

# Bishkek International School

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## Terms of Reference

### Primary Years Programme (PYP) Coordinator & English Language Acquisition (ELA) Coordinator for PYP

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 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.

#### RESPONSIBILITIES

**PYP Coordinator** (15 TPE – Teaching Period Equivalent, Note that at full time position = 30 TPE)

1. Responsible for coordination of the IB Primary Years Programme (PYP) in accordance with the rules and guidelines dictated by the IB organization.
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. and Notify the BIS accounts department in advance about required IB payments
3. 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.
4. Ensure that all PYP teachers have access to the IB Programme Resource Centre and ensure that all PYP teachers have appropriate resources as required, subject to budget constraints. Communicate newly published PYP documents to all PYP teachers.
5. Ensure that PYP teachers understand how to use the PYP unit planner and are submitting unit plans. Ensure that all PYP teachers have access to the reporting guidelines and provide assistance as necessary.
6. Support PYP teachers, particularly those new to the PYP, to incorporate English, Math and Science (core subject) standards into Unit of Inquiry where possible.
7. Support PYP teachers to make conceptual links between UOI and core subjects when teaching standalone lessons and units.
8. Support the review of the Program of Inquiry on an annual basis to ensure adequate room for inquiry into core subject standards.
9. 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.
10. Provide induction to the PYP for new PYP teachers including support and mentoring new PYP teachers in the classroom during scheduled instructional times.
11. Provide guidance for PYP teachers in understanding PYP Scope and Sequence and additional subject standards (Singapore Math, NGSS Science, UK National Curriculum for English).

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12. Ensure that internal workshops are provided regularly to reinforce current practices, and to further develop knowledge of the PYP approach and curriculum.
13. Support teachers through classroom visits and encourage opportunities for teachers to observe one another in practice.
14. Communicate relevant PYP professional development opportunities for staff; review applications for professional development; and recommend funding for essential training; and register for PYP training as required.
15. Work with Homeroom Teachers and Heads of Departments to overview instruction and curriculum planning process.
16. Work in partnership with the Head of Primary School to oversee student reporting in the PYP and ensure that assessment and comments follow school policy.
17. Ensure that all PYP teachers have access to the reporting guidelines and provide assistance as necessary.
18. Ensure that curriculum-related parent meetings and workshop opportunities are provided.
19. Be an active member of the school 'Pedagogical Leadership Team'.
20. Work closely with the MYP Coordinator in terms of curriculum continuum.
21. Keep the Primary School Principal informed about PYP developments and implementation in the school.
22. Provide Preschool and PYP Homeroom/UOI classes cover support in case of homeroom teacher absence .

## **English Language Acquisition Coordination for the PYP years (5 TPE – increasing to 6 TPE in Term 1 and Term 4)**

1. Oversee and regularly review, as needed, the curriculum framework of English Language Acquisition teaching across the PYP, taking into account the needs and ability of students, availability of teaching resources and programme requirements; including:
  - Demonstrate high professional standards as a staff member in the school and hold departmental staff to high standards of professionalism in everything they do.
  - Conduct appraisal for department staff members as agreed with any other reporting line managers.
  - Provide mentoring and support to staff members as required and assist in organising necessary training for staff, with particular regard to agreements made following staff appraisal.
  - Monitor assessment and grades awarded within the department for consistency and comparability
  - Review data from internal assessments (formative and summative) and external examinations to identify target areas for teaching and learning within the department.
  - Support department members in using data effectively to identify students who are underachieving in the subject and implement plans of action to support those students.
2. Oversee and regularly review, as needed, the approaches to teaching and learning practiced by department members, including:
  - Ensure that staff are meeting high standards of teaching and following school policy and culture
  - Support team to provide differentiated learning to meet the needs of all students in their classes.
  - Review department resource needs, requesting and advocating for resources as needed.
3. Oversee and regularly review, as needed, a system for assessing student knowledge and determining effective methods for meeting student needs, including:

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- Placing students in the appropriate class for English Language Acquisition
  - Providing additional individualised or small-group instruction
  - Monitoring ongoing progress of support
4. Coordinate with the Pedagogical Leadership Team to support English Language Acquisition across the curriculum.
  5. Collaborate with and guide teachers across programmes and in other departments to support English Language Acquisition across the curriculum.
  6. Act as an ambassador of English Language Acquisition for the community by guiding, supporting and encouraging good English Language Acquisition practice both in and outside of the classroom among relevant stakeholders such as parents, library team and teaching staff.
  7. Work closely with the admissions team to ensure effective placement of newly enrolled students, including:
    - Reviewing placement process.
    - Ensuring all teaching staff are aware of the ELA needs of incoming students and initial assessment data where applicable.
    - Communicating with parents of incoming students regarding ELA provision.
  8. Work with the ELA Coordinator for Middle/High School to ensure a smooth transition from PYP to MYP for ELA students, teachers and parents.

## **Teaching** (up to 5 TPE)

1. Provide ELA teaching in the PYP as required according to student needs and teacher allocations.
2. Provide teaching cover in the PYP as required according to class needs and teacher allocations.

## **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.
3. Organise and lead relevant educational visits for Primary school students.

## **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 Primary School Principal.

Work closely with the ELA Coordinator for Middle/High School.

## **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 Primary Teacher or an experienced graduate with equivalent teaching qualification
- Successful experience as a primary teacher with the IB Primary Years Programme
- A comprehensive understanding of the IB PYP 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.