



MYP COORDINATOR
Starting August 2023



The International School of Busan is seeking a MYP Coordinator for August 2023. This is a wonderful opportunity to work in a happy, supportive environment with fantastic students where the focus is on learning. We are seeking an enthusiastic educational leader and lifelong learner who is passionate about creating engaging learning environments that cater to the needs of all students. Our school's purpose, direction and decision-making are driven by clear guiding statements that have been developed collaboratively by members of our learning community.

Our Vision

Our students will be digitally literate, life-long learners who are empowered to contribute creatively and responsibly to a sustainable future.

Our Mission

We are a diverse, supportive and caring community of learners committed to developing knowledgeable, open-minded and principled global citizens.

Our Values and Beliefs

- **Diverse** - We are unified and respectful in our diversity.
- **Supportive** - Our learning environments are structured so that students are challenged, included and purposefully engaged.
- **Caring** - We take care of our physical, social and emotional wellbeing. We take care of each other like family. We take care of the environment.
- **Knowledgeable** - We believe that all learners should be equipped with the skills needed to interpret and analyse information effectively in order to be well-informed and make balanced, rational decisions based on evidence and credible research.
- **Open-Minded** - We respect and value the languages, cultures, traditions and personal histories of all members in our community and listen for understanding.
- **Principled** - We strive to be honest, fair and to respect the dignity and rights of everyone.
- **Global Citizens** - We are committed to understanding the multiple perspectives of local and global events and issues. We take learning into the real world, engage in meaningful service learning and challenge ignorance, intolerance and injustice

Our School

ISB is an English-medium, non-profit making, WASC Accredited, three programme IB World School, serving the international community of Busan in South Korea. ISB is located in the Gijang area of Busan within walking distance of Songjeong Beach. There are currently 325 students enrolled at the school. We are one of the most diverse schools in South Korea with 35 nationalities represented in our student population. The teaching staff are equally diverse, currently coming from Australia, Belarus, Canada, France, Ireland, New Zealand, Peru, Romania, South Korea, Sri Lanka, Switzerland, Taiwan, the UK, the USA and Venezuela.

Our Location

Busan is a dynamic, thriving city fringed with forested mountains on one side (great for trekking and trail runs) and fabulous beaches on the other (perfect for weekend relaxation). The city has numerous nightlife options with restaurants and bars to suit all tastes. Events such as the International Music Festival and International Film Festival take place throughout the year.

The Person

We are looking for a person who has...

- a passion for learning
- a depth of pedagogical understanding
- the ability to build positive relationships with all members of the learning community
- a high level of literacy in the use of technology to enhance and redefine learning
- experience with inquiry based teaching and learning
- a belief in inclusive education
- experience in teacher appraisal and evaluation
- experience with school accreditation and evaluation
- a good understanding of school-wide formative and summative assessment
- experience living and working outside their own culture
- an interest in being in South Korea and the ability to establish meaningful links with the local community
- in-depth knowledge and experience of the MYP
- the ability to lead by example
- a willingness to spend less time in an office and more time in classrooms talking to students and teachers about learning
- the ability to work with a diverse population of staff, students and parents
- patience, flexibility, humility and the ability to see the funny side of things

Conversations with representative students indicated that ISB has high expectations and rigour throughout their programmes and teachers provide quality feedback. The school provides a supportive environment for teachers to use innovative approaches to enhance student learning. ISB has created a caring and nurturing environment that permeates throughout the entire school community. **WASC Evaluation Report, February 2021**

The Role

The MYP Coordinator reports to the Secondary Principal and is a member of the Educational Leadership Team of the whole school. The MYP Coordinator is required to teach a minimum of 0.5 of a full teaching load as defined by the Secondary Principal.

Duties and Responsibilities

The IB MYP Coordinator is responsible for:

1. informing and advising the school administration regarding all developments within the MYP;
2. in cooperation with the Secondary Principal, leading the review, development and promotion of the MYP throughout the Secondary School;
3. maintaining regular contact with the IB and assuming overall responsibility for administering, distributing, completing and returning all relevant documentation pertaining to the MYP;
4. ensuring that the programme of Service as Action is properly coordinated and implemented according to current IB requirements.
5. organising and managing MYP Personal Projects in collaboration with the appointed Teacher Supervisors to ensure that appropriate practices are observed and deadlines met;
6. Organising the school's preparation for and response to periodic MYP evaluation visits and reports;
7. ensuring that all internal MYP documentation is accurate, current and available to MYP teachers;
8. liaising with the Secondary Principal and the Head of School to ensure that curriculum documents and MYP descriptions on the school's website are accurate, current and complete;
9. liaising with other MYP Coordinators throughout South Korea and the Asia-Pacific region;
10. preparing MYP information booklets for parents and students;
11. organising, attending and leading such MYP information meetings for parents and students as are required;
12. recommending and organising the attendance of staff at appropriate MYP workshops and conferences;
13. advising, informing, directing and assisting MYP teachers new to the programme or to the school;
14. planning, organising and leading MYP workshops and training sessions for ISB teachers as necessary;
15. in cooperation with the Secondary Principal and the PYP Coordinator, administering the annual MAP tests and preparing an annual report on the results;
16. in cooperation with the Secondary Principal, ensuring that all students meet the requirements to qualify for the MYP Certificate;
17. Administering the annual MYP eAssessments tests and preparing an annual report on the results;
18. attending and contributing to regular meetings of the ELT;

19. liaising with the PYP and DP Coordinators to ensure continuity of instruction and practice throughout the school;
20. liaising with the PYP and DP Coordinators to ensure maximum articulation between the three programmes;
21. contributing to external publications, blogs, school newsletters, social media and the school website, as appropriate to inform and educate the community about the MYP at ISB.
22. Implementing the transition programme to ensure the smooth transition of students from other Curricula into the MYP;
23. evaluating Teachers' planning documentation on the Managebac platform, ensuring that it meets or exceeds IB requirements.

The school promotes a learning environment which encourages the school community to be respectful and demonstrate a passion for learning and engagement. Students feel supported, encouraged and respected to share their ideas and opinions. The learning environment is supportive and caring. The passionate and dedicated educators are driven to keep the school at the forefront of international education while still maintaining a strong sense of community and culture. The visible focus on wellbeing is evident from conversations with the leadership team and staff and they articulate the school's efforts and future plans in this area for the benefit of all community members and their relationships.

IB Synchronised Evaluation Report, December 2020

Preferred Qualifications and Experience

- A comprehensive understanding of the IB Middle Years Programme
- A minimum of three years successful teaching experience in an IB World School
- MYP IBEN experience will be viewed favourably
- Excellent interpersonal and communication skills
- A Masters Degree in Educational Leadership, Curriculum Development or equivalent would be preferred
- Overall knowledge of the commonalities of each of the IB programmes
- Applications from multilingual candidates will be viewed favourably

Compensation

We offer a competitive salary package that includes accommodation, flights, international medical insurance, a wellness allowance, professional development allowance, yearly flights for coordinator and dependents and tuition fees for up to two dependents.

Application Procedure

Interested candidates are asked to submit the following documents, compiled into one PDF document:

- Letter of application explaining how your skills and experience make you well-suited to the role (two pages maximum)
- Statement of Educational Philosophy (one page maximum)
- Hyperlinks to online presence in any professional capacity e.g. websites, blogs, twitter, LinkedIn
- Curriculum Vitae / Résumé (no more than two pages)
- Contact details for at least three referees, one of whom must be your current Head of School

Interested candidates are asked to send a complete application to recruitment@isbusan.org with "MYP Coordinator Application" in the subject line. Applications will be reviewed as they arrive. The deadline for applications is **Friday 30th September, 2022**. The School reserves the right to conclude the search prior to this date if the right candidate is found.

Safeguarding and Child Protection

ISB is committed to safeguarding and promoting the welfare of children. We implement safe recruitment practices that ensure all staff undergo thorough criminal background checks. We also require written and verbal references from previous direct supervisors for all shortlisted candidates.

Equal Opportunities

ISB is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, colour, gender, religion, sexual orientation, sexual identity, national origin or disability. We respect and value the languages, cultures, traditions and personal histories of all members in our community. We challenge ignorance, intolerance and injustice.