

Job Description

MYP Service as Action 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 of inspiring 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
Division Principal

Main Working Relationships

Coordinators, Subject Leaders, Teachers, Associate Teachers, Student Services 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

Position Overview

The **MYP Service as Action Coordinator** is responsible for designing, implementing, and managing the Service as Action program within the MYP framework. This role supports students in Grades 6–10 to identify, plan, and carry out meaningful service activities that reflect the IB's mission to create responsible and caring citizens. The coordinator will work closely with students, teachers, parents, and community partners to ensure students can connect their learning to real-world applications, fostering empathy, responsibility, and lifelong service-oriented values.

Key Responsibilities

1. Program Development and Implementation

- Develop, plan, and implement the Service as Action program in alignment with the IB MYP requirements and school goals.
- Establish clear objectives and expectations for service projects at each grade level, ensuring they align with the IB Learner Profile attributes and support meaningful student engagement.
- Develop resources, tools, and guidelines to support students and teachers in planning and conducting service activities.



2. Student Engagement and Support

- Guide students in identifying service opportunities, setting goals, planning projects, and reflecting on their learning.
- Provide support, advice, and supervision to students throughout their service projects, ensuring safe, ethical, and impactful involvement.
- Facilitate workshops and advisory sessions on service learning, community engagement, and reflection strategies.

3. Collaboration with Faculty and Staff

- Work with subject teachers and MYP mentors to integrate service opportunities into the curriculum, enhancing interdisciplinary connections.
- Train and support teachers to help them incorporate service as action into their teaching practices, including understanding reflection processes.
- Collaborate with the MYP Coordinator to ensure that the Service as Action program supports the holistic goals of the MYP.

4. Community and Stakeholder Engagement

- Build and maintain relationships with local community organizations, NGOs, and other potential service partners to facilitate meaningful opportunities for students.
- Communicate regularly with parents and guardians to encourage understanding and support of the Service as Action program.
- Organize events, presentations, and exhibitions where students can showcase and reflect on their service achievements.

5. Monitoring, Assessment, and Reporting

- Track student progress in meeting Service as Action requirements, ensuring compliance with IB standards.
- Evaluate the impact of service activities on student learning and personal growth through regular reflections, journals, and project assessments.
- Prepare reports and maintain records to provide feedback to students, teachers, parents, and the MYP Coordinator on student engagement and program outcomes.

6. Training and Professional Development

- Participate in IB workshops and other professional development opportunities to stay updated on best practices in service learning.
- Lead professional development sessions for staff on the Service as Action component and on supporting students in reflective practices.
- Continuously review and improve the program to reflect new research, IB updates, and feedback from the school community.



Required Qualifications

Minimum Academic/Professional Qualification

- Hold a university degree
- Hold a recognised teaching qualification
- Have degree-level qualifications in their subject area

Related Experience

- A minimum of 3-5 years of teaching experience, preferably in an IB or similar international educational setting, is often expected.
- Prior experience in a leadership role, such as a Subject Leader, Coordinator, Head of Department, or a similar position, may be preferred.

Competencies (Knowledge, Skills & Abilities)

- Strong understanding of the IB MYP framework, specifically the goals and expectations of the Service as Action component.
- Proficiency in developing and implementing a comprehensive curriculum that aligns with IB standards and practices.
- The ability to lead and inspire a team of educators, as well as to facilitate professional development and mentorship.
- Proficiency in developing and implementing a comprehensive curriculum that aligns with IB standards and practices.
- The capacity to analyze student performance data, curriculum effectiveness, and educational resources to make informed decisions and improvements.
- Strong oral and written communication skills to effectively convey concepts and ideas to students and teachers.
- The ability to collaborate effectively with teachers, administrators, and parents to support the program.
- Excellent organizational abilities to manage curriculum presentations, resources, budgets, and professional development initiatives efficiently.
- Flexibility to adapt to evolving educational practices and IB guidelines.
- Proven problem-solving skills to address challenges and take initiative to resolve them.

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.



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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