme
5.6 disseminating appropriate information to students
5.7 monitoring each student’s progress in the CAS program
5.8 preparing CAS program completion documentation to report to the IB

6 EXTENDED ESSAY (EE)
The IB Diploma Coordinator is responsible for:
6.1 ensuring that teachers, students and parents are aware of the nature and purpose of the EE
6.2 ensuring students are aware of the requirements and criteria for assessment of the EE
6.3 ensuring that each student has an appropriate supervisor
6.4 ensuring that students have opportunities to develop the skills required to undertake the EE
6.5 monitoring each student’s progress in the EE, from the selection of an appropriate topic to the completion of the task
7  TOK

*The IB Diploma Coordinator is responsible for:*

7.1 promoting TOK within the College
7.2 ensuring that, students, parents and staff have a clear understanding of the rationale for the TOK programme
7.3 planning TOK day

8  PROFESSIONAL DEVELOPMENT

*The IB Diploma Coordinator is responsible for:*

8.1 managing and overseeing Professional Learning Plans for allocated teachers
8.2 meeting with and assisting teachers to set strategically aligned personal goals
8.3 providing feedback
8.4 recommending relevant PD in liaison with the Director of Staff
8.5 maintaining records of IB and DP specific PD completed by the DP teachers

9  STATEMENT OF KEY ACTIVITIES AND ASSOCIATED OUTCOMES

The role of the IB Diploma Coordinator encompasses activities within the following Key Result Areas (KRAs):

**Teaching and Learning**
- relevant, innovative and appropriate teaching and learning
- documentation

**Staff and Personnel**
- information, guidance, support and mentoring

**Resource Management**
- adequate and appropriate resources

**Communication**
- appropriate, timely, relevant

**Specific Duties**
- events, tasks, requirements and assessment
1. Essential Characteristics

1.1 Educational/Vocational Qualifications
The IB Diploma Coordinator has:
- current South Australian Teacher’s Registration
- qualifications and experience appropriate to the role

1.2 Personal Skills, Abilities and Aptitude Skills

Skills
The IB Diploma Coordinator has demonstrated effective skills in:
- working in a changing environment.
- organisation
- interpersonal relations
- oral and written communication skills
- constructive and positive interaction with students
- constructive and positive interactions with all staff and parents

Abilities
The IB Diploma Coordinator:
- contributes positively and constructively to a team environment
- develops effective and collaborative working relationships with staff
- provides support to help others to effectively carry out their work
- promotes collegial and collaborative work practices
- establishes procedures to enable all requirements to be met
- prioritises workloads and meet required deadlines
- meets the objectives of the specified Key Performance Indicator (KPI) targets

Aptitude
The IB Diploma Coordinator:
- models the characteristics of the IB Learner Profile and LEA Qualities of the Life-long Learner
- is a collaborative leader
- conveys genuine passion and enthusiasm for teaching and learning
- is a lateral thinker and positive problem solver
- demonstrates the capacity to manage a project
- shows professional judgement and initiative in the performance of duties associated with the role
- has a willingness to learn, undertake induction responsibilities and follow instruction effectively
- encourages and models a service approach to the College community
- displays personal qualities that will enhance the standing of the College in the community

1.3 Experience
The IB Diploma Coordinator has:
- leadership experience
- experience in an IBDP school
- taught an IBDP subject
- experience in working with a number of timelines and meeting objectives for each task

1.4 Knowledge
The IB Diploma Coordinator has:
- knowledge and experience appropriate to the role
• knowledge of the requirements of the Diploma Programme
• specific knowledge of at least one learning area of the IB Diploma
• familiarity with relevant school policies, guidelines and procedures
• appropriate knowledge of ICT applicable to the role

1.5 Desirable Characteristics
The IB Diploma Coordinator has:
• has previously worked in the role or in curriculum leadership
• undertaken IBDP Coordinator training

August 2018

Job Description and Person Specification is Approved

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Vera White on behalf of (Date)
Paul Weinert, Principal

Acknowledged by Person appointed:

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Name (Date)