

LOCATION	INTERNATIONAL COLLEGE SPAIN, MADRID
JOB TITLE	Teacher of IB Primary Years Programme and IB Primary Years Programme Coordinator
JOB PURPOSE	To teach in the Primary School and to coordinate, lead and ensure effective teaching and learning within the IB Primary Years Programme
REPORTING TO	Head of Primary
DIRECT REPORTS	Primary Subject Coordinators
OTHER KEY RELATIONSHIPS	Early Years Coordinator, Upper and Lower Primary School Coordinators,
PACKAGE	Competitive
KEY RESULT AREA	
<p>In addition to shared responsibility for student learning in the class to which they have been assigned the PYP Coordinator is accountable together with the Head of Primary for the quality of the IB Primary Years Programme and is responsible for all PYP administrative procedures and other PYP-related issues as they arise to support this curriculum. The PYP Coordinator moves beyond advocacy to provide active and dynamic leadership and support. When necessary, the PYP Coordinator identifies and reports issues to the Head of Primary School with expediency, and helps to resolve issues once identified. The leadership position provides significant opportunities for professional growth and is a three year renewable position subject to mutual agreement.</p>	
<p>The PYP Teacher and IB PYP Coordinator has overall responsibility for:</p> <p>1. Leadership</p> <ul style="list-style-type: none"> • Help teachers to plan, assess, record and evaluate learning and identify and address PYP professional development needs. • Support and mentor new teachers and learning assistants • Provide professional learning feedback for teachers and learning assistants. • Provide opportunities for teachers to observe one another in practice, through Looking for Learning protocols • Support teachers through classroom visits. • Lead staff meetings • Lead collaborative planning across the school • Work closely together the PYP related initiatives and projects, for example, Technology Integration, Early Childhood developments • Line manage ICS Subject Leaders: PYP English, PYP Maths, PYP Spanish, PYP Dutch, PYP Technologies • Support and collaborate with the school's Quality Assurance Programmes Coordinator on all aspects of self-study and review in 5 year evaluations with the IBO on IBPYP • Coordinate Science, Social Studies and PSPE across the Primary School • With the Head of Primary School, introduce SOLO Taxonomy as a planning methodology, in order to ensure that the conditions for purposeful inquiry are in place for all learners <p>2. Communication</p> <ul style="list-style-type: none"> • Attend Primary Leadership and any other meetings to provide feedback about the progress of the PYP. • Keep Head of Primary School and Primary School staff regularly informed of PYP developments. • Maintain communication between the school and the IB. • Ensure that curriculum-related parent meetings and workshop opportunities are provided. • Ensure that all primary staff have access to the IB Online Curriculum Centre (OCC). • Contribute to strategies to promote and inform current and potential parents of the school about the IB Primary Years Programme 	

3. Professional Development

- In consultation with the Head of Primary School, identify areas for PD, and plan internal and external workshops accordingly. Internal workshops are provided regularly to reinforce current practices, and to further develop knowledge of the PYP.
- Communicate relevant PYP professional development opportunities for staff.
- Review PD applications from teachers and forward to the Head of Primary School.
- Register PYP teachers for IB PD through IBIS when necessary.
- Ensure that all PYP teachers have access to the ICS reporting guidelines and provide assistance with the completion of assessment, recording and reporting as necessary.
- Engage individually and proactively with Nord Anglia University to enhance professional capacity and promote the same with other members of the Faculty
- Engage individually and proactively with the IB Online Curriculum Centre to enhance professional capacity and promote the same with other members of the Faculty

4. Curriculum

- Provide guidance for staff in understanding PYP Scope and Sequence documents.
- Ensure that staff understand how to effectively use the PYP unit planner.
- Ensure that Managebac and Atlas Rubicon are used effectively by all staff to support curriculum development and mapping and that curriculum documentation is both visible and current
- Liaise with the Head of Primary School regarding PYP curriculum issues.
- Submit annual Improvement Plans for the IB PYP Programme and oversee the review of the ICS PYP 'Programme of Inquiry' on an 3-yearly basis, and submit report to the Head of Primary School
- Maintain and update Science and Social studies scope and sequences and ensure they are available to all teaching staff

5. Documentation & Resource Management

- Keep copies of all correspondence with the IB, including forms, documents and reports.
- Assist the Head of Primary School in determining main curriculum resources and facility needs for professional development; and in placing resource orders.
- Ensure that teachers keep planning for the PYP up to date.
- In advance, notify the accounts department of IB payments.
- Ensure that all requirements and procedures set by the IB concerning the programme are adhered to.

6. Marketing the school

- Actively market the school at every opportunity
- Meet with new parents, when requested, to market the unique features of International College Spain
- Create publicity materials for dissemination to the school community and for wider marketing
- Contribute to the development of digital resources such as blogs, web-based information, on the PYP at ICS for transmission to the community
- Lead parent and stakeholder information workshops
- Contribute to the school's marketing goals

7. Teaching Responsibilities

- Teach classes in the Primary School as directed by the Head of Primary
- The expectation for teaching with this position includes shared classroom responsibilities for all aspects of the class: planning, preparation, assessment, instruction.
- The time remission for this position is 15 teaching periods per week.

Other Professional Requirements

Commitment to Teacher Professionalism

- Have a working knowledge of teachers' professional duties as specified in the school's handbook;
- Take account of wider curriculum developments and requirements within the relevant IB programme;
- Maintain an up to date knowledge of good practice in teaching techniques and seek to engage in professional conversation within the school and the company through Nord Anglia University;
- Inspire trust and confidence in pupils and colleagues;
- Model and implement the ICS Code of Conduct in a consistent, firm and non-confrontational manner and contribute to the development and / or implementation of school policies, and whole school annual objectives;
- Promote the wider aspirations and values of the school to parents and students both current and prospective;
- Any other reasonable request by The Principal of the school.
- The job description is to be renewed at the end of the 3 year period.

Commitment to Personal and Professional Development

- Participate in and fully engage with the school's performance management and appraisal process. Demonstrating continuous professional and personal development through the identification and implementation of your own individual development plan arising from company and school performance management and appraisal processes
- Undertake professional development to enhance teaching and pupils' learning, identify impact, apply and share outcomes with colleagues;
- Improved performance
- Contribute to the professional development of others, giving support and willingly sharing ideas and materials;
- Performance appraisal
- Personal Development Plan

Commitment and engagement to the following Company and Professional Values and Dispositions:

- **Seeking and maximising opportunity within the organisation** - For us, opportunities need to be meaningful, about achieving potential and making progress.
- **Recognising and pursuing impact within your role**- For us, impact is about making a difference. It needs to be immediate, positive and lasting.
- **Encouraging and accepting leadership** within the organisation- For us, leadership is about considering the team's needs as well as your own, setting inspiring examples, being supportive and showing real accountability and responsibility.
- **Nurturing and modelling respect in all professional and personal interactions** - For us, respect is about listening, being inclusive, showing tolerance and getting the little things right
- **Complying with legal, contractual and company requirements** – including statutory

responsibilities, Company policies with regard to Health and Safety, Equal Opportunities and other relevant legislation.

- **Any other appropriate duties** - as assigned by the Principal of the School or as directed by the Chief Executive Officer or his Regional Representative

PERSON SPECIFICATIONS

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Qualifications/Training	
▪ Minimum five year teaching experience at different age-groups in Primary	Essential
▪ IBO PYP training	Essential
▪	Essential
Experience / Knowledge	
▪ IBO PYP teaching experience	Essential
▪ Experience as a PYP Coordinator	Desirable
▪ Previous leadership experience in a Primary school	Essential
Skills	
▪ Leadership skills	Essential
▪ Organisational abilities	Essential
▪ Initiative	Essential
▪ Communicative skills	Essential
▪	Essential
Personal Attributes	
▪ High levels of personal integrity.	Essential
▪ Excellent organisational and time-management skills	Essential
▪ Attention to detail	Essential
▪ Ability to work under pressure and remain calm	Essential
▪ Willingness to take on multiple tasks	Essential
▪ Proactive and able to prompt others to ensure deadlines are achieved	Essential
▪ Ability to work independently	Essential
▪ Continually strive for improvement	Essential
▪ Adaptability	Essential

OTHER CONDITIONS

Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.

Compliance with visa requirements for working in Europe

Dear Applicant,

Nord Anglia Education is the world's leading premium international school organisation with 29 schools in China, Europe, the Middle East, South East Asia and North America, with two new schools opening in Hong Kong and Dubai this September. Our organisation has been operating premium international schools for over 20 years. Within the last three years we have been particularly successful and have doubled our size and seen significant growth both within our existing schools and through the acquisition of new schools. We are a fast growing, successful education company. Our schools are mostly British International Schools and follow the English National Curriculum plus the International Baccalaureate Diploma at 16-18, plus, in some locations, A-levels, the French Baccalaureate and the Swiss Maturité.

We educate students from early years through to eighteen in through-schools. Our students come from a wide mix of backgrounds and cultures and a typical school may have up to 60 different nationalities represented. Many of our parents are ex-pats working away from their home country but we also educate local students.

Currently employing over 3,500 staff and educating over 20,000 students our schools are seen as the premier school in almost all of the cities in which we operate and are a very popular choice for parents. Each Nord Anglia Education school is unique in character and tailored to meet the needs of their specific location, but they are united by the quality of education they offer, the efficiency with which they are managed and the excellence of the student experience. We position our schools as at the forefront of contemporary educational practice while preserving traditional educational values.

Outstanding teaching professionals and our distinctive educational model create exciting high performing learning environments.

A Nord Anglia Education student will benefit not only from the richness and expertise within their own School environment but also from other Schools across the Nord Anglia Education family.

The academic achievement in our Schools is improving year on year across every Key Stage. Nord Anglia Education Schools are non-selective yet, on average, our student's score four points above the global average in their IB diploma, as well as being offered and accepting places at the world's top 30 Universities.