



TROMSØ

INTERNATIONAL SCHOOL

PYP Coordinator and Head of PYP

Tromsø International school is the northernmost IB school in the world to offer the primary years and middle years programmes. We are a relatively small school of 140 students and 25 employees working in a close-knit community founded on the ideals of the International Baccalaureate pedagogy. Here at Tromsø International School, every single student and staff member is seen and valued. We are small enough for everyone to know each other and to have time for one another. As a member of our team, you will have the opportunity to make a real impact on the development of the school.

Our school is located in the city of Tromsø, a city of 75 000 inhabitants set on an island 350 km north of the Arctic circle. Here you will find a university, an international airport, a vibrant night life, excellent shopping opportunities, Aurora Borealis and stunning nature. The city is located on an island, surrounded by mountains on the mainland and the nearby islands. The sun does not set between the 20th of May and the 20th of July, and it does not rise between the 27th of November and the 15th of January. If you enjoy having cross country ski tracks just outside your doorstep, hiking, fishing, berry picking, water sports, winter sports and a good work-life balance, you will enjoy life in

About the role

Tromsø International School has an available position as Head of PYP and PYP Coordinator from August 2019. This position consists of a 20% Head of PYP position, 40% PYP Coordinator position and a 40% Teacher position. The role division between administration and teaching may change as the school continues to grow. During the autumn of 2018 the school successfully completed their first Multi-Programme Evaluation since Authorisation.

You will be leading a highly engaged and supportive team of PYP Homeroom teachers, single subject teachers and SEN teachers as the school implements the Enhanced PYP. You will also work closely with the rest of the school leadership team and administration, including the Head of School, Business Manager, MYP Coordinator and Head of MYP, Inclusion Coordinator and Librarian.

The constructivist approach that the IB advocates for student learning applies equally well to the learning of teachers and administrators in the school. A significant contributing factor to a deeper understanding, and improved practice of the PYP is the nature of the collaboration within the team.

Responsibilities

- Effectively manage resources – people, time and money, to ensure the enhancement of the teaching and learning in order to address the overarching mission of the school and the mission of the IB
- Lead the transition into Enhanced PYP
- A commitment to collaborative planning is central to the philosophy of the PYP. The PYP Coordinator and Head of PYP has a pivotal role in this process and has to ensure that the standards for implementation are understood, and that the programme is planned, taught and assessed collaboratively.
- The PYP Coordinator and Head of PYP is responsible for the development of the programme and the whole-school implementation of the programme.
- Facilitate for, oversee and outline the frames for the weekly timetabled collaboration time.
- Lead in-house professional development within the PYP team, including in-house workshops, lesson observation and guided goal-setting
- Responsible for the communication with the IB office.
- Develop, in liaison with the school leadership team, a clear, long-term strategic plan, with actions and a realistic timeline for its implementation informed by the 2018 Evaluation Report and the requirements of the Enhanced PYP.

- Contribute to the on-going development and implementation of school policies.
- Regularly arrange general sessions about the PYP for the whole-school community and for interest groups within the community, such as parents and board members.
- Ensure that the curriculum promotes student agency and students making connections, thinking conceptually and critically and reflection on their own learning and provides opportunities for student-initiated actions.
- Ensure the balance between transdisciplinary and disciplinary learning.
- Spearhead the development of a system for data collection and analysis of student data to track progress, inform planning, curriculum and articulation.
- Coordinate substitution by interviewing and maintaining a pool of candidates and contacting them when required, following up the substitute when at school and setting the expectation for teachers to maintain a folder of substitute lessons
- Set the plan for break supervision, organize supervision cover when teachers are absent, follow up break activities and drive the school's commitment to creating a safe and good school environment
- Organize PYP assemblies in collaboration with PYP teachers and students
- Follow up behaviour issues and conduct of order
- Internal evaluation in your team for professional development and growth, including lesson observation
- Orienting and supporting new teachers and following up their probation period
- Be the point of contact between educators in the administration

What we are looking for:

A person who is highly driven to develop the PYP team, the programme implementation and the school at large. The successful candidate will be a member of the leadership team at TRINT and will put the needs of the PYP team and the needs of the school above own interests in strategic decision making. The successful candidate possesses a high level of professionalism, integrity and will seek to proactively foresee and find solutions to issues before they arise as well as continuously strive to develop and improve practices within the team. An ability to identify, support and nurture talent within the team and to establish and develop co-decision processes within the team as well as taking responsibility for leadership and stepping up to the tasks as they arise.

Required competences

- Qualified teacher status with minimum four years of relevant university education
- Minimum five years of experience from teaching the PYP
- Must have completed at least two recent IB workshops
- Extensive programme knowledge and familiarity with the PYP documents, including the documents on Enhanced PYP
- Written and oral fluency in English
- Previous experience from educational leadership including experience in professional development
- Must be a highly skilled collaborator who is flexible in their work

Desired competences

- Master's degree in education or educational leadership
- Completed upskilling training for the Enhanced PYP
- Being an IBEN practitioner is a plus and you will have the support of the school to continue fulfilling your IBEN role requirements

Remuneration

Equal pay conditions are offered to local and international candidates. The package includes school fees for own children if applicable but does not include housing. The successful candidate will receive an annual remuneration of 40 000 kr on top of the tariff wage for teachers in their salary bracket. This will bring the annual salary to 490 000 kr – 680 000 kr before tax pending on level of education and years of experience (50 000 EUR – 70 000 EUR).

How to apply

Send your CV and letter of application to Business Manager Rita Stobbs on rita.stobbs@trint.org.