



POR | Curriculum Coordinator Middle (IB MYP)

Position Information Document

Position Title:	Curriculum Coordinator Middle (IB MYP)
Tenure:	3 years (22/1/2025 - 31/01/2028)
POR:	POR 2
Time Allowance:	Time release from timetabled teaching responsibilities is provided to meet the duties and/or responsibilities associated with this role. Time allocated for this role is nominally 14 lessons (560 minutes) per week. This allocation is above EBA requirements and may vary slightly depending on timetabled teaching load.
Responsible to:	Principal through the Assistant Principal – Teaching and Learning

Context

Mercedes College is a restorative school where inclusion is an integral aspect of who we are as a Catholic, Mercy and IB community. Our core values of Mutual Respect, Responsibility, Integrity, Loyalty, Compassion and Justice form an integral way of life for all members of the Mercedes College community, through which we strive to maximise student outcomes by doing “ordinary things, extraordinarily well” (Catherine McAuley).

Position Purpose

The Curriculum Coordinator Middle (IB MYP) will be the key role in the pedagogical leadership and administration of the IB Middle Years Programme (MYP) at Mercedes College.

The Curriculum Coordinator Middle (IB MYP) is responsible to the Principal, through the Assistant Principal – Teaching and Learning and/or through the relevant Line Manager:

- For the fulfilment and implementation of the General Regulations and From Principals into Practice documents.
- For the development and implementation of the designated areas of curriculum and the teaching of these areas to designated groups of students.
- For the students’, fellow employees’ and his/her health, safety and welfare.
- To lead inquiry, interdisciplinary approaches and service learning with the teaching staff.
- To lead and role model contemporary approaches to problem-based learning, continuous assessment, Middle School teaching and learning and IB MYP pedagogical philosophy.
- To empower teachers to facilitate authentic learning experiences that extend beyond individual subject content.
- To engage students in their learning to develop skills that equip them for work and/or further study.
- To lead teachers and students toward continuous improvement and promote international mindedness.

The Curriculum Coordinator Middle (IB MYP) will have opportunities to professionally develop their personal understanding of the MYP and the IB.

Key Areas of Responsibility

College Leadership

The Curriculum Coordinator Middle (IB MYP) is expected to perform the following functions:

- Ensuring all regulations set by the IB are adhered to.
- Communicating and following up on key dates and deadlines.
- Distributing IB publications.
- Generating and distributing required or requested documentation such as student lists, result summaries, promotional materials.
- Maintaining a record of Personal Project Supervisors.
- Provide teachers, students and parents with pedagogical leadership concerning the Personal Project.
- Coordinate and collate the standardization and moderation of the Personal Project.
- Monitor, promote and coordinate IB MYP professional development opportunities.
- Completing administrative responsibilities using the IB Information System (IBIS).
- Creating and managing Programme Resource Centre (PRC) accounts.
- Collating and coordinating internal and external assessment material to be uploaded.
- Support the Assistant Principal - Teaching and Learning along with the Curriculum Coordinators, to vertically and horizontally map and oversee the implementation of the Global Contexts, student learning expectations and key and related concepts according to IB guidelines.
- Develop and maintain a consistent approach to MYP curriculum and assessment documentation.
- In collaboration with the Assistant Principal - Teaching and Learning, provide relevant information for the preparation of the Middle School curriculum handbooks.
- Coordinate and manage the implementation of IDUs across the MYP curriculum.
- Coordinate and lead the development of Service Learning across the MYP curriculum.
- Reporting administrative requirements.
- ManageBac administrative requirements regarding teaching and learning.
- Academic Awards- collection and distribution of relevant data.
- Oversee the ongoing development of the Scope and Sequence documents.
- Coordinate staff professional development for the MYP.
- Promoting the IB MYP to the Mercedes College community.
- Ensuring principles and procedures regarding the Policies of Academic Honesty and Integrity, Assessment, Inclusive Education and Language are adhered to.
- Driving the Evaluation Self Study requirements for IB and CIS in an ongoing nature.
- Ordering support materials, registering conference and workshop participants and payment of invoices.
- Coordinate the annual MYP Graduation Assembly.
- Attend relevant meetings as required.
- Organising and submitting documentation for BQC (Building Quality Curriculum) Programme.
- Undertaking other responsibilities, as required.
- Prepare and manage the College's MYP Budget.

Communication strategies

The Curriculum Coordinator Middle (IB MYP) is required to:

- Inform the community about achievements and developments in the Middle Years Programme through College publications including the Fleur de Lis, Mercy Vine and Annual Magazine and to College committees including the Executive Leadership Team and Education Standing Committee.
- Work with the Assistant Principal - Teaching and Learning to ensure that teachers, legal guardians and candidates understand the curriculum and assessment requirements of the Middle Years Programme and what subjects will be offered by the school.
- Inform the school community, including administration, teachers, legal guardians and candidates about the learner profile, assessment requirements and the mission of the IB MYP at Information Nights.
- Provide pastoral support by supporting communication between teachers and MYP students.
- Create annual action plans which are consistent with the College's annual focus. These plans are to be presented to the Assistant Principal - Teaching and Learning by the beginning of Term 1 each year.

Personal Specifications

Qualifications

- Appropriate academic qualifications, suitable experience and a background relevant to the role and the ability to model innovation and best practice.
- Registered Teacher in the South Australian Teacher Registration.

Skills and Knowledge

- Effective leadership skills to promote continuous improvement in literacy, numeracy, inclusion and wellbeing through their Learning Area.
- Excellent interpersonal skills and the ability to effectively communicate with a variety of stakeholders including parents, staff, students, outside providers, CESA personnel and relevant authorities.
- Knowledge and understanding of relevant national, local and school requirements for collection of data, evidence of adjustment and documentation for NCCD funding purposes.
- Familiarity with SEQTA and processes for effective and efficient collation of information using SEQTA and the ability to support teaching in their Learning Area in the preparation and collection of evidence of adjustment for students.
- As a leader within an R-12 context, experience teaching a wide range of year levels within the Learning Area.
- Demonstrate high quality teaching practice, passion and expertise in the Learning Area and work collaboratively with Learning Area staff to establish this on a College-wide basis.

Personal Attributes

- Active support of and commitment to the mission of the College, as a Catholic School with a Mercy ethos and an International focus.
- A high level of confidentiality, autonomy and initiative within the scope of the role.
- Be committed to the IB inquiry pedagogies and practices in pursuit of continuous improvement for students and staff.
- The ability to interact with staff, students and parents in a positive, sensitive and respectful manner, in line with the College's Mercy Keys.
- Ability to cope effectively in emergency and high stress situations.



Key Working Relationships and Accountabilities

- **Reports To:** Principal (through the Assistant Principal – Teaching and Learning).
- **Collaborates With:** Deputy Principal, Coordinators and staff.
- **Engages With:** Students, parents, community organisations, and professional agencies.

Performance Review / Appraisal Conditions – Evidence of Leadership Impact

- The appointee will be required to undergo an Annual Goal Setting and Review with their direct line manager/lead.
- The appointee will undertake a Performance Appraisal annually during the period of the appointment. The appointee will present evidence of leadership and the impact of their leadership on staff and student outcomes as part of this process.

Conditions of Employment

Salary: POR 2 in accordance with the 2020 Enterprise Agreement or its successor.

Other: Out of school hours work is required e.g. for sport, Parent-Teacher Interviews, camps, retreats, etc.

Approval of Position Description

On the first anniversary of appointment and biennially thereafter, or at another mutually agreed time, consultation will occur between the Principal and the Curriculum Coordinator Middle (IB MYP) to ensure that the Position Information Document (PID) is accurate.

Signed (**Employee**) _____ date / /2024

Employee Name _____