

POSITION DESCRIPTION

INTERNATIONAL BACCALAUREATE
DIPLOMA COORDINATOR

THE FRIENDS' SCHOOL



POSITION HOLDER:	Vacant
SECTION:	Senior School
POSITION REPORTS TO:	Deputy Head of Senior School - Learning
REPORTS TO POSITION:	Nil
CLASSIFICATION:	SCT 2 and Level 10 Responsibility Allowance – as outlined in The Friends' School (Teachers) Enterprise Agreement 2024
PERIOD OF APPOINTMENT:	1 January 2025 – 31 December 2025
TIME RELEASE:	30-40% - 6-8 hours contact time

P U R P O S E

The IB Diploma Programme Coordinator's key focus is to coordinate the delivery of the IB Diploma Program. The Coordinator carries out effective leadership and administrative functions of the IB Diploma Programme; works closely with leadership in supporting the educational development of students and staff; and promotes parent and community awareness of the program. In doing so, the Coordinator ensures that the teaching and learning is in line with the principles and practices of the IB Diploma Programme.

P R I M A R Y D U T I E S

- Ensure that you report any child safeguarding issues with the appropriate mandatory reporting processes and promote a culture where children feel empowered to voice their concerns in creating a child safe environment.

The IB Diploma Coordinator is responsible for all the duties specified in the IB Handbook of Procedures for the Diploma Programme.

- Oversight role in the pastoral and academic care of all IB Diploma students in line with the School's Purpose and Concerns, working closely with tutors, the Deputy Heads and Head of Senior School.
- Work closely with the IB Administrative Support role to oversee the upload of all assessment material in compliance with IB requirements and guidelines for all Diploma related correspondence between the School and the IB including the administration of internal and external examinations and results (if the external examinations are scheduled for a Public or School holiday, Replacement Days can be negotiated with the Head of Senior School).
- Work closely with the Deputy Head Senior School - Learning and the Director of Teaching & Learning to provide pedagogical leadership bringing alignment between the Purpose and Concerns and the philosophy of the Diploma Programme.

- Promote an awareness of the IB Diploma Programme within the School community and wider Hobart community.
- Conduct student and parent information sessions.
- Circulate all relevant information received from the IB and ensure that teachers and other staff are kept up to date with current developments in the programme.
- Work with IB Diploma teaching staff to ensure IB Diploma written curriculum, learning outcomes, assessments and philosophy are adopted and put into practice.
- Liaise with the Senior School Librarian to support the planning and delivery of the Extended Essay core component.
- Have responsibility, in conjunction with the CAS Coordinator, to ensure all CAS requirements for students are met.
- In consultation with the Head of the Senior School, prepare and have responsibility for the IB Diploma budget.
- Support IB Diploma staff members in identifying and recommending appropriate Professional Learning opportunities and maintaining the IB Professional Learning Register
- Between 60% to 70% of the teaching load (13 hours) to be with appropriate IB classes. It is an expectation to also have academic commitment to Year 9 & 10 students through teaching appropriate courses.
- Contribute to the Year 10 Opportunity Block program to promote the Diploma and share relevant pathways information.
- Serve on the Senior Curriculum Committee and the Learning Leaders Reference Group, collaborating with colleagues on strategic and operational curriculum matters.
- Convene the IB Diploma Reference Group to monitor and plan for the implementation of the IB Diploma in the School.
- Responsible, in conjunction with the Director of Teaching & Learning for coordinating and implementing the IB Evaluation Review relevant to the Diploma Programme in line with the IB schedules.
- Coordinate and oversee student results including providing support, preparing data and assisting with information sharing.
- Assist and support the DH of SS - Learning with all curriculum decisions that include subject choices, subject selection and staff allocation for all IB subjects'

PRIMARY DUTIES AND EXPECTATIONS OF ALL TEACHERS

- To ensure that you report any child safeguarding issues with the appropriate mandatory reporting processes and promote a culture where children feel empowered to voice their concerns in creating a child safe environment.
- An understanding of Australian Curriculum trends and pathways coupled with experience in current methodology and in teaching Australian and international students is highly desirable.
- Teaching practices which align with The Friends' School's *Learning Principles, Learning Partnership Understanding and Purpose and Concerns*, as well as the Quaker ethos.
- Knowledge, acceptance and implementation of School Policies and Guidelines.
- Demonstrate ethical standards of behaviour in dealing with colleagues, students, families and all School matters.
- Knowledge of relevant curriculum and engaging pedagogy that is current and comprehensive.
- Knowledge of the theory, practice of and the implementation of authentic student assessment which also adheres to the School's requirements in reporting student progress to students and their parents.
- Willingness to teach across a range of Learning Areas if qualified to do so.
- Commitment to the School's professional learning program and alignment with the School's Improvement Plan and strategic goals.
- Ability to work positively and collaboratively as part of a team, including involvement in moderation, and provide support for colleagues.
- Ability to communicate effectively and maintain respectful relationships with students, staff, parents and groups from the wider community.
- Adherence to the School's expectations in regard to pastoral care and support for students, by demonstrating the required skills and disposition.
- Commitment to expectations in regard to co-curricular activities, meetings, supervisory duties, Assemblies, Gatherings and routine administrative duties.
- Willingness to participate in School decision-making and administrative processes in a way that is constructive and supportive of other staff.
- Complete all required professional learning and meet administrative/reporting deadlines.
- Behave and work in alignment with the *Expectations of Teachers* in The Friends' School Staff Handbook.

DELEGATIONS

- Managing the IB Diploma budget
- Administration of IB Diploma external examination
- Authorising expenditure and receipting of goods within the IB Diploma budget

KEY RELATIONSHIPS

- Head of Senior School
- Deputy Head of Senior School – Pastoral Care
- Director of Teaching & Learning
- Senior School IB Administrator
- Pathways Advisors
- CAS Coordinator
- Principal
- Deputy Principal

SELECTION CRITERIA

1. Understanding of the [10 National Child Safe Standards](#) which strive to protect children and young people from abuse and neglect.
2. Have a thorough knowledge of the Australian Curriculum 7-12 and experience in teaching in secondary and / or upper secondary.
3. Have appropriate tertiary qualifications and experience for this position.
4. Proven knowledge of the IB Diploma curriculum with the ability to teach an IB Diploma course.
5. Proven management experience in the leadership of the IB Diploma or other similar programs.
6. Proven experience in motivating and mentoring staff to work collaboratively with curriculum and management teams across the School.
7. Be passionate and motivating about engaging young minds across the IB Diploma learning areas.
8. Demonstrated commitment to ongoing professional learning and a proven capacity to present, model and share excellent teaching skills.
9. Have the capacity to respond to research and innovation in the teaching of IB Diploma subjects, including the integrated use of ICT in the IB Diploma.
10. The ability to work safely in a school environment and be fit to undertake the inherent requirements of the position.
11. Show strong support for the Purpose and Concerns and ethos of The Friends' School and our Learning Principles and Partnership.
12. Must hold a current Tasmanian Working with Vulnerable People registration (employment) and a current Teachers Registration Board Tasmania registration or have the qualifications to obtain one.

C O N F I D E N T I A L I T Y

A School environment is one where you will have access to highly confidential information, therefore it is critical for the School to explicitly state the following:

Definition

Confidential Information includes, with the exception of information in the public domain, any information:

- disclosed to you by or on behalf of The Friends' School;
- which comes into your possession, or is generated by you, in the course of your employment, whether or not the information was originally supplied by The Friends' School;
- relating to the dealings, financial arrangements, transactions, general affairs, details of suppliers, staff members, agreements entered into with The Friends' School and the financial position of The Friends' School and other matters that do or may affect the financial position or reputation of The Friends' School; and
- relating to internal management of The Friends' School, the structure of The Friends' School businesses, The Friends' School personnel, policies, strategies, plans, or aspects of its future activities.

Your obligations

- You are expected to:
- use Confidential Information solely for the purpose of performing your duties;
- take all reasonable precautions as may be necessary to maintain the confidentiality of Confidential Information;
- not remove any Confidential Information from the School's premises without its prior consent;
- not (except in the normal course of carrying out your duties) copy or duplicate any Confidential Information without the consent of The Friends' School and
- immediately notify The Friends' School of any suspected or actual unauthorised use, copying or disclosure of Confidential Information.

Signed acceptance of the above position description:

Name: Date:

Signature: