



MYP COORDINATOR (The position will start in August 2025 school year.)

JOB PROFILE

Overview

The International Baccalaureate (IB) Middle Years Programme coordinator (MYP) is responsible for leading the IB MYP at Brookes Moscow and has responsibility for the academic and pastoral needs of the IB MYP students.

Under the direction of the Head of Upper School the MYP Coordinator provides overall leadership for Learning and Teaching for the MYP and supports the Head of School in the appraisal and development of MYP staff. The MYP Coordinator is responsible for all MYP administration and assessment. The MYP coordinator is a crucial link between the School and the IB. Coordinator is expected to maintain a thorough understanding of all aspects of the MYP and actively endorse and promote the principles that underpin it.

Requirements

- To be currently teaching within the MYP;
- Experience working in an IB School;
- Experience in leading professional development sessions;
- Excellent lifelong learning skills;
- Excellent organisational and time management skills;
- Adaptable and flexible to the requirements of the school.
- Can demonstrate whole school leadership and management skills
- Mandatory: Experience in the MYP;
- Mandatory: ManageBac experience;
- Mandatory: MYP Coordinator training;
- Mandatory: Teaching experience and proper teaching credential;
- Mandatory: Coordinator experience required.

Responsibilities:

- Ability to teach an MYP or DP subject, with a successful track record in either;
- The organisation of Unit Plans on ManageBac for school and be sure feedback is given to teachers regarding ManageBac on a regular basis;
- To spearhead the MYP authorisation process for Brookes Moscow and undertake regular reviews as required by the IB to maintain the authorisation;
- To help promote a culture where diversity is encouraged and where students learn to respect differences, take responsibility for their actions, exercise leadership and strive for academic excellence;
- To be familiar with and comply with IB regulations as published in the Middle Years Programme Assessment procedures, supplemented by the MYP Coordinator's notes;
- To be the liaison with selected third parties such as service providers (e.g. textbook publishers, ManageBac and others);



- Promotion of the MYP within and beyond the Brookes Moscow community;
- Preparation/Monitoring of annual budgets for the MYP;
- Collaboration with the PYP and DP coordinators for the development and promotion of the IB continuum;
- Promote a safe working and learning environment for students and staff, adhere to all Child Protection Policies as set by the Head of Upper School and DSL;
- Any other duties as reasonably requested by the Head of School.

Benefits:

- Competitive pay and compensation package;
- Annual retention and performance related bonus;
- Free breakfasts & lunches;
- Housing provided;
- Travel allowance;
- Relocation support (visa and tickets);
- Medical & dental insurance;
- Use of Sports Facilities and corporate discounts