

Bishkek International School

Job Description: PYP Coordinator

Bishkek International School is a non-profit community school providing excellent international education in a safe, supportive and friendly environment. The school opened in September 2011 and now has over 300 students from age 2 to 18. Fifty-five percent of our students are American, Asian and European citizens, children of employees of embassies, international organizations and international business or NGOs. Forty-five percent of students are Kyrgyz citizens. The school welcomes all students regardless of ability, gender, ethnicity, language, or religious belief and everyone is encouraged to take part in all school activities. BIS is accredited by the New England Association of Schools and Colleges (NEASC) Commission on International Education. As an IB World School we offer the IB Diploma Programme, IB Middle Years Programme (MYP), and IB Primary Years Programme (PYP). We are also a Cambridge International School, with Cambridge Assessment International Education accreditation for the IGCSE programme.

RESPONSIBILITIES

PYP Coordinator

1. Determine, organize and implement a diverse, flexible PYP curriculum and implement an effective assessment framework.
2. Set teaching and learning programs for the preschool and primary school in accordance with IB PYP.
3. Provide PYP teachers with relevant PYP curriculum documents and ensure the curriculum is up-to-date.
4. Provide induction to the PYP for new PYP teachers including support and mentoring new PYP teachers in the classroom during scheduled instructional times.
5. Provide guidance for PYP teachers in understanding PYP Scope and Sequence documents.
6. Ensure that PYP teachers understand how to use the PYP unit planner.
7. Oversee the review of the Program of Inquiry on an annual basis.
8. Support PYP teachers, particularly those new to the PYP, to incorporate English, Math and Science (core subject) standards into Unit of Inquiry where possible.
9. Support PYP teachers to make conceptual links between UOI and core subjects when teaching standalone lessons and units.
10. Support the review of the Program of Inquiry on an annual basis to ensure adequate room for inquiry into core subject standards.
11. Provide teachers, particularly those new to the PYP, with support focusing on inclusion of core subject standards through classroom visits and feedback.
12. Work with the Head of Math, Science and English departments to ensure consistency in teaching expectations and approach is being met.
13. Work with the Head of Math, Science and English departments to ensure up to date subject guidance and advice is with PYP homeroom teachers. Provide learning engagement input and/or feedback for PYP teachers as requested and when possible.
14. Support teachers through classroom visits and provide opportunities for teachers to observe one another in practice.
15. Keep the Director of Studies regularly informed of PYP developments.
16. Assist teams in planning for the PYP during regularly scheduled **QUIPs** and co-planning sessions.
17. Maintain communication between the school and the IB for the PYP and keep copies of all correspondence with the IB, including forms, documents and reports.
18. In advance, notify the accounts department of IB payments.

Bishkek International School

19. Prepare and submit any documentation required for authorization and evaluation.
20. Ensure that curriculum-related parent meetings and workshop opportunities are provided.
21. Ensure that all PYP teachers have access to the IB **PRC**.
22. Communicate newly published PYP documents to all PYP teachers.
23. In consultation with the Professional Development Coordinator, identify areas for PD, and plan internal and external workshops accordingly. Communicate relevant PYP professional development opportunities for staff
24. Register PYP teachers for IB PD through IBIS when necessary.
25. Ensure that internal workshops are provided regularly to reinforce current practices, and to further develop knowledge of the PYP.
26. Ensure that all PYP teachers have access to the reporting guidelines and provide assistance as necessary.
27. Ensure that all requirements and procedures set by the IB concerning the PYP program are adhered to.
28. Provide Preschool and PYP Homeroom/UOI classes cover support in case of homeroom teacher absence.

Other Responsibilities

1. Organise and lead extra-curricular activities and student engagement to promote positive interactions among students of all ages and develop their academic, creative and sporting potential.
2. Take an active role in school events and provide coaching or other support to school teams for sports, MUN, debates, etc.

General

1. Maintain knowledge of current educational theory and practice and undertake professional training in liaison with the Director of Studies.
2. Act in accordance with the budgets, policies, procedures, directions and decisions of the school management
3. Act as ambassador for the school and act in a manner that upholds the values and ethos of the school at all times
4. Maintain high quality standards in all areas of the school
5. Any other activities as agreed with management to contribute to overall development of the school.

REPORTING

Report to the Director of Studies

TIMING & DURATION

The position is available starting 16 August 2021. This is a full-time long-term position with an initial contract of two or three years (subject to 3 months' probation) which will be renewable by mutual consent.

REMUNERATION

Salary and benefits are internationally competitive, including:

- Housing allowance
- Medical insurance
- Travel allowance
- Professional development opportunities

REQUIREMENTS

- Qualified Primary Teacher or an experienced graduate with equivalent teaching qualification
- Successful experience teaching the IB Primary Years Programme

Bishkek International School

- Genuine enjoyment of working with students and ability to enable a wide range of students to reach their academic and creative potential
- Ability to plan strategically, to set and meet deadlines and to implement plans
- Capable of developing new educational programmes
- Excellent interpersonal, team leadership and membership skills
- Able to communicate well with students, staff and parents and gain their confidence and respect
- A commitment to Professional Development
- Excellent spoken and written English

DESIRABLES

- Experience as a PYP Coordinator
- Additional language skills
- Prior teaching experience in an international environment

APPLICATION

- Send your application in English by email to hr@bis.kg
- Include: (i) a brief cover letter summarizing your suitability for the post and the reason for applying; (ii) your CV; (iii) a list of three referees with contact details.

Deadline for Applications

Interviews and appointment will be arranged as soon as appropriate applications are received. Early application is advised.