

Middle School IB Coordinator and Learning Leader

Middle School
Job Description

Our Mission

We are a community of learners determined to make the world – or our corner of it – a better, kinder place. We reflect our values in everything we do so that we make the most of opportunities and challenges in a spirit of enthusiastic inquiry

Our Vision

We help every student turn learning into action, creating opportunities for students to stretch themselves further and achieve more than they believe possible.

General Description

The Middle School MYP Coordinator and Learning Leader will be responsible for coordinating the MYP programme for Grade 6-8, operating in accordance with IB requirements. They will work closely with the HS IB Coordinator, ensuring the Middle Years Programme from Grade 6 through 10 has a continuity of learning and alignment to [ISZL's learning principles](#), vision and mission.

In addition the role is focused upon providing, along with the wider leadership team and digital learning coaches, pedagogical leadership and support for teachers through coaching, consultation, collaboration. They will facilitate professional learning around the MYP programme and ISZL learning principals, designed to build capacity and inspire innovation amongst our educators.

As a learning leader at ISZL, the Middle School MYP Coordinator and Instructional Coach will also help ensure unity of purpose towards the ISZL pedagogical strategic vision of a student centred school with a tradition of personal and academic achievement in line with the school's mission and vision. They will report to the Middle School Principal and work closely with the Middle School and wider divisions Instructional Leadership Team. The MYP Coordinator supports the construction of learning experiences that challenge students, support the diversity of learners in each classroom and demonstrate a strong commitment to inquiry, concept based teaching and learning. They demonstrate intercultural competence and have a commitment to supporting students' social and emotional wellbeing, as well as their academic growth.

Areas of Responsibility

Pedagogical Leadership, MYP Grades 6-8

- Facilitate and promote a collaborative learning culture amongst the team and faculty
- Nurture transparent accountability systems (i.e., ISZL Professional Growth Framework) with established metrics of success, clear evidence and processes to help teachers develop and achieve
- Promote interest and understanding about how to use research and data for learner learning and school improvement
- Balance the interest of individuals in service of learning as a community
- Mentor teachers and model inquiry practice to promote conceptual understandings and meaningful transfer.
- Support and advise teaching staff regarding the administration of IB programmes, providing personalized, 1:1 and/or team support that is based on the identified needs of individual teachers and teams
- Support teachers to design and implement learning experiences aligned with the ISZL learning principles focused on inquiry, agency, relevance and metacognition
- Support, develop and lead professional learning opportunities that supports a culture of learning and elevates the understanding of researched-based pedagogical practices

- Through engagement, observation and coaching of teachers, provide appropriate feedback that leads to professional growth and student success
- Lead and support the work of the subject area leaders, building capacity and skillsets to aid the pedagogical development of each of the subject area teams.

Programme Coordination, IB Grades 6-8

- Collaborate with Middle School leadership team, subject coordinators, librarians, subject leads and coaches to create and support teacher practices and approaches to teaching and learning in unit planning
- Overseeing the IB professional development requirements for Middle School, taking into account individual, department and curriculum needs.
- Support the HS IB Coordinator with the management of IB administrative and communication matters.
- Working with the Head of SSST to ensure inclusive access arrangements for students are in place as appropriate.
- Monitor the horizontal and vertical articulation of the curriculum, ensuring that there is a progression of skills and concepts in an inclusive and clear way..
- Lead the development and review of interdisciplinary unit plans
- Work with the PYP, IB and High School Programme (AP, BTEC and ISZL Courses) Coordinators to ensure that the curriculum is coherent across the school.
- Continuously evaluates curriculum and programmes, making recommendations for future direction and actively liaising with the IB to support trials that support our vision for learning.
- Working with other school leaders to ensure the school has an ethical and robust academic honesty processes across the High School.

Middle School Culture, Community and Wellbeing

- Actively participate in middle school learning leadership team meetings
- In collaboration with other leaders, remove the barriers to innovation and best practice
- In collaboration with the Deputy Director, lead initiatives and carefully manage whole school change to ensure the focus remains on the learning and the learners
- Ensure a high level of accountability, in line with the school's values and guiding statements
- Work with the Middle School Leadership Team to develop a strong sense of community while maintaining a positive school culture, where all students, faculty and staff, have the opportunity to be engaged and feel valued, as well as maturing and achieving their potential both individually and collectively
- Support the generation of structures and systems to ensure all staff and students receive the support they need to flourish
- Foster an environment and culture that provides Middle School students the opportunity to have agency over their learning as well as a voice in decision making
- Cultivate relationships between school and home, through newsletters, workshops, information evenings and presentations, the virtual learning environment and email.

Required and Preferred Qualifications

- A substantial track record of highly successful instructional classroom practice in a variety of settings.
- Proven experience of leading, supporting and motivating individuals and teams with a clear commitment to the continuing professional development of all colleagues
- Clear demonstration of transitioning and leading successful innovative teaching practices into regular practice across a division

- Strong interpersonal and communication skills characterised by high levels of emotional intelligence and the cultural sensitivity and global perspective to relate well to people at all levels and from a diversity of backgrounds
 - Well-developed stakeholder management skills with the flexibility and diplomacy to engage and work effectively with the ISZL stakeholders, parents, teachers and students
 - High proficiency of technology skills and a deep understanding of their potential to support student learning
 - A values-driven leader with a commitment to ensuring each child achieves their potential in an inclusive educational environment
 - A deep, yet flexible, definition of what quality learning looks for Middle School Students
 - A collaborative and supportive leadership style with a proven ability to develop and support others; here to serve rather than to create work for others.
 - A good understanding of the IB philosophy of education and desire to build relationships with the IB and other IB World Schools.
 - An empathetic and highly visible leader with the warmth and relational skills to engage and inspire the different constituencies that make up the ISZL Middle School.
 - A deep commitment to ISZL's ethos and values as an inclusive, not-for-profit community international school.
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Compensation

Compensation for this position will be commensurate with the responsibilities of the position and is very competitive globally.

Application Process

- Submit one PDF with a letter of interest and CV via the application link found in the Employment section of ISZL's [website](#)
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Key ISZL Reference Documents

- [Guiding Statements](#)
 - [Learning Principles](#)
 - [Inclusion Policy](#)
 - [ISZL Teacher Candidate Profile](#)
 - Visit the Employment section of ISZL's [website](#) for more information
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ISZL is an equal opportunity employer.

As such, ISZL agrees to support, respect, and seek inclusion with regard to the safety and care of all community members, including potential members looking to join our school. This includes but is not limited to: age; disabilities; ethnicity; gender; gender expression; gender identity; health needs; languages spoken; marital status; mental health; national origin; political affiliation; race; religion; sex; sexual orientation, and any additional characteristic protected under Swiss law.

ISZL endeavours to understand and protect the civil and human rights of all individuals, striving to maintain a high level of multicultural awareness and knowledge about all applicable laws and statutes related to non-discrimination and inclusion.

Child Protection

ISZL is committed to the use of the International Task Force on Child Protection screening and assessment practices for schools for all hiring processes. ISZL takes very seriously its responsibility for safeguarding our students against abuse and neglect. All staff and other adults associated with ISZL are expected to share this commitment and to immediately report any concerns regarding a student's safety or wellbeing.