

## MYP Coordinator

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Location: Abu Dhabi

Category: healthcare-practitioners-and-technical

### Description

**MYP Coordinator | Teaching Jobs in the UAE | TAX FREE income with benefits** My client is a leading school, as part of a larger growing group of schools in the UAE. It has been established for about 25 years and has many expat teachers at the school. I am seeking a qualified and experienced MYP Coordinator that can manage the Middle Years Programme and all members of the faculty. The IB MYP Coordinator is responsible for administrating and cooridnating the development of the IB MYP programme grades 6-10. You will be required to be involved in he whole school implementation of the IB and are likely to be a direct point of contact with the IBO.

### Requirements to apply

Bachelor's degree in Primary/Elementary Education with a specialism in Art OR

A degree in Art with a teaching qualification like a PGCE or USA Teaching license

M.Ed. in Leadership or similar

At least two years of full-time experience as MYP Coordinator

Trained from a recognised university

Have a high level of written and spoken English

Tech savvy to use MS teams, Zoom, MS Office suite and Google Apps

MUST have a HIGH COMMAND of written and spoken English or IELTS level 7 to be considered

Experience of teaching/managing remotely if needed

Have attended and IB MYP Management professional development

As an MYP Coordinator you will be required to:

Lead the development and documentation of the MYP in Grades 6- 10

Mentor MYP teachers and model effective inquiry- based teaching practices

Participate in regular MYP planning meetings

Ensure the consistency and development of unit planners in each academic department

Facilitate curriculum review and development for each academic department

Ensure essential agreements are formulated for assessment and for all areas of learning

Develop interdisciplinary links across grade levels and subject/departments

Oversee curriculum review in Grades 6- 10

Work closely with the PYP Coordinator, DP Coordinator, and Department Heads to ensure curriculum articulation

Maintain regular contact with the IBO and assume overall responsibility for administering, distributing, completing and returning all relevant

documentation pertaining to the MYP

Establish and maintain links with other MYP schools in the region

Participate in the scheduling process to ensure the schedule supports student learning

Ensure a scope and sequence is in place and adhered to for the approaches to learning

Ensure copies of IB MYP publications are available to the faculty

Assist the MYP teachers and Leadership Team in identifying resources to support the MYP

Notify the accounts department of any IBO payments that are due

Represent the School at various external events/meetings related to IB.

Coordinate and plan the collaborative meetings at each grade level

Coordinate and plan the Head of Department meetings

Meet with PYP and DP coordinators on a weekly basis

Meet with ELT on a bi-weekly basis

Coordinate student led conferences

The school has a great team of people to work with, that are experienced in delivering the IB.

The school has also been IB authorised and has been AdvancEd Accredited. It is part of larger group of schools that is thriving and has gained one of the best reputations as a private national school in the United Arab Emirates.

**Salary Package** Salary range, dependent upon years of experience and qualification:

AED 12,000 AED to 15,6750 AED per month

Additional Stupend for being a Coordinator based on qualifications and expeirence

Benefits:

FREE Furnished Accommodation

FREE Annual Flight Ticket Home

FREE International Health Insurance

FREE Transportation from ENS Sponsored Accommodation To and From Work

FREE IB Professional Development

FREE Visa

FREE Health Exam and

FREE Tuition for up to two children which does not include instructional fees, uniforms, meals or transportation.

FREE Baggage allowance of up to 500 USD (onetime payment upon receipts)

FREE Utility allowance of 500 AED per month

End of Service Gratuity

3-year contract renewable

If you believe you have what it takes register FREE now. You must have clean police check and outstanding references to apply from all previous work places to apply.

### **Minimum Application Requirements**

Qualification: Minimum Qualification Requirement: M.Ed, B.Ed or a relevant Bachelor's Degree with a Teaching Qualification Experience: 2 Years Type of Staff: Male or Female can apply to this job Must be western trained (USA, Canada, UK, Scotland, Ireland, Australia, New Zealand & South Africa) Must be a native speaker of English Newly Qualified Teachers are NOT considered Prefer candidates with international experience Additional: \*\*Experience of the IB Curriculum is beneficial but not essential as training will be given

\*\*Experience of USA Curriculum such as American Harcourt, AP and Common Core is highly valued

\*\*It will be beneficial to your application if you have experience of working in the Middle East or with non-native speakers of English

\*\*Must have experience of the MYP programme

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