New IB Coordinators: Intro to the role

Kieran Burgess & Ibicus

pburgess.com

ibicus

Housekeeping

- Webinar format, with times for Q&A
- Finish approximately 10.30 (UK time)
- Zoom etiquette
- Post questions on the chat throughout, or ask verbally at section ends.

We will cover…

- The Coordinator's Job Description

- The '3 Ps'

- Cross-programme key tasks, including:
    - Upskilling your teachers
    - Preparing for evaluation
    - Curriculum Development

- Programme-specific key tasks & deadlines, including:
    - Assessment Procedures & deadlines
    - Student registrations

- Signposting key resources & support
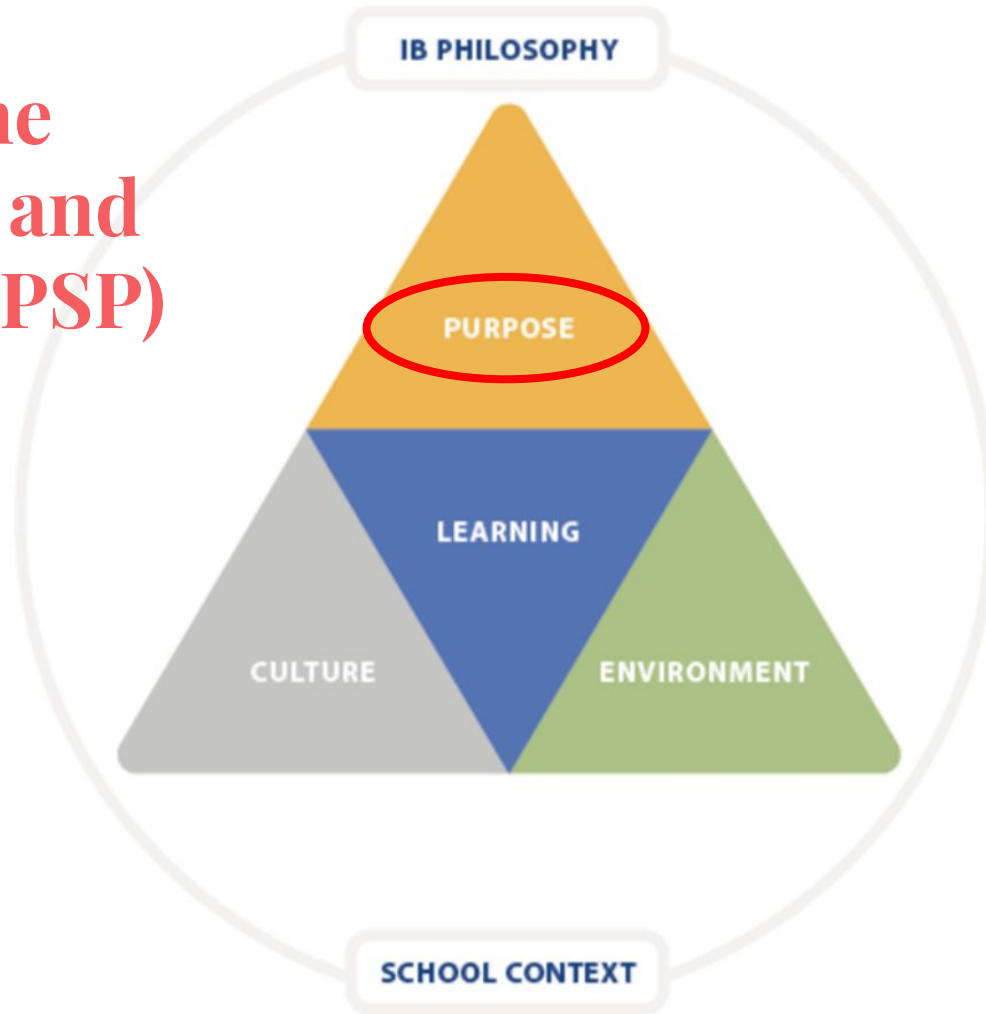
- Questions & Answers

"A programme coordinator... has **authority** to plan and manage the **processes of change** necessary for developing the programme... [and is the] **point of contact** for the IB and is **always** a member of the school's **pedagogical leadership team**."

From *IB Coordinator Resource*, 2021, available on PRC.

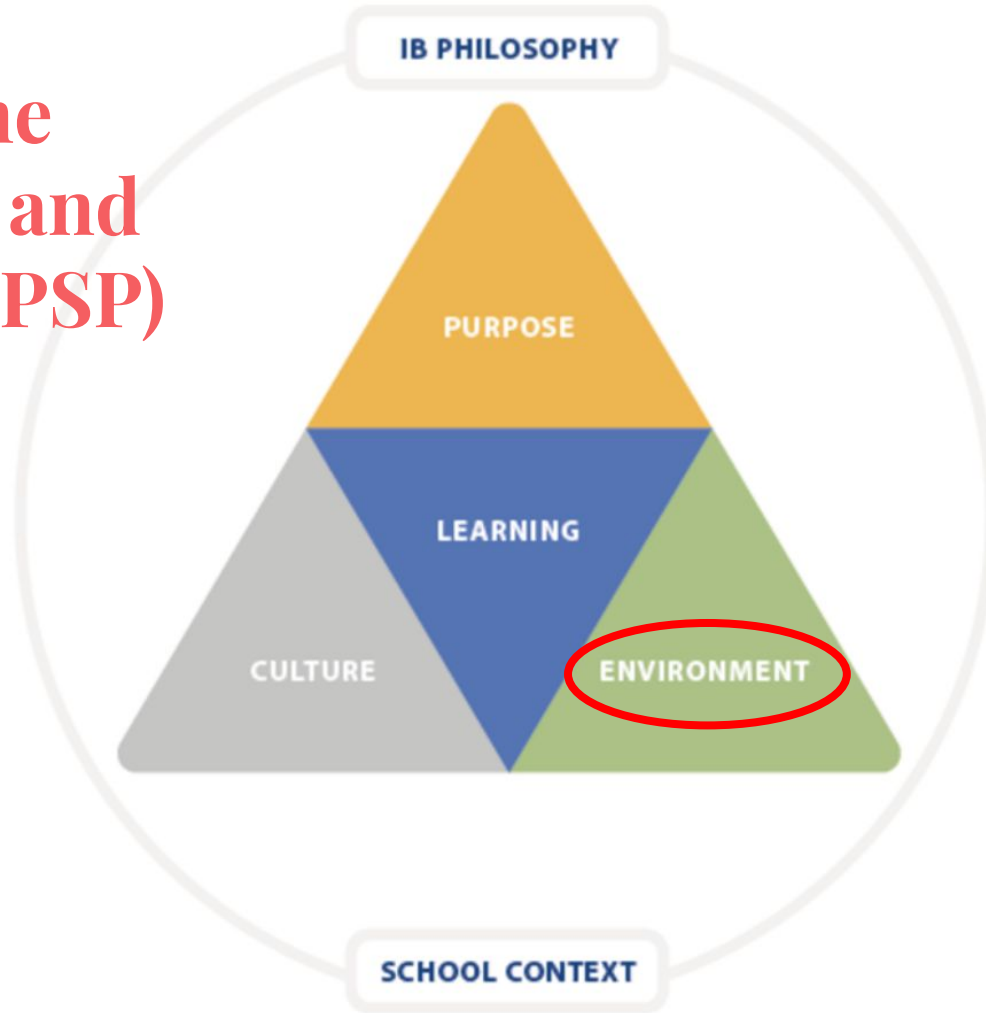# Programme Standards and Practices (PSP) 2020
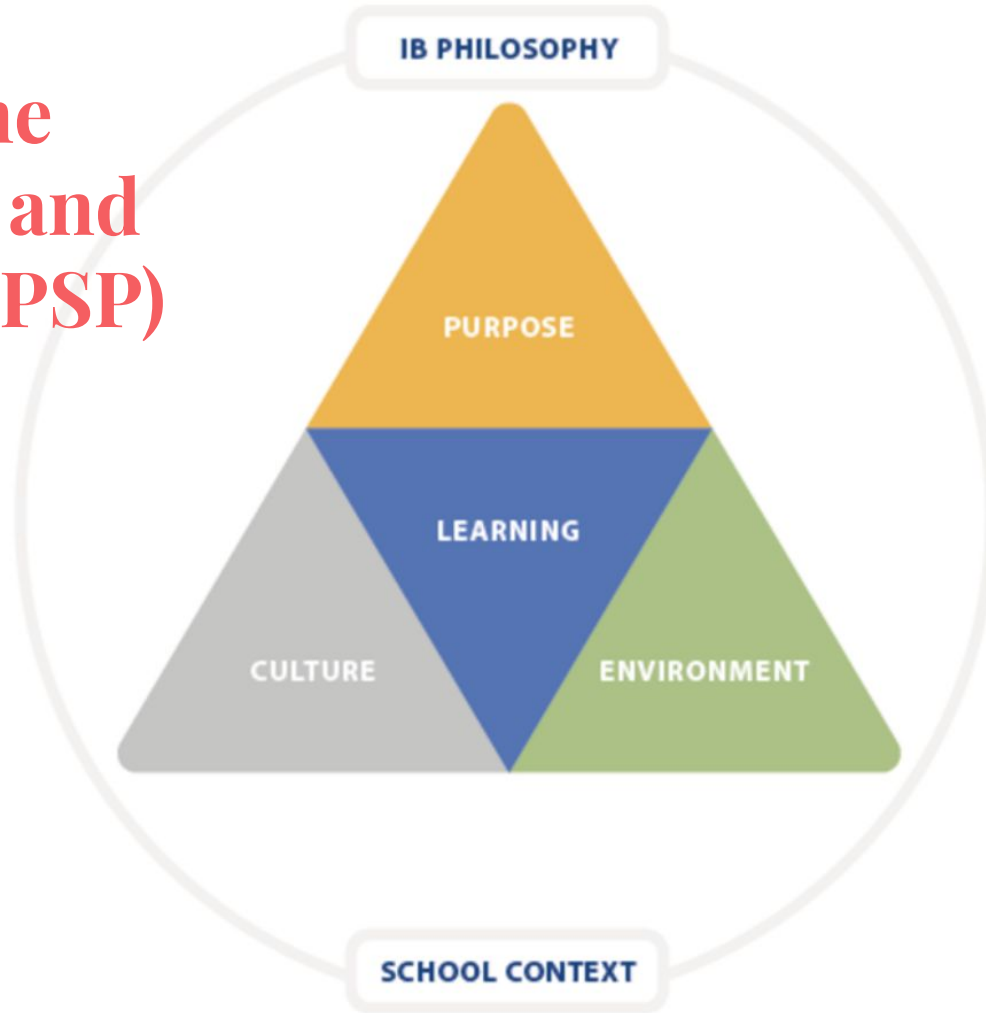
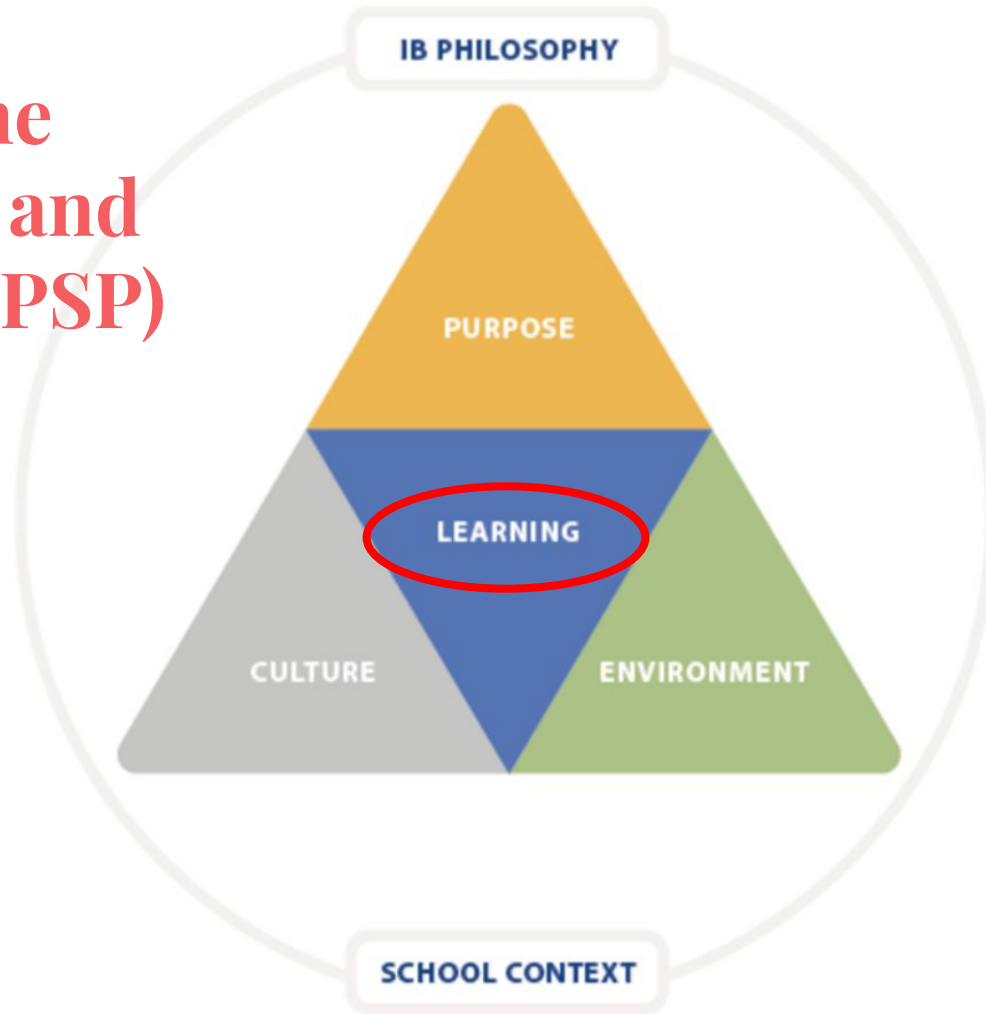# Programme Standards and Practices (PSP) 2020

IB PHILOSOPHY

PURPOSE

LEARNING

CULTURE

ENVIRONMENT

SCHOOL CONTEXT

Programme Standards and Practices (PSP) 2020

Programme Standards and Practices (PSP) 2020

Programme Standards and Practices (PSP) 2020

PSPs ⇾ Job Description

- Using the PSPs as a frame for your coordination

- Starting point for an accurate JD

- Too onerous for one person

- Leads and accountables

- Many practices can group

- Which colleagues can lead on which practices?

Standard Name	Practice Description	Practice ID	Led by	Accountable to	Notes
Purpose (0101) ⌄	The governing body and school leaders articulate a purpose for learning that aligns with the IB's philosophy and mission.	0101-01	E.g. Head's name	E.g. Chair of Govs Name	
Purpose (0101) ⌄	The school's pedagogical leadership team embraces educational approaches that encourage students to become active, compassionate lifelong learners.	0101-02			
Purpose (0101) ⌄	The school community fosters internationally minded people who	0101-03			

Editable template available here:

Questions?

The 3 Ps of your role

Pedagogical

Pastoral

Procedural
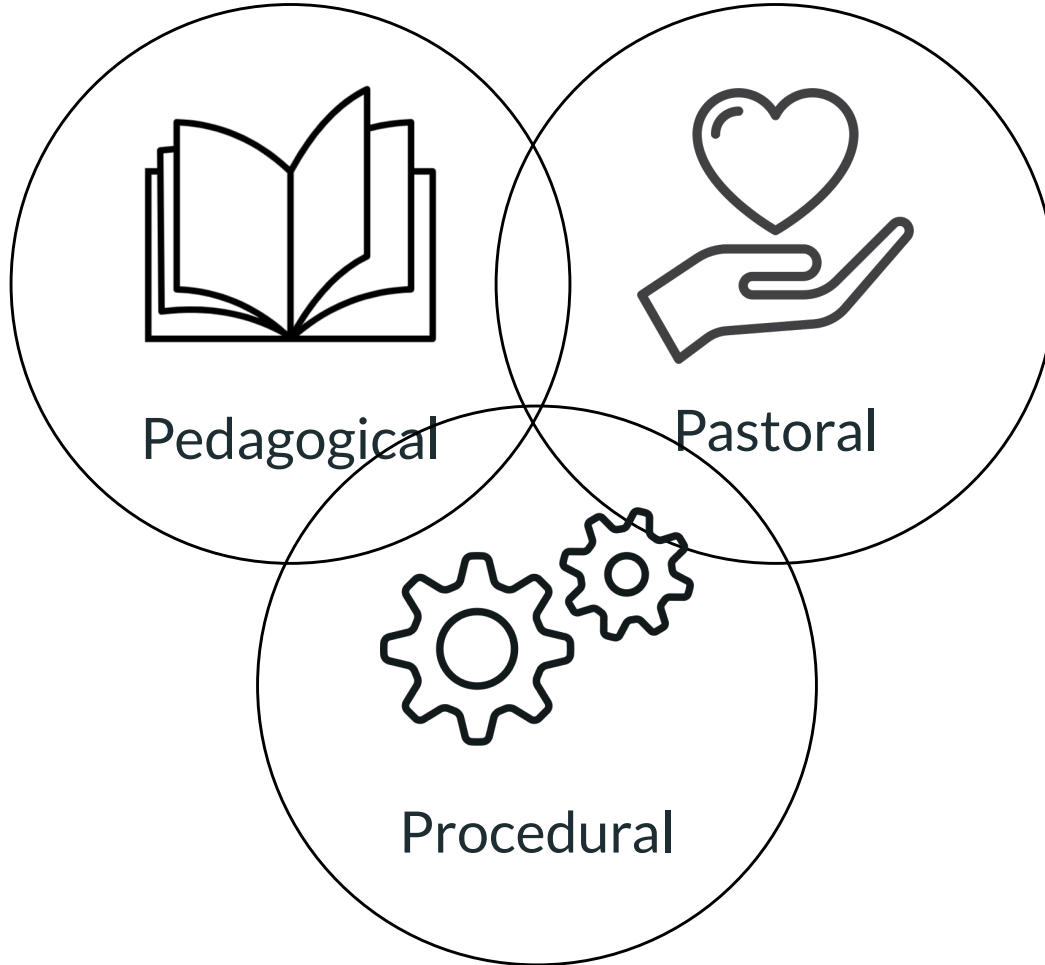
Pedagogical Leadership

- Curriculum
- Assessment
- Approaches to Teaching
- Approaches to Learning
- Collaborative Planning
- Professional Development

Pedagogical

Pastoral Leadership

Pastoral

- Culture of Inclusion
- Culture of Participation
- Student Wellbeing
- Staff Wellbeing
- Removing barriers to learning and fair assessment

Procedural Management

- Communicate with IB
- My IB (& IBIS) use
- Registering students
- Uploading student work
- Assessment & exam facilitation
- Transitions
- Reporting to & informing parents

Procedural
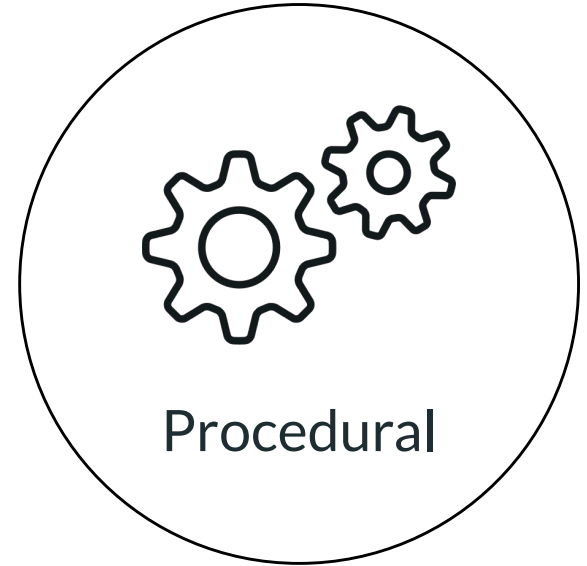
Reflect

Which 'P' is your personal strength?

Which 'P' is most prominent in your school?

What examples do you have of any of the 3 Ps in action?

Key tasks

All Programmes

Developing your teachers

You will need to:

- Audit your teacher's IB-certified workshop experience
- Compile 3 lists:
  - Compliance needs - *who **requires** PD for you to be compliant with IB rules - "must have"*
  - Enhancement needs - *not mandated by IB, but adding value to your teachers - "should have"*
  - Innovation needs - *stretching the skills; looking for the future; readying for a change - "could have"*
- Ensure all have registered for My IB, and you have registered them for IBIS (where appropriate)

Consider a Padlet like <u>this</u> or <u>this</u> at the beginning of the year to collate PD resources, activities and teacher reflections as you go.

IB rules on PD

- HOS must attend HOS workshop or Heads/Global conference once
- **Coordinator** must attend relevant workshop once (this is you!)
- PYP teachers must attend relevant workshop once
- MYP teachers: one per subject group must attend relevant workshop once, including current guide
- DP teachers must attend relevant workshop once, including one teacher per subject on current guide
- TOK/CAS teachers/coordinators must attend relevant workshop once
- PPS teachers must attend relevant workshop once
- One person per school must attend Service Learning workshop once (CP).

Workshops

"Every programme coordinator must have attended a relevant workshop"

**Book at
lbicus.org.uk**

Category 1	MYP Leading the learning	26 - 28 Sept	Dubai
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The Evaluation Cycle

Where is your school in the cycle?

Once you know when your next visit will be, you will need to:

- Begin organising certain documents ready for submission (full list in Appendix 1 of *Guide to Programme Evaluation).*
- Guide your subject leads through ensuring curriculum documents are up to date.
- Choose which *Programme Development Plan* will be submitted to IB, or begin the process of recording one.
- Use the *self-study questionnaire* to frame conversations for various committees to audit and plan improvements for each PSP category.

Preparing for Programme Evaluation

DP	3	--	Planning for programme evaluation - DP	Dubai	26 - 28 Sep 2025
DP	3	--	Planning for programme evaluation - DP	Virtual	15 - 17 Oct 2025
DP	3	--	Planning for programme evaluation - DP	Virtual	26 - 28 Nov 2025
DP	3	--	Planning for programme evaluation - DP	Dubai	30 Jan - 1 Feb 2026
MYP	3	--	Planning for programme evaluation - MYP	Prague	27 Feb - 1 Mar 2026

Book at: https://www.ibicus.org.uk/

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LEADERS IN TEACHER TRAINING

Curriculum Development

With each subject/grade level leader, ensure that documentation shows:

- Unit planners reflect current guides
- Learner Profile and AtLs are meaningfully integrated with specific examples
- Central/core programme themes are integrated with specific examples, e.g.
  - Key/Specified concepts
  - TOK
  - Global Contexts
- Student actions and experiences are prominent
- Horizontal and vertical articulation is purposeful and planned
- Learning is supported by relevant resources
  - In DP/CP, 'relevant resources' in certain subjects must include some common equipment (e.g. data loggers, studio, tools etc)
- Learning experiences equip all learners to meet all the required assessment criteria/objectives
- Collaborative planning and reflection takes place regularly.

Dual Ambassador Role

In the IB's eyes, you are the most important person at the school.

That's why they email you with almost everything, not the head.

You are **required** to:

- Inform IB of any changes to leadership, including the coordinator
- Inform IB of any significant change in the school operation, such as relocation, major renovation, organisational structure or ownership change
- Report to the IB any time the school cannot meet one or more of the *Rules for IB World Schools* (Article 2 also spells out that this includes other regulation docs)
- Keep 'My School' updated (via My IB). This cascades to the IB website and IBIS.

Informing/Marketing New Recruits

- Students: when do you first meet them?
- When do you meet the parents?
- Is there an element of choice for them? Admissions, alternative programmes, subjects?

You may need to prepare:

- Presentations and collaborative workshops to learn more about your programme, and IB philosophy
- Brochures and written curriculum guides for non-educators
- Subject options forms and processes
- Taster learning days and transition timetables

Key tasks

Programme Specific

Release of assessment material

For MYP eAssessment, DP & CP only.

Coordinators need to ensure the right teachers have the right access/awareness at the right times:

- MYP **Partially completed unit planners** (for ePortfolio subjects) and this year's chosen **global context** released: 1 November (1 May)
- MYP interdisciplinary exam **pre-release material**: 1 April (1 October)
- MYP **exam packs**: download 7 days before each exam
- **TOK Essay** titles: 1 September (1 March)
- **Subject-specific** pre-releases - e.g. Business Management; Film; Computer Science - differing dates, can change with updated guides.

Registering students

MYP, DP, CP only.

- MYP - all MYP 5 students for *at least* Personal Project: 20 October (20 April)
  - Special request language provision request for personal project: 1 year earlier (20 Oct/Apr of MYP4)
- CP & DP: 15 November (15 May)
  - Special request Language A: 1 year earlier (15 Nov/May of DP1)
- MYP, CP & DP Inclusive Access Arrangements: 15 November (15 May)

Fringe cases:

- Session-restricted subject/language combinations: "Early session arrangement"
- Groups 3-6 responses in special request language: 15 Nov (15 May) of DP 1.
- Non-regular Diplomas: 15 Nov (15 May) of DP 1.

Uploading coursework

Using the ePortfolio (MYP) or eCoursework (DP/CP) platform linked within IBIS.

Uploads cannot commence until marks are entered in IBIS and, if applicable, samples have been generated by you.

- eCoursework (DP/CP) platform opens: 15 January (15 July)
- ePortfolio (MYP) platform opens: 1 February (1 August)
- DP/CP Early Component deadline (TOK, EE, Lang A HL, Arts): 15 March (15 September)
- Personal & Reflective Projects, ePortfolios, DP/CP IAs deadline: 20 April (20 October)
- DP/CP EAs: 30 April (30 October)

Results

You are the main font of understanding on this.

- Pre-release available to you 1 day before students
- You will need to pre-empt this:
  - Ensuring students have their logins to get their own results as soon as IB release them
  - Ensuring students know their options if results weren't as hoped
  - Having your analysis spreadsheets, formulas and conditional formatting ready to go before the day
- Lead staff through analysis and reflection of their own subjects: feed forward the insights!
- DP Coordinator's Results Analysis Template on my website (kpburgess.com/leadership-resources)
- IB Insights / Acadamigo

Collaboratively Creating Assessment Calendars

Each DP/CP school is mandated by IB to provide a spread load of assessments for students.

IB's deadline for you is April (October) 20/30.

This does not mean the students' deadlines are here!

Before the end of each school year:

- Upskill teachers on the benefits and possibilities of spread/early IA deadlines, reflect on last year
- Key thought: apart from Lang B, all IAs can be done in Year 1 (but don't)
- Integrate EE, TOK and university application crunch dates (EE draft in DP 1)
- Work with subject leads: gather their preferred dates
- Go away and spread these out - compromises!
- Firm up dates and publish the 2 year calendar before end of year.

Key Resources

PRC – log into My IB

Prefer live documents on PRC to downloaded PDFs!

- *Programme Standards & Practices (2020)*
- *IB Coordinator Resource*
- *Guide to Programme Evaluation*
- *Academic Integrity*
- *DP Language Courses: Overview & Placement*
- *Conduct of Examinations*
- *MYP/CP/DP Assessment Procedures*
- *Coordinator Notes / Newsletter / eNewsletter*
- *Inclusive Access Arrangements: Decision Pathway*
- *Teaching the disciplines in the MYP: Nurturing big ideas and deep understanding*
- *From Principles into Practice* (less so for DP)
- *Guidelines for developing a school assessment/language/inclusion policy*
- *Understanding policy to practice in IB programmes*
- *PYP Subject Continuums*
- *PYP Inquiry Learning Progressions*
- For your DP/CP teachers: *Subject reports* (almost) every September

Programme
Resource Centre

Non-IB

- [AtL Toolkit](#) (Lenny Dutton)
- [AtL Smorgasbord](#) (Alison Yang)
- [MYP Assessment & Subject Group Overviews](#) (Stephen Taylor)
- [MYPC Gold Mine](#) (Alison Yang)
- [DP Results Analysis Template](#) (Kieran Burgess)
- [Developing IB School Policies Guidebooks x 5](#) (Kieran Burgess)
- [Inspiring Inquiry - PYPC Gold Mine](#) (Paul Ketko)
- [AtL descriptors by age phase](#) (Lydia Van Berkhout)
- [Primary AtL Skills Continuum](#) (ISHCMC)
- [Differentiated Thinking Tools](#) (Michael Hughes)
- [Thinking Routines](#) - useful activities to adapt for PD delivery (HPZ)

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Book at Ibicus.org.uk

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Image by Gemini AI, prompt: More than just coffee o' clock, it's the end of the session!

- Slides downloadable on kpburgess.com

- Official, certificated IB workshops on ibicus.org.uk

- Email me at kieran@kpburgess.com for coaching or consultancy

- Good luck with your new role!