

## Job Description

### *DP Coordinator*

#### Guiding Statements

- **Our Vision:** To provide an innovative international education that inspires learners to make a positive impact on the world.
- **Our Mission:** To provide an inclusive learning community, embracing diversity by offering a challenging IB education which empowers its members to be caring, global citizens.
- **Our Motto:** “Igniting Minds, Impacting Lives”

#### School Context

IGB International School (IGBIS) is a vibrant Early Years to Grade 12 international school that provides a dynamic, innovative and inclusive learning environment where students are challenged to excel in both their learning and personal growth. An International Baccalaureate (IB) World School, IGBIS was the first school in Malaysia authorised for the full continuum of IB programmes: the Primary Years Programme (PYP), the Middle Years Programme (MYP), the Diploma Programme (DP), and the Career-related Programme (CP). IGBIS is the only school in Malaysia accredited by the New England Association of Schools and Colleges (NEASC) and is also a member of the Association of International Malaysian Schools (AIMS), the East Asia Regional Council of Schools (EARCOS), the Council of International Schools (CIS) and Next Frontier Inclusion.

An IB education aims to develop inquiring, knowledgeable and caring young people who help create a better and more peaceful world through intercultural understanding and respect. This philosophy underpins the curriculum, co-curricular and after-school programmes at IGBIS with the aim to inspire students to become principled, global citizens. IGBIS is committed to providing high-quality international education for our students in an inclusive learning community where they participate in a challenging, caring and holistic educational experience.

#### Pro-Diversity Statement

As a school with inclusiveness as a Pillar, we are committed to diversity and therefore aim to hire staff as diverse as the students we serve. Our goal is to create an organizational culture that gives voice to a variety of global perspectives from within Malaysia and across the world. We work with a wide range of people who are experienced, qualified and mission-aligned, including people from traditionally underrepresented backgrounds.

#### Child Safeguarding Commitment

Safeguarding the welfare of children and young people is a priority and we expect all staff to share that commitment. All IGBIS teachers and staff undergo child safeguarding screening including checks with past employers, law enforcement authorities, and other governmental agencies as required.

## Reports to

Secondary Principal.

## Main Working Relationships

Coordinators, Subject Leaders, Teachers, Associate Teachers, Student Services Team, Administration Team.

## Our Shared Responsibility

- Commit to, pursue and positively promote the School's Vision, Mission, Motto and Pillars.
- Model and encourage culture and climate in support of the IGBIS Guiding Statements and the IB Learner Profile to create a sense of belonging for all.
- Develop an environment in which students and staff are challenged, supported and provided with a sense of purpose so as to develop and maintain an enthusiasm for learning.
- Critically reflect on and constantly improve your own knowledge and skills through professional dialogue, collaboration and professional development.
- Build relationships with all stakeholders that promote the success of the School.
- Communicate effectively with students, parents, school administrators and other staff, including the ability to discuss topics which may be sensitive and/or challenging.
- Have the ability to organize tasks and manage your time in order to meet deadlines with accuracy and professionalism.

## Position-Specific Responsibilities

### Job Overview:

The DP Coordinator plays a vital role in managing and implementing the IB Diploma Programme (DP) at IGB International School, acting as the pedagogical leader for DP and serving as the main liaison between the IB and the school community. This role involves overseeing curriculum development, professional staff support, examination management, and communication with all stakeholders to ensure the successful delivery of the DP. The DP Coordinator will also support the Career-related Programme (CP) Coordinator as needed to ensure the success of IGBIS's career-focused academic offerings.

In addition to administrative and leadership duties, this role includes some teaching responsibilities, with the FTE to be determined by the Secondary Principal, in areas deemed necessary.

### Key Responsibilities:

#### Programme Administration and Leadership

- Serve as the pedagogical leader of the DP, overseeing curriculum and instructional practices in line with IB standards.



- Coordinate the online management of DP via platforms like IBIS, OCC, My School, and Basecamp.
- Collaborate with senior management on the whole-school implementation of DP, including strategic planning and documentation maintenance.
- Ensure adherence to DP standards, policies, and requirements, facilitating regular internal reviews and updates to curriculum documents.
- Manage the DP budget and coordinate the selection and evaluation of resources to meet program needs.

### **Programme and Staff Development**

- Act as a professional resource for programme staff, organizing ongoing DP-specific professional development to maintain current teaching practices.
- Collaborate with teachers to align instructional goals with IB standards, facilitating collaborative planning across the DP team.
- Induct and support new DP teachers with curriculum planning and assessment procedures.
- Work with the PYP and MYP coordinators to ensure continuity and progression within the IB continuum.

### **Examinations and Assessment**

- Organize and coordinate the administration of DP exams, ensuring adherence to IB guidelines and creating a supportive exam environment.
- Maintain secure and safe handling of examination materials.
- Oversee the assessment calendar, managing student workloads and minimizing conflicts.

### **Communication and Stakeholder Engagement**

- Act as the primary point of contact for DP matters with teachers, administrators, parents, students, and the IB organization.
- Disseminate DP information and updates from the IB to relevant staff members in a timely manner.
- Promote the DP to the wider school community, including parents and prospective students, through presentations and communications.
- Ensure clear communication with the Secondary School Principal, Head of School, and key personnel about programme developments and needs.

### **Student Management and Support**

- Coordinate student placements within DP classes and monitor academic performance to maintain an optimal learning environment.
- Oversee student records, manage transition programs for incoming students, and provide support for holistic learning opportunities.



- Work with MYP coordinators to facilitate smooth student transitions from MYP to DP.

### **Additional CP Coordination Support**

- Collaborate with the CP Coordinator in tasks such as registration, pastoral support, and communication with career-related partners.
- Support the administration of the CP core and reflective projects, maintaining timely submissions to IBIS.

### **Other Duties**

- Attend relevant meetings, including extraordinary sessions as required by school leadership.
- Assist in the production and distribution of school handbooks, newsletters, and promotional materials related to DP and CP.
- Perform other tasks as assigned by the Principal or Head of School.

### **Personal Attributes, Skills and Characteristics**

- Honesty, integrity and compassion, all with a good sense of humour.
- Outstanding interpersonal skills: a good listener who thrives in a collaborative environment.
- Fluency in English with strong oral and written communication skills.
- Have the resilience, flexibility and energy needed to thrive in a growing and dynamic school.
- Ability to establish effective working relationships based on mutual respect with co-workers, students and parents alike.
- Open- and internationally-minded with good intercultural understanding.
- Proven problem-solving skills and the initiative to act on them.
- The capability to embrace change, learn quickly, and adjust to new situations and technologies.
- Strong organizational skills and the ability to prioritize tasks effectively to meet deadlines and achieve goals.
- Demonstrated leadership qualities, whether in a formal or informal capacity, with the ability to inspire and motivate others.

### **Required Qualifications**

#### **Minimum Academic/Professional Qualification**

- Hold a university degree
- Hold a recognised teaching qualification
- Have degree-level qualifications in Education or a related field.



**IGB International School (IGBIS)**

Jalan Sierramas Utama, Sierramas, 47000 Sg. Buloh, Selangor, Malaysia.

IGBIS is owned by Detik Harapan Sdn Bhd (790342-W)

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## Related Experience

- Relevant IB DP/CP training within the last 5 years.
- Experience as a DP/CP coordinator or in an IB role with strong familiarity in DP curriculum and assessment.

## Competencies (Knowledge, Skills & Abilities)

- Comprehensive understanding of the IB DP curriculum, standards, and assessment practices.
- Familiarity with IB online platforms (IBIS, OCC, My School, etc.) for program management.
- Ability to lead, implement, and adapt curriculum development processes in line with IB standards.
- Expertise in instructional practices and strategies that promote international-mindedness and holistic student development.
- Highly organized with the capacity to manage complex schedules, deadlines, and program requirements.
- Proficient in planning and prioritizing tasks, including budget management and resource allocation.
- Strong verbal and written communication skills for effectively liaising with staff, students, parents, and IB representatives.
- Skilled at working collaboratively with educators, administrators, and program coordinators to ensure cohesive program implementation.
- Capacity to handle evolving IB requirements and school needs, adjusting strategies as necessary.
- Effective problem-solving skills to address challenges in program delivery, student placement, and assessment scheduling.
- Commitment to supporting student success through monitoring academic performance, managing class placements, and facilitating transition programs.
- Proficient in using digital tools for managing program resources, assessment records, and curriculum planning.
- Dedicated to supporting and organizing professional development for faculty, ensuring ongoing alignment with IB standards.
- Committed to student safety, understands and follows child safeguarding policies, and promotes a secure learning environment.

## Additional Notes

This job description details responsibilities but is not prescriptive. The incumbent may be required to undertake other duties and responsibilities commensurate with the scope of the post. This job description may be subject to amendment, to meet the changing needs of the school, following appropriate consultation.



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IGBIS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share and demonstrate this commitment.



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