

PYP Coordinator/Head of Administration

Deutsche Schule Kobe/European School seeks to employ a qualified and experienced PYP Coordinator/Head of Administration (native level of English proficiency required) to start in August 2018.

The candidate must be strong communicator with a warm and caring disposition, an aptitude for connecting with children and teachers and building a rapport with parents. A good knowledge of German and/or Japanese will be an advantage. We are looking for a candidate that will work trustfully and effectively in a team with the Principal and will lead the teachers to operate with the school curriculum successfully. We expect creativity, commitment and a great sense of humour!

Please send your application to: principal@dskobe.org. Initial closing date for applications – January 15, 2018

The school reserves the right to appoint a candidate before the application deadline should this prove desirable. For this reason, it would be important for interested applicants to submit an expression of interest in the position at the earliest possible opportunity.

Education and experiences

- Master's degree (or State Exam) from an accredited university
- Teaching qualifications for primary school and possibly above
- Experience in leading a school successfully through the self study process for the next IB evaluation visit (in 2 years time)
- Relevant teaching experience
- Experience in setting up and managing a school budget
- Experience in managing the Administration section of the school
- Experience in marketing a school

The **PYP Coordinator's** responsibilities are:

Documentation:

The PYP Coordinator's responsibilities include:

- Ensuring that the most updated version of the school curriculum is available to all teachers
- Ensuring that copies of IB publications pertaining to the PYP are available to all staff members.
- Establishing and maintaining a record of completed planners and archiving all unit resources.
- Publishing of the school's programme of inquiry.
- Leading the process of developing or reviewing the school's scope and sequence documents.
- Ensuring that agreements are formulated for assessment and for teaching and learning language.
- Participating in the formation of the school's strategic development plan.
- Maintaining the archive of all the Exhibition records.

Professional Development:

The PYP Coordinator's responsibilities include:

- Managing the professional development budget
- Ensuring that staff members are made aware of professional development opportunities.

- Making recommendations regarding professional development opportunities to ensure equality of opportunity and identify ongoing needs.
- Leading the orientation of new teachers into the PYP.
- Ensuring that staff members have the opportunity to disseminate information obtained from workshops and meetings.
- Teachers have access to the Wednesday Meeting Schedule and can sign up or offer feedback for courses they have completed.
- Assisting teams or individuals in developing and documenting student inquiries.
- Weekly planning meetings, making and adding comments, suggestions and queries to planners.
- Supporting the teachers responsible for the PYP exhibition.

Curriculum:

The PYP Coordinator's responsibilities include:

- Creating the school's curriculum, evaluating and updating it annually.
- Monitoring teachers' teaching based on the school's curriculum
- Leading the development of the school's programme of inquiry.
- whole school POI, Planners etc, Element Tracking and Planner Checklist
- Supporting the students involved in the PYP exhibition
- Acting as a mentor or a facilitator to support the exhibition inquiry

Resource Management:

The PYP Coordinator's responsibilities include:

- Assisting the Principal in identifying resources needed for the programme of inquiry.
- Establishing an inventory of resources to facilitate efficient management.

Communication:

The PYP Coordinator's responsibilities include:

- Setting up systems for communication and collaboration among all staff members involved in implementing the programme.
- Conducting parent information sessions.
- Publishing articles pertaining to the programme in the school newsletter.
- Circulating all relevant information received from the IB and ensuring that teachers and other staff are kept up to date with current developments of the programme.
- Preparing and submitting any documentation required for authorization and evaluation.
- Ensuring that all requirements of the IB concerning the implementation of the programme are adhered to.
- Responding to requests for information from the IB.
- Providing a liaison between the school and the IB.
- Providing outreach to the wider PYP community through OCC discussion forums, email and school visits.
- Promoting the use of the OCC within the school community.
- Sending out membership information for new staff - showing them the OCC and other available resources
- Forwarding relevant letters and information to the teaching staff.
- Recommending exemplary teachers to participate in curriculum development meetings.

Learning Support Teacher

The Learning Support Teacher's responsibilities include:

- Teaching students in small groups
- Working in the classroom to support children and groups in their learning

- Monitoring and recording the progress of children with special needs/gifts and talents
- Benchmarking the Reading with Probe 2
- Coordinating the ISA Tests
- Assisting the Principal in identifying and listing specialists and resources

Cover

- Organizing the cover of absent teachers
- Taking over cover duties personally

The **Head of Administration**'s responsibilities are:

- Proactive, client focussed approach
- Manage all budgetary, financial and administrative processes
- Human Resource Management of all staff in the Administration
- Managing and Maintaining the school facilities and IT hardware
- Preparing the Board Meetings
- Managing school events
- Collaborating with the School Principal in regards to all processes in the administrative part of the school
- Collaborating with the School Principal in regards to the Strategic Plan of the school