



International Baccalaureate Diploma Programme Coordinator

Preshil's Strategic Plan – 'Towards 2023', establishes our intention to stage the introduction of the DP into our progressive tradition and we are seeking a dynamic individual to lead the implementation of this programme.

Preshil is a small, secular and progressive co-educational school for ages 3 and 4 through to Year 12. It is an authorized International Baccalaureate World School with a Diploma Programme (DP), Middle Years Programme (MYP) and Primary Years Programme (PYP). The students take an active role in their education and develop responsibility for their actions; they are encouraged to ask challenging questions, to know themselves, care for others and achieve excellence on their own terms.

The school philosophy is inspired by the work of Margaret J R Lyttle and builds continually on her work and the work of her niece, Margaret E Lyttle and the ideas of other educational theorists relevant to progressive education in 21st century Australia. We are seeking a vibrant, passionate and experienced educational leader to join our team. In selecting our DP Coordinator, preference will be given to experienced IB educators. Ideally the Coordinator will have undertaken DP Coordinator training.

This is a full time, ongoing position commencing in January 2020.

The school uses a restorative approach to discipline and is looking for an outstanding teacher with high levels of leadership experience and capacity. The responsibilities of the position are to be performed in accordance with the provisions of the school's EB and relevant policies.

Position Description

The DP Coordinator, at the Blackhall Kalima Campus, will be responsible to the Principal and Head of Campus for the implementation and coordination of the International Baccalaureate Diploma Programme, including oversight of the professional development of the teachers and the organisation for all Year 11 to 12 students, to ensure the success of this element of the school's strategic plan.

"As far as is humanly possible the children are seen only as individuals, each one very different from every other one, with varying rates of growth and abilities. To work with them as individuals there must be real warmth and complete acceptance of each child as he or she is..."

Margaret E Lyttle

They will work in close cooperation with the Principal, the Head of Campus, Year 11 and 12 Coordinator as part of the Preshil Strategic Plan Implementation Team, to ensure that Preshil remains a strong and united school across both campuses in the progressive tradition. This position is supported by an IB Administrator.

They will understand and respect the history and the progressive ethos of the school and of the collegiate working relationships of Preshil staff and will work to nurture and enhance that collegiality and sense of community through their own leadership style.

Duties and Responsibilities

To take a leading role in:

- the development, co-ordination and implementation of the DP curriculum to ensure that each child's individuality, creativity and capacity to build strong social relationships is nurtured
- supporting the leadership of the school Principal and other school leaders
- the planning and implementation of the school's strategic plan
- building a values-based culture of respect and collaborative relationships in line with Preshil's core values
- enhancing the school's reputation in the school and wider community
- the development of teaching spaces and facilities which support the DP
- fulfilling the requirements specified for IB Diploma Coordinators by the International Baccalaureate Organisation
- ensuring that appropriate student records are maintained
- ensuring staff accountability for curriculum planning on Managebac
- following up students who are not meeting internal or external assessment requirements and ensuring they are on track to complete their Diploma
- keeping up to date with information from the IB, including the Diploma Coordinator notes
- attending Diploma Coordinators workshops and meetings as required
- monitoring internal assessment and moderation according to Diploma requirements
- conducting formal processes and documentation required for the evaluation of the Diploma Programme
- ensuring that the conduct of examinations, including mock examinations, orals and arrangements for visiting examiners meet IB Diploma Programme requirements
- running information sessions for students, family and the general public
- being conversant in the DP curriculum frameworks and requirements as outlined in the DP Coordinator's Handbook, the IB Programme Standards and Practices, the IB DP: From Principles into Practices

To take responsibility, either personally or by delegation, for all general administration of the Diploma Programme including:

- overseeing the creation of a timetable which supports the DP
- contributing to the development of teaching spaces and facilities which support the DP
- registering students for examinations and organising the distribution of results to students
- Assessment and Reporting requirements
- examination arrangements including special consideration
- responsibility of IBO systems and processes
- overseeing positions of responsibility for CAS and TOK

Together with the Head of Campus to take responsibility either personally or by delegation for matters including:

- staff professional development for the DP including staff curriculum day programmes
- staff teaching allotments
- position descriptions for DP recruitment and appraisal
- a strategic role in the school's Staff Appraisal programme
- coordination of DP faculty meetings

To take responsibility either personally or by delegation for all student and associated parent matters including:

- ensuring that individual needs are identified and catered for within the DP
- coordinating additional learning needs within the DP
- transitioning of students from the MYP to the DP
- induction of new students and staff to the DP
- **Other duties as directed by the Principal**

Further information about the role of a DP Coordinator is available on the IBO website.

This position would carry a maximum teaching allotment of 0.7

The starting date, teaching duties and salary for this position will be negotiated

Selection Criteria

1. Highly developed leadership skills including the capacity to lead and manage change in a progressive school environment while respecting the core values of the school
2. Outstanding interpersonal and communication skills, including presentations to the school and wider community, together with exemplary values, pertaining to personal qualities of objectivity, sensitivity and integrity
3. A highly developed capacity to motivate staff, develop their talents and build an effective team
4. Demonstrated ability to work with staff, students and parents to develop a safe, purposeful and inclusive learning environment that takes account of the individual needs of students and helps students to develop their special abilities and talents
5. A current and critical understanding of the learning process and the capacity to provide leadership in enhancing high-quality teaching and learning, together with achieving high levels of student engagement, across 7 to 12 levels
6. A highly developed understanding of the Diploma Programme and the importance of the Middle Years Programme within a progressive school culture
7. Outstanding capacity to model excellent and innovative teaching and learning approaches and to inspire and support other teachers in the delivery of an excellent and progressive DP

Safeguarding Children and Young People

Our organisation takes child protection seriously, and as an employee or volunteer of Preshil The Margaret Lyttle Memorial School, you are required to meet the behaviour standards outlined in our Safeguarding Children in Schools Code of Conduct. Attached to this document is this Safeguarding Children in Schools Code of Conduct. You can also access a copy of these guidelines via the Preshil website <http://www.preshil.vic.edu.au/why-preshil/policies/>

Therefore as a part of your duties and responsibilities, you are also required to:

- Provide a welcoming and safe environment for children and young people
- Promote the safety and wellbeing of children and young people to whom we provide services
- Ensure that your interactions with children and young people are positive and safe
- Provide adequate care and supervision of children and young people in your charge
- Act as a positive role model for children and young people
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- Maintain valid 'working with children' documentation
- Undergo periodic 'national criminal history record' checks
- Report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to children and young people.

Conditions of Employment

The successful applicant will be subject to a Working With Children Check and Criminal History Records Check where applicable.

Our organisation undertakes several screening processes to ensure the appropriate protection of children in its care. This includes reference checks, identity check, qualification checks and professional registration checks.