

IB DIPLOMA/TOK COORDINATOR

LOCATION	Dubai
MISSION STATEMENT	Everyone at NAS Dubai believes that there are no limits to what we can achieve for ourselves and for others
REPORTING TO	Head of Secondary
DIRECT REPORTS	Head of Department
OTHER KEY RELATIONSHIP	Head of Sixth Form
OVERALL EXPECTATIONS OF A TEACHER AT NAS DUBAI	<p>Hard working, committed and dedicated with a passion for improving the lives of others</p> <p>Committed to self-improvement and recognition that everyone is a learner</p> <p>Dedicated to being a champion for young people and a recognition of how to personalise, enhance and develop them as learners, leaders, and individuals</p> <p>To give quality, timely feedback that responds to the needs of the individuals so they can actively engage and progress</p> <p>Support the community values that epitomize NAS and believe that equality, diversity, and inclusion are essential to our quality schooling</p> <p>Committed to delivering quality first learning through challenging, thought provoking and creative learning experiences</p> <p>To live by the values of kindness, respect, and openness</p>

KEY RESULT AREA	MEASUREMENT OF PERFORMANCE
Learning and Teaching	
<ul style="list-style-type: none"> Responsible for: Main Purpose: 	<ul style="list-style-type: none"> To support and lead learning experiences beyond the classroom Improving quality of learning and teaching Ensuring all students are working towards achieving the necessary progress in line with national standards Providing a secure and engaging learning environment Delivering learning that is appropriate to the national curriculum & exam board criteria Working to achieve whole school development plan Proactively ensuring that learning is taking place according to the expectations of the department and school policies. Working to endeavor that all students

<ul style="list-style-type: none"> • TOK Coordinator Specific Responsibilities 	<ul style="list-style-type: none"> • Coordinate taught and written TOK curriculum • Write and maintain the student TOK handbook • Coordinate with IB teachers to develop TOK opportunities within the Diploma taught curriculum • Lead Diploma HODs in development and delivery of Tok within the curriculum models • To introduce and embed TOK across all of the secondary phase to enhance and develop learning skills to aid transition into the Sixth Form IB Diploma • To support the transition of Year 11 students into the Sixth Form ensuring prior awareness and knowledge of TOK • To develop TOK links across the NA community by sharing best practice and preparing the school for the IB Evaluation • To create CPD opportunities to develop the teaching of TOK among IB and non IB teachers • Communicate regularly with the wider community regarding the TOK curriculum developments and deadlines • Be responsible for developing systems that monitor student progress and performance throughout the ToK course • Manage the team to ensure consistency in the taught curriculum and accuracy in monitoring assessment • Demonstrate tolerance, understanding and international mindedness when confronting challenging knowledge issues that carry personal and shared beliefs in an atmosphere of trust • Be responsible for scheduling and deadlines of both the essay and exhibition requirements within the Sixth Form • Chair and manage TOK team meetings • Attend scheduled bi-monthly TOK update meetings with the Diploma Coordinator • Develop, organise and maintain an internal moderation procedure for TOK exhibitions and essays in year 12 and 13 • Design, maintain and update a TOK notice board • Be responsible for developing structures to support TOK with managebac for both faculty and students
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	<ul style="list-style-type: none"> • Work with the librarian to maintain TOK library resources and clear referencing standards • Encourage community participation in TOK lessons where possible • Be responsible for maintaining and updating TOK resources for teaching staff • Present to parents on behalf of TOK at secondary school related functions where necessary • Communicate the requirements of TOK to the teaching staff and students at appropriate times • Work cooperatively with the Diploma Coordinator and the SLT in designing an effective TOK assessment model • Act as a positive role model for TOK teachers and students • Know and understand how to use technology as a teaching aid in the TOK curriculum • Coordinate and monitoring all reporting • Keep the Diploma Coordinator/Head of Sixth Form informed about TOK matters for communications purposes
Engagement and Interaction – School Ambassador to Internal Community	
<ul style="list-style-type: none"> • Main Activities: • Pastoral Activities • Additional Duties 	<ul style="list-style-type: none"> • Attending meetings and cascading information to the students • To act as a Personal Tutor and monitor and support pupils progress, within your tutor group • Deliver and contribute to the Moral Education values, and enterprise programmes within your tutor group • To ensure the Behavior Management system is implemented in the department so that effective learning can take place • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example
PERSONAL SPECIFICATIONS – Skills Knowledge and Experience	
<ul style="list-style-type: none"> • Qualified to degree level or above • Qualified Teacher Status in chosen subject • Proven track record with at least two years' teaching experience • Proven record of effectiveness & success 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>

<ul style="list-style-type: none"> • Demonstrable evidence of innovating and adapting curricula to engage children and enable them to perform highly • Excellent and appropriate relationships with young people • Working in partnership with parents • Experience of delivering a UK National Curriculum, IMYC, IGCSE and the IB Diploma • Proven track record with at least two years' teaching experience • Proven record of effectiveness & success • Demonstrable evidence of innovating and adapting curricula to engage children and enable them to perform highly • Excellent and appropriate relationships with young people • Excellent oral and written communication skills • Ability to engage children and enable them to perform highly 	<p>Essential Essential Essential Essential</p> <p>Essential Essential Essential</p> <p>Essential Essential Essential</p>
<ul style="list-style-type: none"> • Experience of teaching IB/A level 	<p>Desirable but not necessary</p>
Personal Attributes	
<ul style="list-style-type: none"> • High levels of personal integrity • Conscientious and able to focus on completing work to a consistently high standard • Flexible and positive approach to work • Excellent organisational and time-management skills; high attention to detail • Ability to work to tight deadlines and able to prompt others to ensure deadlines are achieved • Adaptable to working in a fast paced ever changing environment • Ability to work under pressure and remain calm • Proactive and willingness to take on multiple tasks • Self-motivated and enthusiastic • Ability to work independently • Must be a team player, willing to help and be flexible • Continually strive for improvement 	
Other	
<ul style="list-style-type: none"> • Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK • Compliance with visa requirements for working in UAE • A commitment to safeguarding and promoting the welfare of all pupils. And the willingness to undertake appropriate child protection training when required 	

PHILOSOPHY AND VALUES

We are ambitious for our students, our people and our family of schools. We believe that:

- There is no limit to what every person can achieve.
- Creativity and challenge help us get better every day.
- Learning should be personalised.
- Unique global opportunities enhance the learning experience.

The NAE Commitment

At Nord Anglia Education, we work every day to inspire our schools, our students and our employees to be the best they can be, and we are ambitious for them all to achieve more than they thought possible in their personal, social and academic endeavours. Within our family of schools, this aspiration is underpinned by a commitment to always act with **respect, integrity, openness, courage and ambition**. These qualities are the foundation of how we approach our work and roles within NAE and are shared by everyone in our global family.

Promote and embodies *The CORE 7 Leadership Capabilities:*

- **Accountable** – Establishes a high performing culture and accepts accountability for organisational performance.
- **Strategic** – Leads opportunity and is committed to continuous improvement aligned with the organisational vision and direction
- **Collaborative** – Works collaboratively with others to achieve organisational outcomes
- **Entrepreneurial** – Creates organisational value for diverse stakeholders and achieves commercial success
- **Enabling** – Drives excellence through valuing and developing others
- **Agile** – Achieves personal and organisational success within a changing, dynamic and complex environment
- **Resilient** – Demonstrates personal resilience within a demanding environment of high expectations

- Role-model the 'Be Ambitious' philosophy each day
- Feedback as a valued member of the team and the wider organisation