



## Position Description

<b>Position:</b>	<b>International Baccalaureate Diploma Programme Coordinator</b>
<b>Position Status:</b>	Full time (1.0 FTE), fixed-term
<b>Time Release:</b>	0.6 FTE (25 periods per cycle)
<b>Classification:</b>	This position receives a Responsibility Allowance Level B in accordance with the Presbyterian Ladies' College Teachers Agreement 2022-2024
<b>Reports to:</b>	Deputy Principal (Curriculum & Learning). All positions in the College ultimately report to the Principal.

## Presbyterian Ladies' College

Established in 1875, Presbyterian Ladies' College (PLC) is a leading Christian independent school for girls from Kindergarten to Year 12, with onsite boarding available from Year 7.

The campus is situated in the east of Melbourne on a 16-hectare site, creating a unique environment of a school in a park.

Our core values, underpinned by our Christian Ethos, are Integrity, Empathy, Courage, Delight and Service, and these provide an enduring foundation for dynamic learning.

The College Mission is an outstanding education within a Christian context that:

- prioritises care
- promotes holistic development and growth
- personalises learning
- provides enriching opportunities
- perpetuates principled living and a service ethic
- prepares students for their time as scholars, thinkers, citizens, advocates, and leaders

Our consistently impressive academic results reflect the high-quality teaching, dedication of the students and visionary leadership for which the College has long been renowned.

We value and nurture the individual strengths and passions of the students. The personal development of our students is our priority with extensive age-appropriate care and wellbeing programs. Asian and European language studies are part of the curriculum from Prep to Year 12 with many students continuing foreign language study through either the Victorian Certificate of Education or the International Baccalaureate pathway.

The students' talents and interests are nurtured within a rich curriculum program, as well as through extensive co-curricular offerings.

Our ultimate goal is to develop girls who are fully prepared and will flourish in their life and work well beyond school as they contribute in meaningful ways to their community as scholars, thinkers, citizens, advocates and leaders.



## Context of the Role

The International Baccalaureate (IB) Coordinator is ultimately responsible to the Principal for all aspects of the administration of the IB Diploma Programme (DP) in the College and for communication with the International Baccalaureate Organisation (IBO).

The incumbent will report to the Deputy Principal (Curriculum & Learning) who is responsible for the overall coordination of the curriculum in the College.

## Position Overview

The IB Coordinator is part of the Curriculum Team and is supported by a CAS (Creativity, Activity, Service) Coordinator, a Theory of Knowledge Coordinator, and an IB Administrator who assists with IB enrolment, record keeping and submission of internal and external assessments.

## Key Responsibilities:

Examples of duties include but are not limited to:

- work closely with the wellbeing team to provide care and support for the students as they navigate the Diploma including subject selection, academic progress and assessment
- support IB teachers and Heads of Department (HOD) in understanding and implementing IB curriculum and assessment requirements and processes
- disseminate subject selection information for Year 10 students and coordinate subject and level selection for Year 11 and 12 IB students
- complete the IB registration for students in IBIS (International Baccalaureate Information System)
- liaise with HOD and IB teachers to construct the annual assessment coursework calendar
- monitor student internal and external coursework assessment, communicate processes to students, ensure authentication and uploads to Managebac and IBIS
- coordinate IB teacher coursework marks, predicted grades and moderated sample comments
- oversee the internal and external examination processes including communication of processes with students and external invigilators, security and delivery of examination papers, assessment procedures and conduct of examinations
- lead the release of IB results, Enquiry Upon Results (exam re-marks) and results communication, analysis and reflection
- oversee the continued development of IB unit planners in Managebac in line with IB programme updates
- manage the Core programmes including Core Days in liaison with the TOK & CAS Coordinator, TOK team and teacher librarians
- oversee CAS (Creativity, Activity and Service) and work alongside the CAS Coordinator to ensure the meaningful completion of the CAS requirements of the Diploma
- manage the TOK (Theory of Knowledge) programme, in conjunction with the TOK Coordinator, including the scope & sequence, TOK Camp, Exhibition and Essay
- fulfil the role of Extended Essay (EE) Coordinator and therefore be responsible for the coordination and execution of the IB EE process, including: allocating EE Supervisors, communication of processes, monitoring progress and conducting student interviews, liaising with the Head of Library Services on research skills, academic integrity and referencing techniques and requirements; supporting and training EE Supervisors and overseeing the completion and submission of EEs
- manage, review and annually update the IB Diploma Budget and IB levy



- oversee and coordinate the IB five-year programme evaluation within the College including implementation of the Programme Development Plans
- work with Curriculum Coordinators and Deputy Principal (Curriculum & Learning) to develop projects to meet the aims of the College Strategic Plan
- work with the Director of Staff Development to ensure the access to, and provision of, professional learning for IB staff including IB teacher and whole staff training

### **Leadership**

The IB regards the IB Coordinator as having a key pedagogical and leadership role in the implementation and development of the program in consultation with the Deputy Principal (Curriculum & Learning).

The IB Coordinator should:

- promote the philosophical aspects of the IB Mission Statement, the Learner Profile and Approaches to Teaching and Learning (ATLs) across the whole College
- ensure that the College and its students comply with all applicable IB regulations
- have a good knowledge of the underpinnings of the DP as described in key IB documentation
- be responsible for the ongoing development of all staff teaching within the DP or preparing to teach in the DP in future years, and in strategic leadership of projects as part of the ongoing Programme Development Plans
- develop a detailed understanding of the Programme Standards and Practices
- initiate and implement programs aligned with both the College's values and the internationalism of the IB
- design and implement strategic projects aligned with the IB and PLC's strategic plan

### **Communication**

- communicate to departments and individual teachers all curriculum and support material produced by the IB, including any changes in curriculum or assessment policy
- gather the relevant material and information and submit it within published deadlines to the appropriate body
- maintain complete records of all communication with the IB, the IBAP Regional office and the IB World School Manager
- communicate with other IB schools in Australia and throughout the world in a variety of ways, including attendance at meetings and conferences
- represent the College to IB Schools Australasia (IBSA)
- represent the College at Vic & Tas IB school events, including the annual IB Awards Ceremony, Visual Arts opening and relevant network meetings
- develop and deliver information night presentations, and periodic reports for publications
- promote awareness of the IB Diploma throughout the College and in the wider community
- ensure all documentation and resources relating to the IB DP are maintained and up-to-date in Wyse and on the College website

### **Other Duties**

- as directed by the Deputy Principal (Curriculum & Learning)
- attend scheduled staff meetings, House meetings, Year Level meetings, School Assemblies, Chapel Services, Whole School, Year Level and House events, IB events
- participate in co-curricular programs and outdoor education, attending a week-long (five day) camp each year
- actively contribute to a broad range of College activities and attend after hours commitments when required



- actively contribute to College-wide committees
- maintain up-to-date understanding and support of the College's commitments to Child Safety, Health & Safety, and Policy & Compliance

#### **Key Relationships:**

- IB Teachers
- Curriculum Team
- Heads of Department
- Year Level Coordinators
- Student Wellbeing Team
- Library Services Staff
- IB Administrative Assistant

#### **Mandatory Qualifications / Registrations / Certifications:**

- relevant teacher qualification
- current Victorian Institute of Teaching (VIT) registration
- current certification, or willingness to obtain certification, through PLC-run programs:
  - o Provide First Aid (HLTAID011) and CPR (HLTAID009) certificates
  - o Asthma First Aid certificate
  - o Anaphylaxis Management certificate
  - o MARAMS - Protecting Children - Mandatory Reporting and Other Legal Obligations for Non-Government Schools (or equivalent)

**Please note:** Staff are required to maintain current certification and compliance training as required

#### **Knowledge, Skills and Experience:**

- experience of teaching in the IB Diploma Programme
- experience of the IB Core Components particularly the Extended Essay
- strong interpersonal skills
- passion for and commitment to the ideals of learning within an independent girls' school
- an innovative thinker with the energy to achieve objectives
- able to demonstrate leadership and team building skills
- committed to the integrity and ethos of the College
- able to demonstrate excellent written, oral and IT skills

#### **Key Attributes:**

- ability to work independently and collaboratively as required
- calm under pressure
- a commitment to ongoing professional learning and growth in skills
- a warm, positive, and considerate manner
- commitment to continual upgrade of personal skills and qualifications
- exceptional communication skills displaying sensitivity and discretion
- superior level of English grammar, spelling, literacy together with a high level of proofreading skills
- committed to striving for continuous improvement and achieving exceptional outcomes
- demonstrates high levels of confidentiality, trust, credibility and honesty
- demonstrates a respect for and acceptance of difference in students, parents, and staff
- displays empathy, enthusiasm, commitment and is highly motivated
- possesses a strong work ethic





- exercises ownership and concern for quality of own work reflected in accuracy and attention to detail
- is flexible and has the ability to adapt and operate effectively in a challenging and changing environment

**Mrs Cheryl Penberthy**  
Principal

June 2025

*The purpose of this position description is to provide a general overview of the key responsibilities of the position and is not intended to represent the entirety of the position nor is it intended to be all-inclusive*