

IB PYP Leader

The IB PYP Leader is responsible to the Elementary Principal and is responsible for the following specific responsibilities:

THESE WILL INVOLVE:

Showing **LEADERSHIP** by

- supporting the leadership of the school in achieving the vision, mission, values and aims of the school;
- being a role model by setting high personal expectations in all areas including teaching, professionalism, professional development, and administration;
- challenging IB PYP staff with clear goals that are consistent with and reflect both DISV school-wide action plans and IB PYP requirements;
- assuming the role of Elementary Principal in case of the absence of the Elementary Principal;
- nurturing and promoting an IB PYP learning culture and encouraging the creation of excellent learning environments;
- empowering and motivating staff to grow professionally.
- Showing proactive support to the Principal in Elementary Middle Leader meetings

Administrating the **IB PYP** by

- carrying out the necessary tasks outlined in the IBO's list of coordinator's responsibilities, monitoring of assessment/moderation deadlines, and dispatch of necessary documentation;
- ensuring that the school and its students comply with all applicable IBO regulations, in particular academic honesty;
- making available to staff copies of relevant IBO PYP publications and ensuring all staff have access to the OCC;
- preparing and submitting documentation required for programme evaluation;
- maintaining good communication with the IBO regional office.

Coordinating the **CURRICULUM** by

- distributing IBO curriculum documentation and supporting the creation of unit planners for all subject areas;
- ensuring that units of inquiry and single subject planners are completed on ManageBac for all PYP classes;
- Maintaining an up-to-date set of cover plans for all classes and grades for substitution use
- Coordinating the curriculum needs for substitute teachers in all subject areas and grades
- seeking and acting on any purposeful opportunity to develop consistency and curriculum continuity between the three IB curriculum programmes;
- ensuring that all teachers are meeting the AERO standards for each grade level;
- seeking opportunities to develop cross-curricular approaches between subject areas, specifically in reference to the Units of Inquiry (PYP);

- maximising opportunities relating to curriculum delivery both inside and outside the school e.g. field trips, visiting speakers, varied resources and varied teaching styles;
- establishing and monitoring clear homework expectations across the IB PYP;
- ensuring a concurrency of learning and working with the Elementary Principal on staffing requirements;
- overseeing the PYP Exhibition in collaboration with Grade 5 teachers to ensure it meets the requirements of the IB PYP and enables excellent learning;
- leading the curriculum review process for the IB PYP and using internal and external analysed assessment results as appropriate.

Promoting **ASSESSMENT for LEARNING** and ensuring **ASSESSMENT of LEARNING** by

- working with subject teachers to develop assessment criteria for all grade levels in line with IB PYP requirements;
- establishing and monitoring moderation and standardisation procedures within the IB PYP to ensure reliability and validity of the reporting of achievement;
- maintaining exemplar folders of 'best practice' for use in moderation procedures for the IB PYP subjects at each grade level;
- establishing shared expectations within the IB PYP staff with regard to grading and report writing;
- monitoring to ensure that sufficient formative and summative tasks are completed on Managebac for all PYP classes;
- Ensuring that summative assessments allow for the diversity of student needs (student input in rubrics)
- developing expectations for three-way and student led conferences;
- using Managebac to disseminate semester reports for PYP students;
- supporting the Elementary Principal in organising and disseminating ISA testing and results in Grades 3 and 5;
- supporting the Elementary Principal in organising and disseminating Group Reading Tests (all grades) and the CATs (grade 4);
- presenting data to show student progress at each grade level.

Responsibility for **RESOURCING** by

- being aware of resources for general IB PYP use and ensure they are appropriately used and maintained;
- Creating and maintaining an overview of all Elementary curriculum resources
- Advising the Principal on any resource needs for Units of Inquiry and single subject needs
- encouraging the use of local, national and international resources as appropriate;
- promoting the use of appropriate technology.

Responsibility for the **BUDGET** by

- submitting a Budget Request for approval by the Elementary Principal, including all resources, consumable and capital;
- ensuring that all budget guidelines are adhered to.

Responsibility for **PERSONNEL** by

- organising IB PYP meetings and curriculum planning time, the minutes of which will be distributed to the School Academic Leadership and all IB PYP teachers;
- providing professional support for IB PYP faculty as required;
- visiting IB PYP teacher's classrooms to offer advice on classroom management and teaching styles;
- acting as a line manager in the DISV Professional Growth Model, undertaking formal lesson observations as appropriate;
- presenting improvement plans and smart goals for all elementary teachers;
- seeking opportunities to familiarise elementary members with current research in the area and its pedagogy;
- supporting the orientation of new elementary staff by being an academic mentor;
- advising the School Leadership on the selection of new elementary members and the deployment of staff;
- seeking opportunities to familiarise IB PYP faculty with current research in subject areas and pedagogy;
- publicising relevant IB PYP conferences and workshops and implementing the Professional Development Policy;
- keeping a record of workshop attendance and school visits;
- inducting new IB PYP teachers in the overall curriculum framework;
- advising the School Leadership on the selection of new IB PYP faculty.

Involvement in **WHOLE SCHOOL DEVELOPMENTS** by

- contributing to academic policy formation;
- Developing IB PYP Development Plans in line with current IB requirements and the DISV Action Plan;
- being a proactive member of the School Academic Leadership meetings;
- supporting the organisation of curriculum events for parents or the wider community relevant to the subject area;
- contributing to the school academic calendar in consultation with elementary staff;
- being an active member of the community at all school events.

Promoting **COMMUNICATION** within the school community by

- ensuring that the IB PYP Curriculum and Assessment Handbooks are updated annually;
- presenting the IB PYP to both students and parents;
- developing creative ways to promote the elements and activities of the PYP curriculum.

The IB PYP Leader will be supported by the positions of responsibility in the Elementary School

The post-holder will receive a stipend (see DISV Staff Conditions of Service, Expectations and Responsibilities Manual according to the currently valid version and as amended from time to time) and teach up to 560 minutes or their equivalent.