



DEUTSCH-SCHWEIZERISCHE
INTERNATIONALE SCHULE
GERMAN SWISS
INTERNATIONAL SCHOOL

The German Swiss International School (GSIS) is one of Hong Kong's leading international schools providing quality, holistic education to a multinational student body of approximately 1250 students with the support of 240 faculty and staff. The school is organised into two Streams, German and English leading to qualifications in the German International Abitur and I/GCSE & IB Diploma respectively. We are inviting applications from experienced and qualified candidates for the following position **commencing in January 2024 or as mutually agreed.**

IB DIPLOMA PROGRAMME COORDINATOR (ENGLISH INTERNATIONAL STREAM -SECONDARY SCHOOL)

We are very proud of our outstanding IB Diploma results that place us amongst some of the top IB schools in the world. We believe that this ongoing achievement is due to the dedication and commitment of our students and staff within a supportive learning environment. The IB Diploma Programme Coordinator is responsible for leading on all aspects of the programme and will serve as a member of the Secondary School Leadership Team (English International Stream).

Working with the subject teams and IB Core coordinators, the DPC will lead on the implementation and development of the curriculum for Years 12 and 13. S/he will be responsible for ensuring that all policies inform practice as per IB requirements. They will also oversee the professional development requirements of IB subject teachers and lead internal training as necessary. The IBDP Coordinator will work closely with the Student Support Team, in particular the Head of Years 12 & 13 and the University Counselling team, to ensure positive, personalised guidance for all IB students.

The successful candidate will offer:

- Relevant teaching qualification and minimum of five years' teaching experience;
- Experience of pedagogical leadership of the IB Diploma within an IB World School including the IB Core and Approaches to Teaching & Learning;
- Experience of leading and coordinating ongoing Programme Development;
- Excellent leadership skills as well as highly effective interpersonal and administrative skills, particularly in managing and maintaining the IB Diploma Calendar;
- Significant experience of teaching an IB Diploma subject(s), examining experience is preferred and membership of the IBEN an advantage;
- Secure knowledge of IBDP curriculum development, subject reviews and assessment initiatives;
- Possess the academic experience necessary to establish and maintain credibility with students, parents, staff and IB professionals both within and outside the GSIS community;
- Experience of working with the ManageBac platform would be an advantage;
- Willingness to establish academic connections with organisations and individuals within and beyond Hong Kong that will further enrich the IB Diploma programme;
- The ability to think and lead strategically across the Secondary School (English International Stream);
- There will be a teaching commitment with this role.

What we offer

GSIS offers an excellent working environment in an international school within a dynamic community. You will be working with excellent students. Our employees work in a "high trust" environment where they are afforded responsibility without being micro-managed. Professional development and continuous learning are actively encouraged and supported. We welcome candidates who show a commitment to continuous professional development and are willing to contribute to wider school activities.

If you are interested in joining our team, please submit your resume via the GSIS online recruitment portal (<https://www.gsis.edu.hk/careers/job-openings/>) to the Director of Human Resources.

Further information on the school, its facilities and programmes is available on the school's website <https://www.gsis.edu.hk/>. Applicants not invited for interview four weeks following the deadline may consider their applications unsuccessful. Any personal data collected will be used for recruitment purposes only.

GSIS is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Full background checks will be conducted to safeguard all students at GSIS.

