



**Rangitoto
College**

International Baccalaureate Assistant Coordinator

OVERVIEW

The Assistant IB Coordinator will support the IB Coordinator across all aspects of the IB programme. This role requires active engagement with all stakeholders and clear, effective communication to ensure that key information is shared with both the school and the wider IB community.

CORE COMPETENCIES

1. Deep understanding of the International Baccalaureate (IB) programme, including its administrative and compliance requirements
2. Strong organisational and time-management abilities
3. Highly effective interpersonal and team-building skills
4. Expert knowledge of evidence-based, high-quality classroom practice within the IB framework
5. Proactive, solutions-focused approach to challenges and improvement
6. Data literacy and academic tracking of student performance, managing grade boundaries, analysing exam results, coordinating mock exams/internal assessments (IAs).
7. An understanding of the IB-specific management software e.g., ManageBac and IB Information System (IBIS).

BEHAVIOURS

1. Collaborates closely with the IB Coordinator to ensure effective implementation of the IB Diploma Programme
2. Demonstrates teamwork by building strong, positive relationships with IB teachers, students, and other key stakeholders
3. Provides thoughtful advice and guidance to support and strengthen teacher practice
4. Motivates and inspires students to engage deeply and achieve their best within the IB learning environment

DELIVERABLES

Work closely with the IB coordinator to coordinate, develop, and embed the International Baccalaureate Diploma Programme throughout the school.

Promotion of the IB Programme

- Promote and celebrate the IB Diploma Programme within the school and wider community through social media, newsletters, events, and other appropriate channels.
- Highlight student achievement, programme initiatives, and IB values to increase awareness and engagement with the IB community.

Support for Core Coordinators

- Provide guidance and support to the Extended Essay (EE), Theory of Knowledge (TOK), and Creativity, Activity, Service (CAS) Coordinators and other staff who work with the CORE IB elements.
- Ensure alignment between core components and departmental or school-wide IB practices, promoting consistency and high-quality student outcomes.

Leadership

- Provide visible and effective IB leadership to staff and students that reflects the school's vision and strategic direction.
- Support colleagues to implement innovative ideas and approaches aligned with IB philosophy and best practice.
- Embed the school's teaching principles into classroom practice and curriculum design, ensuring alignment with the IB philosophy.
- Apply IB curriculum design principles to support both the NCEA curriculum transition and ongoing IB curriculum review and refinement.

Curriculum Development and Delivery

- Support the IB Coordinator with student admissions and orientation into the IB Diploma Programme.
- Contribute to the ongoing development and implementation of the IB Diploma Programme, embedding IB approaches into departmental and classroom practice.
- Use, and model the use of, evaluation and reflection tools to assess and strengthen effective teaching and learning practice.
- Work with curriculum leaders to ensure teaching principles effectively underpin the delivery of the IB curriculum and support the development of coherent embedding of the Teaching Principles into the schemes of work.

Professional Development

- Provide professional development and mentoring for staff involved in the IB Diploma Programme.
- Stay current with national and international developments, research, and best practices related to IB education.
- Actively participate in professional growth cycles, reflecting on learning and application to practice.
- Encourage and support staff in their professional growth and engagement with IB networks.
- Connect with the NZ IB Coordinators' group and international social media networks, and support other IB staff to join and contribute to their subject-specific IB communities.

Quality Relationships

- Build strong, positive, and respectful relationships with students, staff, and parents.
- Promote a strong sense of *whanaungatanga* and collaborative partnership within the school community.
- Develop and maintain effective networks with external agencies supporting students and their families.

Administration

- Follow school administration systems and processes for planning, communication, and recordkeeping.
- Complete administrative tasks accurately, efficiently, and within required timeframes.

IBIS Management & Examination Administration

- Assisting with student registration on IBIS, candidate entry validation, and secure handling/upload of predicted grades, IAs, and external exam papers.
- Managing exam logistics (invigilation schedules, exam room setups, compliance with IB conduct regulations).

IB Evaluation Cycle & Compliance:

- Direct involvement in preparing documentation for the official IB 5-Year Programme Evaluation.
- Ensuring academic integrity policies are monitored and enforced across departments.

Parent & Student Communication Loops:

- Organising subject-selection/pathway information evenings for students and parents.
- Facilitating academic progress checks or student-at-risk interventions specific to IB requirements.

Other Delegations

- Support of transitions of students into and through their college journey.
- Undertake other duties or responsibilities as negotiated with the IB Coordinator or Senior Leadership Team to support the successful delivery of the IB Diploma Programme.

Reports to: AP Curriculum and International Baccalaureate Coordinator

Remuneration: 1MU +1MMA

Time allocation - 2 hours per cycle.

..... **TEACHER**

..... **PRINCIPAL (Greg Thornton)**

..... **DATE**