**Akal Academy, Baru Sahib**

IB Authorized World School

**Job Description and Responsibilities**

**PYP Coordinator**

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|  Communication:* Set up systems for communication and collaboration among all staff members involved in

 implementing the programme e.g. planning expectations, professional development etc* Keep the whole school community, including parents informed of developments and implementation

 of the programme through information sessions, curriculum evenings, articles in the school newsletter, handbooks etc* Circulate all relevant information received from the IB
* Provide a liaison between the school and the IB.
* Provide outreach to the wider community of learners through forums such as MY IB, e-mail contact

with colleagues and school visits* Provide regular feedback to staff on learning and teaching
* Regular update of Management team regarding program implementation and requirements.
* Communicating with the IB for Authorization and subsequent evaluations

 **Curriculum Development*** Developing school’s mission, vision and strategy along with pedagogical leadership team
* Lead the design and review of the school’s programme of inquiry.
* Publish the school’s program of inquiry
* Lead annual review of Program of Inquiry and ensure vertical and horizontal alignment.
* Assist teams and/or individuals in developing units of inquiry
* Lead the development of IB mandated policy development in accordance with the “Culture” in

 program standards and practices document and their regular review along with all stakeholders* Coordinate planning, implementation and monitoring of Program Development Plan initiatives
* Documenting the curriculum used in the school’s program
* Scheduling and time tabling
* Lead the process of curriculum mapping
* To ensure that the curriculum is regularly reviewed, evaluated and updated in relation to the PYP
* To collaborate with the pedagogical leadership team and subject facilitators to ensure that t

the curriculum is broad, balanced and relevant * To ensure the curriculum is significant, relevant and prepares students for an ever changing world
* Lead collaborative planning and reflection meetings
* Ensure teachers’ access to program documents and IB frameworks via program resource center.
* Lead the process of developing and reviewing the school’s scope and sequence documents
* Ensure access to relevant communities for all teachers and staff who support learning in the program

**Learning and teaching** * To work with the pedagogical leadership team to monitor quality teaching throughout the school
* To ensure high standards of teaching-learning are achieved and maintained
* To promote a collaborative approach to planning and assessment
* Lead collaborative planning meetings and maintain records as evidence
* To ensure the realistic implementation of objectives

 Organization:* Effective self-management (time/resources)
* Provide guidance and direction for PYP school community
* Support the school in its development as a learning community
* Assist in formation of the primary school’s 3 year strategic development plan using the standards and

practices as the guiding document* Prepare and submit any documentation for authorization or evaluation
* Respond to requests for information (e.g. questionnaires) from the IB
* Ensure that all requirements and procedures set by the IB concerning the program are adhered to
* Ensure that copies of the IB publications pertaining are available to all staff members
* Publish school’s program of inquiry to school community and school website
* Meet and plan regularly with all year grades and specialist staff
* Lead weekly collaborative planning and reflection meetings
* Fostering ongoing learner and teacher collaboration in the program
* Ensure that essential agreements are formulated for planning and assessment
* Maintain documentation pertaining to planning and reflection
* Ensure that essential agreements are formulated for planning and assessment
* Collaborate with staff and management in the purchase of resources to support implementation of the

Primary Years Program, learning and teaching and any identified focus area in the program development.* Providing guidance to learners on transitions beyond the program
* Monitoring learners’ admission, access to the program
* Monitoring progress of alumni or students who transition to other programs

 Professional Development:* Inform the school community of IB mandated professional development
* Ensure that staff members are made aware of the IB PYP and related professional development opportunities
* Ensure that leadership and teachers participate in appropriate and timely professional learning
* Make recommendations regarding training opportunities on and off the campus
* Keep a record of workshops and school visits in order to achieve equality of opportunity and

identify ongoing needs* Inducting new staff to the school’s IB programs and their orientation.
* Plan collaborative planning afternoons and professional development days collaboratively

with staff and management to support the strategic plan. |

**Minimum Requirements**

Five Years’ Teaching Experience in any IB World School and Two years’ work experience as PYP Coordinator.

**Minimum Education Requirements**

 Bachelor’s Degree /Master’s Degree in any subject

**PYP Homeroom Teachers**

**General Responsibilities:**

* Strive to be models of the IB learner profile, both in and out of the classroom, in order to encourage students in this area.
* Foster a strong sense of International mindedness by developing creative, relevant opportunities to support the study of individual, local, national and global issues, allowing students to gain an understanding of multiple perspectives.
* Maintain a personal and professional commitment to the school's core values, as expressed in its mission statement
* Contribute to class assemblies
* Carry out playground, mess and other duties as assigned
* Planning, teaching and assessing as per PYP framework and school policies.
* Ensure that students’ learning needs are identified and addressed.
* Maintain comprehensive record about academic, behavioral, medical and personal history of students.

**Classroom management:**

* Create a safe and encouraging environment.
* Demonstrate the process of learning through display of students’ work, questions and interactive displays.
* Making behaviour interventions, as needed

**Planning and assessment:**

* Plan collaboratively every week to ensure all requirements of program are being met.
* Ensure recording of planning and assessment is kept up to date and filed in a central file.
* Use the IB subject scope and sequences as the guiding documents for planning and assessment.
* Work collaboratively with their teams, including subject specialists, to create units of inquiry.
* Report to parents on individual’s progress through parent teacher conferences and written reports as outlined in the assessment policy.
* Prepare weekly plan for self and guide the AT in preparation of her weekly plan.
* Use a variety of activities, allowing for different learning styles to create opportunities for students to become independent learners.
* Ensure consistent implementation of school policies and procedures relating to the curriculum
* Involve students in planning for their own learning and assessment
* Plan work which accommodates a range of ability levels
* Pursue open-ended inquiry and real life investigations
* Maintain constant awareness of the needs of any children to whom may need additional support in language of instruction.
* Create opportunities to provide 360 degree feedback to students about his/her learning.

**Professional development:**

* Attend ongoing IB trainings and workshops in order to continue the development of the program and deepen their understanding and application of the PYP.
* Feedback to staff after professional development by way of workshops or presentations.
* Create a professional portfolio in order to record ongoing personal and professional development in approaches to teaching and learning.
* Make use of the IB websites and Online Curriculum Centre as a resource for collaboration with the wider educational community to enhance development of understanding and application of the IBPYP.
* Reads and stays abreast with relevant IB publications.

**Teamwork and Collaboration:**

* Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organization of the school including pastoral arrangements and assemblies
* Working as a team member and identifying opportunities for working with colleagues and sharing the development of effective practices with them
* Contributing to the selection and professional development of other teachers and support staff through mentorship and peer teaching
* Covering for absent colleagues
* Attending and documenting all vertical and horizontal meetings

**Pastoral Care:**

* Counsel and guide students.
* Organize the classroom, students and documents for Student Led Conference
* Ensure wellbeing and decorum of students in classroom
* Run uniform and hygiene inspection during assembly time
* Organize and attend monthly outdoor learning program for their respective grades
* Organize and attend fortnightly meeting with mess, medical, hostel and counseling staff to discuss wellbeing of students.

**Minimum Requirements**

Three Years’ Teaching Experience in any IB World School .

**Minimum Education Requirements**

 Bachelor’s Degree /Master’s Degree in English/Mathematics/Sciences.

**Art Teacher**

**Job Summary**: The Art Teacher will be responsible for developing in each student an interest in and the ability for creative expression in visual terms, using skills and techniques of artistic expression consistent with school guidelines; to develop aesthetic understandings and appreciations; to discover and develop talents of students in the field of art.

**Job Description**

• Teach knowledge and skills in art, including drawing, painting, lettering, and art history

• Provide instruction by which students develop aesthetic concepts and appreciations and the ability to make qualitative judgments about art

• Demonstrate techniques in activities such as drawing and painting

• Understand the versatility of acrylic paints: dry brushing, staining, layering, underpainting, monoprinting

• Knows and can apply elements of design and modern principles of art

• Knows the fundamentals and different approaches to drawing media technique

• Provide individual and small-group instruction to adapt the curriculum to the needs of students with varying intellectual and artistic abilities, and to accommodate a variety of instructional activities

• Instruct students in proper care and use of tools and equipment

• Organize storage areas and control use of materials, equipment and tools to prevent loss or abuse, and to minimize time required for distribution and collection

 • Evaluate each student’s performance and growth in knowledge and aesthetic understandings, and prepare progress reports

 • Select and requisition books, instructional materials, tools, instructional aids, and maintain required inventory records

• Plan and present art displays and exhibitions designed to exhibit students’ work for the school and the community

• May sponsor exhibits from outside the school

 • Maintain professional competence through in-service education activities provided by the school and/or in self-selected professional growth activities

 • Communicate with parents and school management on pupil progress

 • Participate in curriculum planning with Homeroom teachers and ensure integration of the theme.

 • Perform any other duties as may be assigned by Administration

**Minimum Requirements**

 Three years’ work experience as an Art Teacher.

**Minimum Education Requirements**

 Bachelor’s Degree /Master’s Degree in Fine Arts.

**ICT Teacher**

**Job Summary**: The ICT Integration Teacher works in partnership with classroom teachers to cooperatively plan and implement information technology which support and enhance learning. The ICT Integration Teacher is responsible for planning, supporting and/or teaching an instructional program aimed at ensuring that the school's strategic goals are realized. The ICT Integration Teacher is also responsible for support in the school's co-curricular program with students as needed, collaborating with colleagues in the development of the school's curriculum, implementing the school's strategic plan, policies, procedures, values and cooperating with supervisors in an individual professional growth program.

**Job Description**

* In conjunction with classroom teachers, the ICT teacher should cooperatively plan lessons and team-teach skills that enhance the learning and teaching of the classroom program.
* Understands and applies the developmental stages of learning
* In conjunction with other ICT Integration Teachers, develops activities and resource materials for use with classroom teachers and students.
* Assists Curriculum Coordinators, Department Heads and teachers to integrate the application of information technology into curriculum, and to develop curriculum based activities that incorporate the appropriate use of information technology.
* Keeps abreast of new information technology developments and applies these to curriculum revision, activity and resource development.
* Works collaboratively with administrators and teachers to assess the role and impact of technology integration on learning and teaching.
* Supports teachers and students in the classroom
* Is visible and available to students and teachers during the school day; supports school activities as required by classroom teachers
* Is familiar with the school's strategic plan, and relevant policy and regulations. Complies with and implements these policies and regulations
* Supports the development and implementation of information technology and digital citizenship curriculum
* Leads and coordinates appropriate information technology integration professional development, training and support for teachers and other staff.
* Performs student supervision responsibilities as assigned.
* Shares the responsibility of interpreting the educational program to the community through such activities as open house and parent meetings as needed.
* Seeks to improve his or her competency through participation in the school's professional Development Program
* Meets regular teacher performance expectations
* Performs minor hardware and software troubleshooting duties,
* Assists staff and parents with technology related queries.
* Performs other related duties as assigned by the administartion
* Excellent leadership, organizational and planning skills in integrating information technology across curriculum areas and school levels
* Demonstrates superior knowledge of the integration of information technology to enhance learning and teaching across curriculum areas and school levels.
* Information on specific topics is accurate, up-to-date and appropriate. Appropriate examples and illustrations are used to meet the abilities and interest of the students.
* Encourage and support those who feel threatened by information technology.

**Minimum Requirements**

 Three years’ work experience as an ICT/Computer Teacher in a reputed School;

 Basic understanding of the IB - PYP program.

**Minimum Education Requirements**

 Bachelor’s Degree /Master’s Degree in Computer/ICT.

**PYP Library Teacher**

**Job Summary**: Librarians in IB schools wear many hats: one of a curator of resources both print and digital information, they collaborate with teachers to build the collection, they co-teach with classroom teachers, maintain the library, work with the technology department and use technology tools to sharpen students understanding.

They usually have the digital Library platform where they share library news, resources, and information with their learners. There is no stand-alone curriculum for librarians. However, they need to create one that combines the ATL or the Transdisciplinary Skills or the AASL or ISTE Standards to match the Units of Inquiry and find various ways and strategies to enrich literacy.

**Job Description**

* Develop and maintain a vibrant library environment, with a diverse collection of books, resources and other materials, representing the diversity of the student body and supporting the range of the educational programmes
* Provide informal one-on-one support to teachers regarding resources in a variety of formats and strategies for their use
* Work with Coordinators, class teachers and specialist teachers to support curriculum innovations
* Actively promote student information literacy across the curriculum
* Maintain a collection of current professional resources for teachers including online access to journals
* Help teachers to become independent users of the Learning Centre
* Maintain bibliographies of UOI and Learner Profile resources
* Organize resources in the library as per the age levels of the School
* Make books available to Classroom teachers as per the Lexile measures
* Organize and make books available to Classroom teachers as per the ongoing transdisciplinary themes for various classes
* Collaborate with Classroom and specialist teachers in the curriculum mapping and curriculum review
* Ensure availability of books for Class library in all sections of the block
* Be part of the daily collaborative planning meetings
* Organise various activities like DEAR, Author of the Month, Best book of the Week, New arrivals, Best reader awards etc
* Undertake professional development to enhance teaching and pupils' learning, identify impact, apply and share outcomes with colleagues

**Minimum Requirements**

 Three years’ work experience as a Librarian in any IB School

 **Minimum Education Requirements**

 Bachelor’s Degree /Master’s Degree in Library Science