

<b>TITLE</b>	PYP Coordinator
<b>EMPLOYMENT STATUS</b>	Permanent, fulltime with teaching load tbc
<b>DEPARTMENT</b>	Teaching and Learning
<b>ENTERPRISE AGREEMENT</b>	Launceston Church Grammar School Teachers Enterprise Agreement
<b>EA CLASSIFICATION</b>	Teachers salary scale depending on skill and experience
<b>REPORTS TO</b>	Head of Junior Campus
<b>REPORTS</b>	Nil
<b>KEY FUNCTIONAL RELATIONSHIPS</b>	Teachers, Teachers Assistant, Deputy Head of Junior Campus
<b>LOCATION</b>	Junior Campus

### Scope of position

The PYP Coordinator oversees the implementation and quality of the IB Primary Years Programme. This role involves managing PYP administration, mentoring staff, leading professional development, and ensuring compliance with IB and OER standards. The PYP Coordinator provides proactive leadership, fosters a culture of inquiry and reflection, and serves as the primary liaison between the School and IB.

### Duties and Responsibilities

#### LEADER

- Collaboratively build and maintain IB programme development plans.
- Support teachers to plan, assess, record and evaluate learning and identify
- Address PYP professional development needs.
- Support and mentor teachers and Co-Educators, providing professional learning feedback and through classroom visits. Providing opportunities for teachers to observe one another in practice.
- Lead staff meetings and collaborative planning across the school
- Maintain a strong and current knowledge of pedagogy, educational research and the effective use of technology.
- Lead the implementation and delivery of the Australian Curriculum and PYP framework.
- Active involvement in professional learning beyond the School.
- Drive a collaborative culture throughout the Junior Campus.
- Oversight and enhancement of the ongoing EL-6 curriculum documentation.
- Actively support assessment and reporting developments.
- Support teaching programmes differentiated for the specific learning needs of students across the full range of abilities.
- Monitor and evaluate the implementation of teaching strategies within the School to improve student achievements in Numeracy, Literacy and the use of technology using research-based knowledge and student data.
- Ensure all teaching and learning programmes are compliant with Australian Curriculum and IB standards and practices.
- Apply teaching strategies to develop engaging learning experiences.
- Participate in and contribute to the IB VIC/TAS Network.
- Additional curriculum initiatives, e.g ICAS, Davinci and house public speaking

#### IMPROVEMENT, INNOVATION & CHANGE

- Foster trust, creativity and innovation by developing leadership in others, building teams and working co-operatively to achieve school goals, including the successful implementation of the PYP and build the capacity of the future staff.
- Lead and facilitate the Junior Campus Professional Learning programme aligned to the PYP standards and practices and the school improvement plan



- Develop and maintain effective strategies and procedures for staff induction into PYP, professional learning and staff development.
- Constructively participate in the Leadership Teams of the School.
- Attend Junior Leadership and any other meetings to provide feedback about the progress of the PYP.
- Keep Head of Junior Campus and Junior School staff regularly informed of PYP developments.
- Ensure that curriculum-related parent meetings and workshop opportunities are provided.
- Contribute to strategies to promote and inform current and potential parents of the school about the IB Primary Years Programme.

## DEVELOPING OTHERS

- Demonstrate and lead by example the ongoing development and review of productive and inclusive learning environments across all levels EL-6.
- Support colleagues in using assessment data to diagnose learning needs, comply with curriculum and School assessment requirements.
- Develop and encourage staff to pursue opportunities to become workshop leaders within the IB.
- Identify, initiate and build on opportunities that engage parents/carers in both the progress of their child's learning and in the educational priorities of the School.
- Model exemplary ethical behaviour and exercise informed judgements in all professional dealings with students, colleagues and the community.
- Act and lead in accordance with the School's Strategic Directions and Actions.
  
- In consultation with the Head of Junior Campus, identify areas for PD, and plan internal and external workshops accordingly. Internal workshops are provided regularly to reinforce current practices, and to further develop knowledge of the PYP.
- Communicate relevant PYP professional development opportunities for staff.
- Review PD applications from teachers and forward to the Head of Junior Campus.
- Register PYP teachers for IB PD when necessary.
- Ensure that all PYP teachers have access to the reporting guidelines and provide assistance with the completion of assessment, recording and reporting as necessary.
- Engage individually and proactively with the IB Online Curriculum Centre to enhance professional capacity and promote the same with other members of staff.
- Work collaboratively to lead and guide staff and students through the annual PYP Exhibition.

## CURRICULUM

- Provide guidance for staff in understanding PYP Scope and Sequence documents.
- Ensure that staff understand how to effectively use the PYP unit planner.
- .
- Liaise with the Head of Junior Campus regarding PYP curriculum issues.
- Submit annual Improvement Plans for the IB PYP Programme and oversee the review of the LCGS PYP 'Programme of Inquiry' on an 2-yearly basis, and submit report to the Head of Junior Campus.
- 

## DOCUMENTATION & RESOURCE MANAGEMENT

- Keep copies of all correspondence with the IB, including forms, documents and reports.
- Assist the Head of Junior Campus in determining main curriculum resources and facility needs for professional development; and in placing resource orders.
- Ensure that teachers keep planning for the PYP up to date.
- Ensure that all requirements and procedures set by the IB concerning the programme are adhered to.

## Key Selection Criteria

---

- Minimum five (5) year teaching experience across different age groups in Primary
- IBO PYP Training.
- Previous exemplary teaching practice in a PYP setting (s)
- Experience as a PYP Coordinator (desirable)
- Previous leadership experience in a Junior School setting.



## **WORKPLACE HEALTH AND SAFETY (WHS) – WORKER**

While at work, a worker must:

- take reasonable care for his or her own health and safety
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the School to allow the person to comply with this Act
- cooperate with any reasonable policy or procedure of the School relating to health or safety at the workplace that has been notified to workers.

## **Safeguarding Children and Young People**

---

Launceston Church Grammar School is an Australian Childhood Foundation Accredited School and we take the safeguarding of children and young people seriously.

- Ensure all Launceston Church Grammar School policy compliance is met;
- Ensure that your interactions with children and young people are positive and safe;
- Provide adequate care and supervision of children and young people in your charge;
- Act as a positive role model for children and young people;
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management,
- Maintain valid working with vulnerable people registration; and
- Report to management any criminal charges or convictions you receive during your employment that may indicate a possible risk to children and young people.

## **Attitudes and personal qualities**

---

- Passion for teaching and education
- A continuous learner – committed to professional development
- Ability to work collaboratively, and a strong team player
- Willingness to adapt to the dynamic nature of a classroom
- A “can do” attitude with a sense of humour.
- Flexible, responsive and creative with an innovative mindset
- Supportive of the Anglican Ethos of Launceston Church Grammar School
- Fosters a supportive environment