



IB MYP Coordinator

About Oakleigh Grammar

Oakleigh Grammar is a highly reputable Christian co-educational ELC to Year 12 School located in the south-eastern suburbs of Melbourne.

Oakleigh Grammar values education that goes beyond academic development. At its core, the School is dedicated to building compassionate, confident and active lifelong learners espousing all students to have a *zest for life*.

A key differentiator of an Oakleigh Grammar education is being large enough to offer leading-edge programs, and small enough to enjoy a loving close-knit community. Every teacher at Oakleigh Grammar embraces educational approaches that encourage students to become responsible global citizens developing an awareness beyond the individual and his or her immediate community.

About the Role

The International Baccalaureate (IB) Middle Years Programme (MYP) Coordinator is responsible for the effective organisation of the IB MYP.

The IB MYP Coordinator is the link between the school and the IB MYP regional office. Additionally, the IB MYP Coordinator is responsible for the curriculum for Years 6 to 9 and, in the management, development, support and evaluation of the IB MYP. The Middle Years Learning Leaders are responsible to the IB MYP Coordinator.

Selection Criteria

- Demonstrated capacity to lead the IB MYP;
- Demonstrated capacity to create a thriving, dynamic and academic culture within the Middle School;
- Demonstrated capacity to advance the IB MYP culture within the Middle School;
- Demonstrated high order organisation and interpersonal skills.

Qualifications, skills and experience

- Recognised VIT teaching qualification and current teacher registration;
- Excellent communication and interpersonal skills, including team building and leadership;
- Excellent working knowledge of the IB MYP standards and practices and the Australian Curriculum requirements;
- Sound administrative and organisational skills with the ability to manage competing demands and priorities to meet deadlines;

- Experience in a similar role in an IB World School;
- Experience of working collaboratively with a passionate team of staff to deliver a range of effective learning experiences for all students;
- A proven capacity to improve student learning and promote academic excellence.

Commencement

This is a fixed term full-time position (1.0 FTE) commencing Term 3, 15 July 2024

Application Process

1. Read the Application Pack on the Oakleigh Grammar Website:
<https://www.oakleighgrammar.vic.edu.au/employment/>
2. Prepare your application by including:
 - a. A Covering letter addressing the selection criteria (no more than 2 pages);
 - b. A Curriculum Vitae including your VIT Number;
 - c. Details of at least two professional referees;
3. Submit your application to the HR Officer, Ms Leanne Levy
employment@oakleighgrammar.vic.edu.au

All applications received will be acknowledged at the time of receipt.

Closing date

Applications close 4:00pm 31 May 2024

**Please note we do not accept applications via agencies*

To learn more about life at Oakleigh Grammar, please watch our video [watch our video](#)

The School regards its child safe responsibilities with the utmost importance. Further information is available on our website: <https://www.oakleighgrammar.vic.edu.au/about-us/policies-and-procedures/>