

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed

Position Title	International Baccalaureate Diploma Programme Coordinator (DPC)	Reference: 220930
Function/Department	Secondary School	Location: Hong Kong
Manager Name & Title	Secondary School Principal	
Position Type	Fixed Term	
Position Status	Full Time	

Position Objective

The Diploma Programme Coordinator (DPC) at Stamford American School works closely with the Secondary Principal, Heads of Department, and other members of the school's curriculum management team. The DPC is primarily involved in the implementation and organization of the program. Besides maintaining contact with school administrators, the DPC should communicate directly with all members of the teaching team, and be involved in school curriculum planning, as well as in-school and out-of-school professional development. The following roles and responsibilities are shared responsibilities amongst the school leadership, who work as a collaborative group to organize and develop the school curriculum at Stamford.

Responsibilities

General Leadership:

- Work with the Secondary School Principal and Heads of Department in providing a team approach to all matters pertaining to the School curriculum development and management.
- Attend leadership meetings, contribute to discussions, implement and support decisions made by the team.
- Attend regular curriculum team meetings, contributing to discussions and implementing and supporting decisions made by the team.
- Participate in the formation of the school's strategic development plan.
- Model to, and mentor, allocated teachers.
- Delegate tasks/duties to staff as necessary and/or appropriate.

Secondary School Leadership:

- In conjunction with the Secondary School Principal, provide direction to manage classrooms and grade level teams, developing an effective learning environment for students.
- In conjunction with the Secondary School Principal, organize curriculum guidelines and other year-specific parent communications.
- In conjunction with Secondary School Principal, Academic Dean, Deputy Principal(s) and other curriculum coordinators, contribute to overall strategic planning of Secondary School program.
- Organize and assist with the professional development of staff.
- Support new teachers in the school through the Secondary School induction program.
- Hold regular DP planning meetings with all Group teams.
- Hold regular curriculum planning meetings with the team leaders.
- Be involved in school functions as necessary.
- Model the Learner Profiles.
- Stay updated on research.
- Carry out other duties as directed by the Secondary School Principal.

Student Management and Welfare:

- Support student's inquiries through modelling skills, classroom visits and Extended Essay planning.
- In conjunction with Secondary School Principal develop an individualized learning program.
- Promote the vision statement that all Stamford's students will achieve more than they think they can through differentiation, targeted learning goals, analysis of data and celebration of achievement.

Curriculum Development:

- Assist teachers in developing course units based on inquiry, focused on conceptual understanding and developed in local and global contexts.
- Support the teachers responsible for, and the students involved in, the three core elements of the program: CAS, Extended Essay and Theory of Knowledge.
- Monitor approaches to teaching and learning
- Ensure that all DP unit planners are completed and stored in Rubicon Atlas.

- Examination oversight
- Understand and promote the analysis of results data to inform teaching and learning, including DP final exam results, IA and EE feedback, as well as MAP data.
- Ensure that staff members are made aware of professional development opportunities.
- Make recommendations regarding professional development opportunities on and off campus.
- Keep a record of workshop attendance and school visits to ensure quality of opportunity and identify ongoing needs.
- Ensure that copies of IBO publications pertaining to the DP are available to all staff members.
- Review assessment and reporting strategies and documentation together with course teachers.
- Assist HODs in researching and requesting suitable resources to support the implementation of the program.
- Establish an inventory of primary resources to facilitate efficient management.
- Assist in the preparation of documentation required for evaluation and self-study processes.
- Ensure that all requirements of the IBO concerning the implementation of the program are adhered to.
- Provide outreach to the wider DP community through OCC discussion forums, the Singapore-Malaysia-Brunei DP network, e-mail and school visits.
- Promote the use of myIB within the school community.
- Conduct parent information sessions.
- Publish articles pertaining to the program in the weekly newsletter or year level newsletters as needed.
- Other duties as determined in consultation with the Secondary School Principal.

Duties will be subject to periodic review to ensure they reflect the needs of the school as these change from time to time.

Position Requirements

Knowledge and Skills

- Skilled in leading an International IB School
- IB knowledge is required
- Curriculum development knowledge is required
- Administrative skills necessary - supervision of staff, staff development, data analysis skills, etc
- Proficient in using computers

Personal Qualities

- A strategic thinker with a drive for accuracy and precision
- Goal oriented with a passion for excellence in education
- Has confidence in their professional knowledge and ability
- Creative thinker capable of developing new ideas and systems and making improvements on existing ones.
- Is supportive of individuals in their strive to achieve excellence.

Qualifications

- Minimum Bachelors degree in education or related field.
- Masters degree preferred, educational leadership credentials also a plus.

Contacts

- Lower and Upper School Principals, Academic Dean, Deputy Principal(s), Heads of Department, DP teachers, Head of School
- DP core leaders (CAS, TOK and EE), Heads of Department
- Secondary School parents and students, Parent/Teacher Association (PTA)
- External resource vendors
- Other DP coordinators in the Singapore/Malaysia/Brunei DPC network

Working Conditions

- Based at the Stamford American School campus with occasional travel for the purposes of training/professional development.

Terms of Employment

- Working Hours: 7:30 am – 4:30 pm, Monday to Friday
- Medical Benefits: Group medical insurance provided the applicant is not currently covered
- Probation Period: 3 months from date of commencement
- Pre-medical exam: N.A.
- Referee request: Required
- Background Check: Required

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Safeguarding

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Designated Safeguarding Lead or to the Head of School or indeed to the Regional CEO or Safeguarding Manager - Asia so that a referral can be made accordingly to the statutory services.