



INTERNATIONAL SCHOOL SUVA

World Class Citizens ~ Life Long Learners

MYP Coordinator

Job Description

Position Title: MYP Coordinator

Reports To: Head of Secondary

Coordinates With: Subject Area Lead, Programme Coordinators, & Deputy Head of Secondary School

Time Period: Three-year contract, renewable

International School Suva is seeking an enthusiastic and experienced Middle Years Programme (MYP) Coordinator. The MYP Coordinator will play a key role in leading the implementation and development of the IB MYP curriculum, ensuring a high standard of teaching and learning that aligns with the IB mission and philosophy.

Position Overview:

This is considered a position of pedagogical leadership, with a prime focus on quality teaching and rigorous learning. In general, the post holder is responsible for the effective development and coordination of MYP at International School Suva.

Required Qualifications / Experience:

- Bachelor's degree in Education or a related field required.
- Minimum of 5 years of teaching experience, with at least 2 years in an IB school with experience in the MYP framework.
- Experience working with diverse student populations.
- Demonstrated commitment to Service & Action
- Demonstrated commitment to supporting young people in growing their leadership capacities
- Successful experience of integrating Service into the curriculum

Preferred Qualifications / Experience:

- Additional certifications or qualifications in specific areas, such as Global studies/ politics and any other relevant field would be an advantage but not compulsory.

Skills and Attributes:

- Strong leadership, organizational, and communication skills; ability to work collaboratively in a multicultural environment.
- Capacity to lead by inspiration and by modeling good classroom practice
- Ability to engender collaboration and cooperation with classroom teachers and SALs in all disciplines



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- Knowledge of, and commitment to, the MYP and the importance of Service & Action within the delivery of the programme.

Responsibilities:

- Lead and manage the IB MYP curriculum, ensuring compliance with IB standards and practices
- Creating engaging and inclusive learning experiences that promote knowledge, skill development, and personal growth.
- Assessing student progress through various methods, such as formative and summative assessments, and providing constructive feedback.
- Differentiating instruction to meet the diverse needs and abilities of students.
- Collaborating with colleagues to develop MYP & DP interdisciplinary units and promote a holistic approach to education.
- Incorporating technology and innovative teaching strategies to enhance student engagement and learning outcomes.
- Promoting a positive and safe learning environment that fosters teamwork, sportsmanship, and respect.
- Communicating effectively with students, parents, and colleagues to provide updates on student progress and address any concerns.
- Participating in professional development opportunities to stay updated with current trends and best practices.
- Other duties as reasonably assigned by supervisor

Application Process:

Interested candidates are invited to submit their resume, a cover letter outlining their experience and suitability for the role, and contact information for three professional references.

Applications should be sent to Head of School on email thomas.wielen@iss.school.fj copied to hrm@iss.school.fj by October 30th, 2024.

The school reserves the right to fill the position in advance of the closing date should a suitable applicant be found.