

Job Description

MYP Coordinator Designate

The Middle Years Programme Coordinator Designate (MYPCD) at Dhirubhai Ambani International School (DAIS) is part of the Middle School Leadership Team and is responsible for ensuring that teaching and learning are within a concept-driven inquiry framework. She/He will work towards creating positive learning environments which motivate and challenge all learners to become self-directed, life-long learners and leaders. The MYPCD, alongside the Head of Middle School and Deputy Head of Learning and Research (DHLR), will act as a pedagogical leader of the Middle School at DAIS.

She/He will have a commitment to collaborative planning and is responsible for ensuring that pedagogical aspects are discussed, information is disseminated and the learning is planned, taught and assessed collaboratively. As a member of the Middle School Leadership Team, the MYPCD works with staff to ensure that the Middle School adopts and implements contextually appropriate best practices that are aligned with the school's mission and vision.

This role is to provide continuity of school systems during periods of staff or leadership transition, and if the position is an internal appointment, greater 'organisational memory' through involvement in key processes will ensure the sustainability of the programme.

ROLE DESCRIPTION	
KEY DELIVERABLES:	<p>Provide instructional leadership and support to facilitate teacher learning and development:</p> <ul style="list-style-type: none">● Mentor teachers and model good inquiry practice in the classrooms● Lead professional development sessions for faculty● Work with the Head of Middle School and the Deputy Head of Learning and Research in the development and implementation of systems and procedures that support a process of continuous improvement● Gather and analyze data to ensure that all students are making progress within their respective academic programme● Support the construction of the middle school timetable to ensure sufficient time for in-depth inquiry● Support projects related to the wider student experience, such as outdoor education, camps for service learning and educational trips and visits● Collaborate with the DHLR to create and facilitate orientation sessions for teachers● Establish/maintain links with other schools in the region <p>Promote curriculum development and teaching and learning in alignment with the school's definition of High-Quality Teaching and Learning (HQTL):</p> <ul style="list-style-type: none">● Ensure homeroom and subject specialist planning is based on agreed student learning outcomes, as per the school's guiding curriculum documentation● Facilitate collaborative planning● Plan with teaching teams across the middle school to support teaching and learning● Collaborate with grade level and subject specialist teams to plan,

	<p>implement and assess differentiated instruction strategies</p> <ul style="list-style-type: none"> ● Ensure planning of the units within the DAIS framework shows a coherent development from grade 5 to grade 8 ● Establish and maintain a record of completed planners ● Lead the yearly review of the programme of study in the middle school ● Lead the process of developing and reviewing the school's curriculum documents together with the Head of Middle School and the Deputy Head of Learning and Research ● Support teachers in the development of assessment tools in line with the school's assessment policy ● Use assessment results to lead curriculum review and development, including reflection of teaching practice ● Implement policies/requirements outlined in the school's guiding documents for the goals, objectives, criteria and assessment of the programme ● Ensure all staff are using Microsoft Teams to document planning, teaching and assessment ● Work with the DHLR to prepare and submit documentation required for authorization and evaluation ● Collaborate with the Head of Middle School and the Deputy Head of Learning and Research to plan orientation sessions <p>Professional learning:</p> <ul style="list-style-type: none"> ● A commitment to ongoing professional development as required by the responsibilities of the role.
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QUALIFICATION & SKILLS	
QUALIFICATIONS:	<ul style="list-style-type: none"> ● Graduate degree or higher from an accredited institution ● B.Ed/M.Ed/A relevant qualification in the field of education ● Minimum 10 years of teaching experience in the middle school, of which at least 5 years of IB MYP experience ● Minimum 3 years of IB MYP coordinator experience
OTHER DESIRED SKILLS:	<ul style="list-style-type: none"> ● Knowledge of relevant technology ● Excellent communication Skills ● Proficient in written and spoken English ● Commitment to a diverse international education and successful experience in an international or multicultural community. ● A concept-based, interdisciplinary approach to teaching and learning