

# Bishkek International School

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## Terms of Reference Middle Years Programme (MYP) Coordinator & Teacher

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 380 students from age 2 to 18. Fifty percent of our students are American, Asian and European citizens, children of employees of embassies, international organizations and international business or NGOs. Fifty 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.

### ROLES & RESPONSIBILITIES

**MYP Coordinator** (12 Teaching Period Equivalent, TPE. Note that a full time position = 30 TPE)

1. Responsible for coordination of the IB Middle Years Programme (MYP) in accordance with the rules and guidelines dictated by the IB organisation.
2. Ensure that all requirements and procedures set by the IB concerning the programme are adhered to and prepare and submit any documentation required for continued authorization and evaluation. Keep copies of all correspondence with the IB, including forms, documents and reports. Maintain communication between the school and the IB for the MYP
3. Provide training for MYP teachers on the MYP approach and curriculum. Ensure that all MYP teachers have access to the IB Programme Resource Centre. Ensure that MYP teachers have appropriate curriculum and textbooks as required, including newly published materials, subject to budget constraints.
4. Ensure that MYP teachers understand how to use the MYP unit planner and are submitting unit plans. Ensure that all MYP teachers have access to the reporting guidelines and provide assistance as necessary.
5. Oversee student reporting and ensure that assessment and comments follow school policy.
6. Assist teams in planning for the MYP during regularly scheduled co-planning sessions. Support teachers through classroom visits and encourage opportunities for teachers to observe one another in practice.
7. Communicate relevant MYP professional development opportunities for staff; review applications for professional development; and recommend funding for essential training; and register for MYP training as required.
8. Work with Heads of Departments to overview instruction and curriculum planning process.
9. Ensure that curriculum-related parent meetings and workshop opportunities are provided.
10. Work closely with the PYP Coordinator, IGCSE Coordinator and DP Coordinator in terms of curriculum continuum and be an active member of the school 'Pedagogical Leadership Team'.

**Teaching (subject and levels to be decided upon appointment)** (up to 15 TPE)

1. Develop, deliver, and assess teaching in the IB Middle Years Programme and/or Cambridge IGCSE Programme and/or IB Diploma Programme (as required, according to student needs and teacher allocations).
2. Align classroom learning and teaching to programme approaches and grade level requirements.

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3. Create an engaging classroom environment that motivates students to learn and ensure all student expectations are high.
4. Provide a positive learning environment for each student and inspire students to expand their understanding and enjoyment of the subjects taught.
5. Differentiate instruction to meet the individual needs of each student to be socially and academically successful, having regard to the abilities and aptitudes of individuals.
6. Enhance lessons through incorporating technology into the teaching program and be creative in working with limited resources.
7. Use a wide range of assessment methods to ensure student knowledge and understanding are appropriately recorded.
8. Provide individual tutoring for students who need support to progress in their course (as required, according to student needs and teacher allocations).
9. Be an exemplary teacher, clearly demonstrating effective planning, teaching and organization, and high standards of achievement and behaviour in lessons.
10. Collaborate with other teachers to ensure a consistent approach to learning and achievement of standards for each group.
11. Work with Programme Coordinators to produce relevant planning documents and attend relevant Programme meetings.
12. Plan, keep and report appropriate records to school management and parents.

## **Other Responsibilities**

1. Supervise Extended Essay Students for the IB Diploma (as required, according to student needs and teacher allocations).
2. Supervise relevant Community Service and CAS projects for High School students (as required, according to student needs and teacher allocations).
3. 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.

## **General**

1. Maintain knowledge of current educational theory and practice and undertake professional training in liaison with the Head of School.
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 Middle School Principal as MYP Coordinator.

Report to the appropriate Head of Department for teaching.

## **TIMING & DURATION**

The position is available starting 14 August 2023. 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.

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## REQUIREMENTS

- Qualified Teacher or an experienced graduate with equivalent teaching qualification
- Successful experience teaching in the IB Middle Years Programme
- A comprehensive understanding of the IB MYP approach and how to inspire teachers to use this approach.
- 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

- Additional language skills
- Prior teaching experience in an international environment

## APPLICATION

- Send your application in English by email to [hr@bis.kg](mailto: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.