



Primary Years Programme (PYP) Coordinator and Assistant Head (AH) of Primary International School Hannover Region

Job Description

The IB Primary Years Programme Coordinator and Assistant Head (PYPC/AH) is the instructional leader of ISHR's PYP framework and is a coach and mentor to faculty from pre-kindergarten through to Grade 5. They will support the intentional and systematic reflection, research-based practice, and future-oriented thinking that underpin our ISHR Vision. The PYPC/AH works closely with the Head of Primary, MYP and DP Coordinators to ensure consistency of approach in meeting curriculum goals and standards across the PYP and IB Continuum.

In matters pertaining to the PYP curriculum and broader IB Continuum, the PYP Coordinator and Assistant Head is the instructional leader of the programme and, as such, expertise and knowledge of the PYP and IB Continuum should be aligned with inspirational leadership and the ability to support and guide the Head of Primary, the Senior Leadership Team, Learning Leaders, faculty, students, parents and the broader school community.

The role requires an exceptional learning leader, with well-developed written and verbal communications skills, and a high level of interpersonal empathy. The successful candidate will be able to navigate complex cultures and demonstrate an international mind-set. They will bring a rich experience with relevant national and international curriculum standards. Personal attributes expected include active listening skills, self-motivation, the ability to think both strategically and tactically, and flexibility. Well developed technology skills are required. This person will be deeply familiar with best practice in implementing research-based learning and leadership practices via their rich professional learning network. They will understand the principles of written, taught and assessed curricula and the role of school curriculum when delivered in the context of the IB PYP framework.

The PYP Coordinator and Assistant Head is a member of the Primary School Leadership team and will support and advise the broader Senior Leadership Team. They serve as a member of the school-wide Learning Leaders Team with key responsibility for coordinating the planning, assessment, monitoring and celebrating of student learning and for collaborating with the MYP and DP Coordinators to develop ISHR's capacity to ensure vertical articulation of the curriculum. This key role advances staff professional learning and instructional initiatives to ensure that IB and NEASC standards are met, and actively supports the re-accreditation process.

Salary and Workload

The PYPC/AH is employed on the ISHR teachers' contract and terms and conditions, and is paid on the ISHR teachers' salary scale in accordance with the school's salary system. In addition to salary, the post carries the responsibility allowance and release time set out for this position in the school's schedule of positions of responsibility, currently EUR 12,000 per annum and 50 per cent release from timetabled teaching. The duties described below are to be discharged within the contractual working time, including the release time provided for the role.

Reports to: Head of Primary School

Division: Early Years & Primary School with responsibility to collaborate with Secondary

Guiding Responsibility Principles

- To lead with integrity, impact, creativity and empathy.
- As instructional leader, line-manage the Learning Leaders in matters pertaining to teaching and learning, assessment, curriculum and programme administration in the PYP.
- Building the capacity in others to collaboratively develop curriculum and assessments.
- Gathering, analyzing and using data to inform instruction.
- Ensuring international benchmark standards are met in the core subject areas.
- Ensuring that high expectations pertaining to learning and teaching are clearly communicated, actively supported and closely monitored.



- Support and advance the mission, vision, and strategic plan of the school.
- Support student learning and achievement through collaborative effort and research-based educational leadership, teaching, and learning.
- Communicates the International Baccalaureate (IB) programme and subject specific learning to the community of parents and students.
- Works closely and collaboratively with MYP and DP Coordinators to ensure that there are smooth and impactful transitions across the IB Continuum.

Essential Duties and Key Responsibility Areas

In the area of Instructional Leadership, the PYP Coordinator and Assistant Head:

- Leads the development and implementation of the written, taught and assessed ISHR curriculum within the IB PYP framework.
- Oversees the implementation of assessment within the framework of the Primary School Assessment Policy.
- Fosters and organizes collaborative dialogue around the written, taught and assessed curriculum.
- Liaises with the MYP and DP Coordinators to ensure curriculum and policy review, alignment and continuity.
- Develops and nurtures an internationally minded, balanced, academically rigorous, positive and emotionally safe school climate.
- Is aware of the latest developments in the PYP and supports staff in implementing effective change management when changes occur.
- Serves as a leader in the field of PYP education and is confident leading staff professional learning experiences.
- Works with the MYP and DP Coordinators to ensure K–12 development of the Learner Profile traits, international-mindedness and Approaches to Teaching and Learning.
- Guides and supports Learning Leaders to ensure that they have a regularly reviewed, vertically articulated curriculum in place and that this is reflected in classroom practice.
- Liaises with the Head of Primary to support the pastoral care of students in the PYP.

In the area of Assessment Leadership, the PYP Coordinator and Assistant Head:

- Is knowledgeable about Primary School learning data and its use in enhancing teacher professional growth and student learning. Uses internal and external data to inform strategic decisions and goals.
- Is responsible for the management and logistics of impactful and consistent assessment practices across the PYP.
- Works with the Primary Leadership Team to develop a data management plan, identifying key data elements that should be gathered periodically, protocols for storing and updating this data and tools for analyzing and communicating findings.
- Guides and supports Learning Leaders to ensure that standardized assessments are in place and that practices are reflective of our Assessment Policy.
- Works with the Director, Heads of Section and members of the Learning Leader team to develop periodic analyses and action plans to support student learning and effect changes in curriculum, instruction, assessment and professional learning.
- Works with Learning Leaders to disseminate relevant data and train leadership and faculty on use of data for system-wide and classroom use (school-wide/grade-level/subject/classroom data).
- Works with the Primary Leadership Team and staff to facilitate development and consistent implementation of internal school-wide common assessments.

In the area of Organizational Management, the PYP Coordinator and Assistant Head:

- Demonstrates accountability for the alignment and execution of a Primary vision and strategy through effective action steps, timelines and success outcomes.



- Demonstrates advanced planning to support development and implementation of the Coordinator's budget and professional learning goals.
- Facilitates collaboration between all stakeholders.
- Organizes and shares electronic and material resources and pertinent programme information and updates.
- Leads learning-focused meetings that effectively utilize human resources and enhance professional growth.
- Coordinates ongoing evaluation of the PYP including self-study, team visits, and implementing recommendations from IB and NEASC.
- Develops resources and processes to effectively onboard new faculty.
- Works with the Head of Primary on operational and strategic goals.

In the area of Professional Learning Leadership, the PYP Coordinator and Assistant Head:

- Develops and meets professional goals in support of the strategic vision.
- Demonstrates behavior consistent with legal, ethical, and professional standards, and engages in continuous professional learning.
- Leads the professional learning of Primary staff.
- Takes part in impactful peer observations, walkthroughs and collaborative, reflective, coaching conversations around PYP instructional design, implementation, learning and teaching.
- Models and cultivates the use of PYP data and assists individual staff and teams in maximizing its use as a tool to inform pedagogy, impact and student progress.

In the area of Communication and Community Relations, the PYP Coordinator and Assistant Head:

- Maintains a high visibility and accessibility to students, faculty, parents and other stakeholders as the leader of the PYP at ISHR.
- Communicates and collaborates effectively to engage all stakeholders, thus promoting understanding, support, and continuous improvement of the PYP in alignment with the mission, vision and strategic plan of ISHR.
- Organizes, attends and leads parent education sessions.
- Ensures the dissemination of PYP and curriculum programme information in a timely manner to students, faculty and parents through appropriate sources.
- Communicates in a clear, timely, effective and appropriate manner.
- In liaison with the Head of Primary, collaborates with the Marketing Director and Admissions Coordinator to communicate curricular information, celebrate success and engage in discussions and decisions pertaining to student admission to the PYP.
- Collaborates with the Head of Section and Learning Leaders to update PYP specific content on the school website and relevant publications.

Additional Skills and Requirements

It is expected that candidates for this position will be qualified educators who have demonstrated their ability to lead faculty to maximize the learning environment and learning outcomes for students. Minimum requirements for this position include:

- A Degree, or higher, in a related field.
- An IB Educator Network (IBEN) or accreditation volunteer/visitor or planning to pursue involvement.
- A minimum of five years teaching experience.
- Experience in developing and implementing the IB curriculum Pre K–5.
- Excellent interpersonal skills with the ability and desire to work collaboratively with the community of ISHR and the wider community locally, nationally, and internationally.