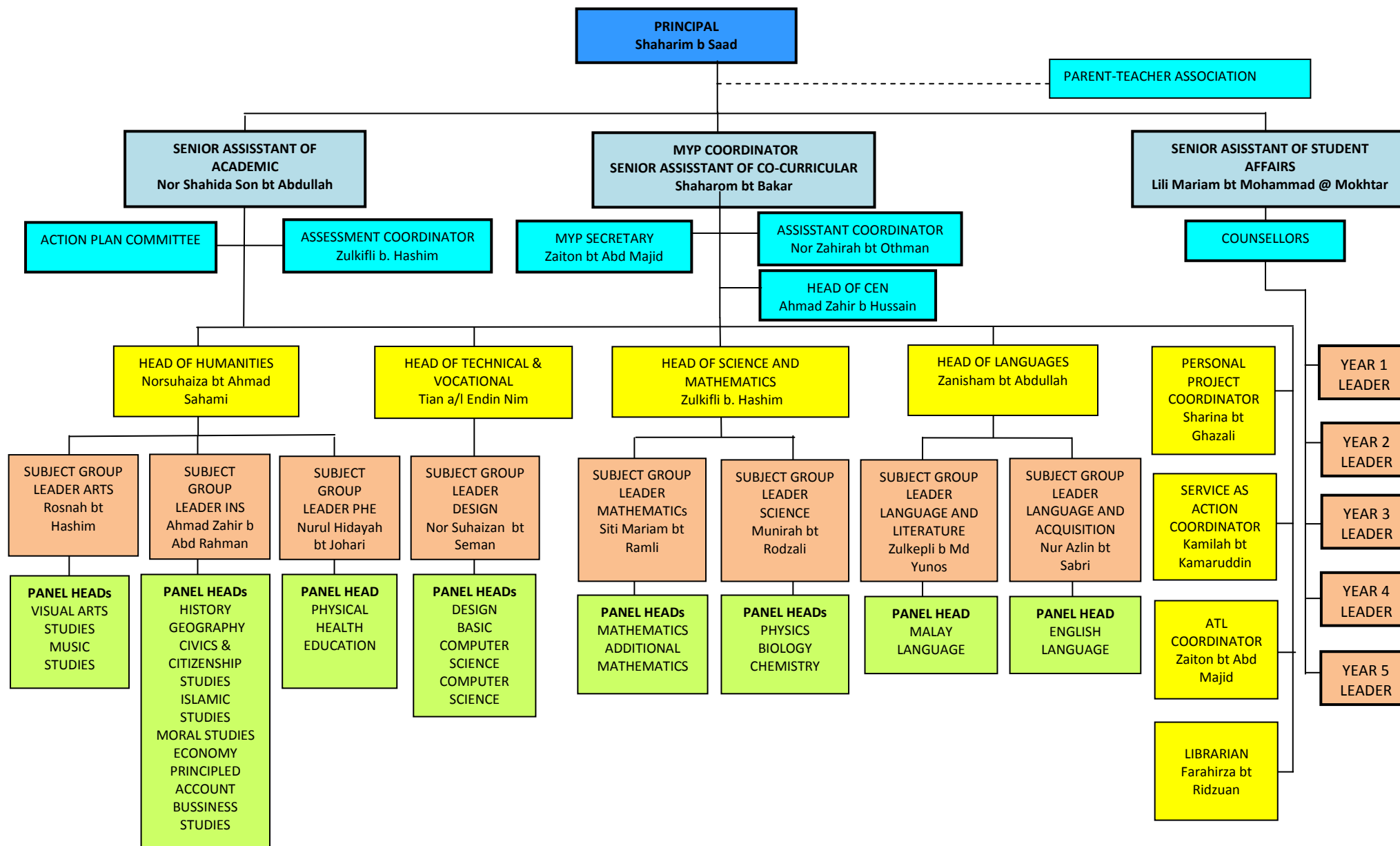




## SMK DATO' SHEIKH AHMAD PEDAGOGICAL LEADERSHIP TEAM





**SMK DATO' SHEIKH AHMAD  
SEKOLAH KLUSTER KECEMERLANGAN**

**JOB DESCRIPTION OF MYP COORDINATOR**

The MYP Coordinator reports to the Principal. He or she is an important link between the school and the IBO.

**Administrative Duties**

The MYP Coordinator will be accountable and responsible for :

- serving as a liaison between the school and the IBO.
- sending regular implementation status of MYP to State Education Department and Curriculum Unit, MOE.
- liaising with consultant on any issues pertaining to MYP during interim period.
- organising regular professional sessions at school level.
- keeping the school leadership team regularly up to date with MYP development.
- working with the timetabling committee to ensure requirements in MYP written curriculum are met.
- working with the leadership team to formulate school MYP policies.
- conducting briefings to school community and parents on MYP.
- coordinating all IBMYP activities.
- facilitating collaborative planning.
- liaising, as appropriate, with other MYP coordinators .
- implementing the orientation of new teachers into the MYP
- preparing and submitting documentation required for authorization and evaluation.
- establishing links with other MYP schools in the region.

## **Curriculum Management**

The MYP Coordinator will be accountable and responsible for :

- communicating curriculum changes to teaching staff and leadership team.
- providing support to the Personal Project Coordinator and committee in producing a working paper on the project.
- working with teachers to ensure that assessment tasks meet the expectation of MYP subject guides.
- supporting all teachers with the planning of the MYP curriculum. This will include a special focus on supporting Science, Mathematics, Design and Physical and Health Education subject groups teachers in planning students' investigation and performance.
- initiating mapping of ATL in subject groups with teachers.
- supporting the use of process journal in Arts (Visual Art and Performing Art).
- ensuring teachers use Unit planners in lessons.
- overseeing that MYP policies are adhered to and reviewed annually.
- ensuring the consistency and development of unit planners in each subject group.
- ensuring that formal reporting informs parents of the children's progress against the MYP subject criterion.
- supporting teachers in the development of a variety of MYP assessment tools In line with the school's assessment policy.
- providing advice and support to teachers on MYP related issues.

The MYP coordinator will also carry out responsibilities stipulated by the MOE in the capacity of the Senior Assistant of Co-curricular . She will teach a maximum of 12 periods a week on the subject taught and spends 55% of her non-teaching time in the development of the MYP in school and in collaboration with other MYP schools in and outside the country.

## **ROLE OF THE PRINCIPAL IN THE MYP**

- understand and support the philosophy, standards and practices of the MYP
- communicate with parents, the community and State Education Department regarding the MYP during parent-teacher conference, school events or meetings
- encourage an inquiry-based learning environment within the school community
- allocate collaborative planning session in the school schedule
- support the MYP Coordinator in implementing his/her role and duties in the MYP

### **JOB DESCRIPTION OF ASSISTANT MYP COORDINATOR**

The Assistant MYP Coordinator reports to the Principal and the MYP Coordinator. He or she is the link between the MYP Coordinator and Coordinator Educators Network (CENs).

#### **Duties :**

The Assistant MYP Coordinator will be accountable and responsible for :

- liaising between MYP Coordinator, CEN and teachers on the implementation of the MYP.
- preparing reports on workshops/programmes on MYP.
- facilitating collaborative planning.
- assisting the MYP coordinator in carrying out his or her duties.
- supporting CENs and teachers in the implementation of the MYP.
- monitoring subject-based classrooms.
- helping in preparing documentation required for authorization.

**JOB DESCRIPTION OF SENIOR ASSISTANTS, HEADS OF DEPARTMENT, PERSONAL PROJECT COORDINATOR, SERVICE AS ACTION COORDINATOR, ASSESSMENT COORDINATOR, YEAR LEVEL LEADERS, PANEL HEADS, COUNSELLORS, MEDIA TEACHER AND COORDINATORS EDUCATORS NETWORK (CENS)**

**Job description of Senior Assistant of Administration and Academic**

The Senior Assistant of Administration and Academic reports to the Principal. He/she carry out various duties assigned to him/her in support and implementation of the MYP in school.

**Duties:**

The Senior Assistant of Administration and Academic will be accountable and responsible for :

- understand and support the philosophy, standards and practices of the MYP
- Supporting the MYP Coordinator to ensure activities/programmes pertaining to MYP runs smoothly.
- Part of the action plan committee to review all standards in B1
- Allocating timetabling
- Reviewing the curriculum and curriculum documentation and development in the school
- Supporting the Assessment Coordinator to ensure aspects pertaining to MYP assessment run smoothly
- Carrying out specific duties assigned by the MYP coordinator (refer to Appendix 1).

**Job description of Senior Assistant of Students Affair.**

The Senior Assistant of Students Affair reports to the principal. He/she carry out various duties assigned to him/her in support and implementation of the MYP in school.

**Duties:**

The Senior Assistant of Students Affair will be accountable and responsible for :

- understand and support the philosophy, standards and practices of the MYP
- Supporting the MYP Coordinator to ensure activities/programmes pertaining to MYP runs smoothly.
- Part of the action plan committee to review all standards in A

- Supporting the Pastoral Programme in School
- Carrying out specific duties assigned by the MYP coordinator (refer to Appendix 1).

### **Job description of Senior Assistant of Co-Curricular**

The Senior Assistant of Co-Curricular reports to the principal. He/she carry out various duties assigned to him/her in support and implementation of the MYP in school.

#### **Duties:**

The Senior Assistant of Co-Curricular will be accountable and responsible for :

- understand and support the philosophy, standards and practices of the MYP
- Supporting the MYP Coordinator to ensure activities/programmes pertaining to MYP runs smoothly.
- Supporting the Service as Action in School
- Carrying out specific duties assigned by the MYP coordinator (refer to Appendix 1).

### **Job description of Personal Project Coordinator**

The Personal Project Coordinator reports to the principal and MYP Coordinator. He/she carry out various duties assigned to him/her in support and implementation of the MYP Personal Project in school.

#### **Duties:**

The Personal Project Coordinator will be accountable and responsible for :

- Supporting the MYP Coordinator to ensure activities/programmes pertaining to MYP Personal Project runs smoothly.
- Work with each student on the Personal Project in School
- Carrying out specific duties assigned by the MYP coordinator (refer to Appendix 1).

### **Job description of Service as Action Coordinator**

The Service as Action Coordinator reports to the principal and MYP Coordinator. He/she carry out various duties assigned to him/her in support and implementation of the MYP Service as Action in school.

#### **Duties:**

The Service as Action Coordinator will be accountable and responsible for :

- Supporting the MYP Coordinator to ensure activities/programmes pertaining to MYP Service as Action runs smoothly.
- Support student involvement in service as action and its qualitative monitoring.
- Carrying out specific duties assigned by the MYP coordinator (refer to Appendix 1).

### **Job description of Counsellor**

The Counsellor reports to the Senior Assistant of Student Affair and MYP Coordinator. He/she carry out various duties assigned to him/her in support and advice students through the MYP Programmes.

#### **Duties:**

The Counsellor will be accountable and responsible for :

- guide and counsel students through the MYP Programme and toward further studies. He/she support students through their social and emotional learning, as well as the demands of IB programmes (including assessment).
- serve as a link between school, families and the curricular and non-curricular aspects of the programme, and maintaining a holistic balance towards addressing student needs. integrate lessons on ATL skills into classroom
- facilitating well-organized orientation initiatives.
- helping students to make subject choices, and for supporting students through the personal projects as well as in service as action.
- Carrying out specific duties assigned by the MYP coordinator (refer to Appendix 1).

### **Job description of Heads of Department, Subject group leaders and Panel heads and CENs**

Heads of Department, Subject group leaders ,Panel heads and CENs report to the Principal and the MYP Coordinator. They carry out various duties assigned to them in support and implementation of the MYP in school.

#### **Duties :**

Heads of Department (HODS), Pane Heads and Coordinator Educators Network (CENs) will be accountable and responsible for :

- liaising between MYP Coordinator and teachers.
- guiding teachers in the development of unit planners, curriculum mapping, ATL skills, personal project, service and action and assessment.
- supporting teachers in the implementation of the language policy, the assessment policy, the academic honesty policy and the inclusion policy.
- facilitating collaborative planning.
- assisting the MYP coordinator as instructed from time to time.
- ensuring activities/programmes pertaining to MYP runs smoothly.
- Ensuring and leading the regular revision of the written curriculum
- carrying out specific duties assigned by the MYP coordinator (refer to Appendix 1).

### **Job description of Year Level Leaders**

Year Level Leaders report to the Principal and the MYP Coordinator. They carry out various duties assigned to them in support and implementation of the MYP in school.

#### **Duties:**

Year level leaders will be accountable and responsible for:

- facilitate student transitions
- key roles in horizontal planning, including considering opportunities for interdisciplinary units within the year level.



### **Job description of Librarian (Media teacher)**

The librarian reports to the Principal and the MYP Coordinator. He/She carries out various duties assigned to him/her in support and implementation of the MYP in school.

#### **Duties:**

Librarian (media teacher) will be accountable and responsible for:

- Providing access to a variety of resources, services and facilities to support teaching and learning
- Locate and organise resources, to meet specific information needs
- Support student and teachers access to relevant databases
- Understand, model and teach about copyright and academic honesty
- Work collaboratively with the Library team to support efficient procedures and systems
- Develop the resource collection to support the MYP curriculum
- Co-ordinate displays, special events and activities to support the MYP including the Personal Project
- Sustain a high level of professional knowledge and understanding of the MYP
- Actively promote student and staff information literacy
- Expose students to a range of genres, authors, and reading experiences in both print and digital formats
- Develop strategies to foster a love of reading and literature for leisure
- Guide students in their reading choices
- Use selection tools/reviewing journals to keep informed about current literature for students

### **ATL COORDINATOR**

ATL Coordinator will be accountable and responsible for:

- provides access to a variety of resources, services and facilities to support teaching and learning
- ensuring that teachers understand ATL skills and their role in the programme
- helping to decide how ATL can be addressed by subject-specific content and special activities
- developing a plan for the vertical articulation of ATL skills across all years of the programme
- supporting teachers in developing teaching strategies for ATL skills.

**Reference:**

1. "MYP Coordinator Job Description". International School of Tanganyika. 2013. N.p. November 2013. Web. 8 January 2015
2. "MYP Coordinator Job Description". St. Micheal School. 2014. N.p. January 2014. Web. 8 January 2015
3. "IB MYP Coordinator". International School of Paris. 2012. N.p. May 2012. Web. 8 January 2015
4. "MYP Leadership Structure". North Central High School. 2013. N.p. 2013. Web. 5 May 2015
5. IB. 2014. MYP : From principles into practice. (For use from Sept. 2014/Jan. 2015) Cardiff, UK. International Baccalaureate

NO	ITEM	DURATION	PERSONEL	WHAT TO DO?
1.	Action Plan Committee	Oct 2017 – November 2021	<p><b>Chairman: Principal</b>  <b>Vice Chairman : Senior Assistant of Administration and Academic</b></p> <p><b>Standard A (Philosophy):</b>  Nor Shahida Son Abdullah (Senior Assistant of Administration and Academic)  Ahmad Zahir Hussain(CEN)</p> <p><b>Standard B1 (Organization: Leadership and structure)</b>  Lili Mariam Mohammad@ Mokhtar (Senior Assistant of student Affair)  Zumira Saidin(Counsellor)</p> <p><b>Standard B2 (Organization: Resources and support)</b>  Norsuhaiza Ahmad Sahami (HOD)  Farahirza Ridzuan(Media teacher)</p> <p><b>Standard C1 (Collaborative planning):</b>  Zanisham Abdullah (HOD)  Zaiton Abdul Majid(CEN)</p> <p><b>Standard C2(Written Curriculum):</b>  Shaharom Bakar(MYP Coordinator)  Nor Zahirah Othman (Assistant MYP Coordinator)</p>	<p>1.Action Plan can still be improved (make feasible changes especially under evidence column)</p> <p>2. Refer to latest Action Plan.</p> <p>3. Collect and document evidence from Standards A, B and C into files.</p>

			<p><b>Standard C3 (Teaching and Learning):</b> Tian A/L Endin Nim(HOD) Nur Azlin Sabri</p> <p><b>Standard C4(Assessment)</b> Zulkifli Hashim (HOD) Siti Mariam Ramli (CEN)</p>	
2.	MY IB , IB website (ibo.org.com) , monthly MYP Updates , Disseminating Latest MYP Development and Survey	January 2018 – November 2021	Ahmad Zahir Hussain (Head of CEN) English Language teachers CENs	<p>1. Ensuring MYP information/documents distributed to HOD Room, MYP Resource Room, library.</p> <p>2. Refer to MY IB and IB website for latest info and development on IB/MYP.</p> <p>3. Latest info/updates to be distributed to library and school website. (eg. MYP Subject Guide Briefs in IB website).</p> <p>4. Inform teachers of latest MYP development through Telegram, after assembly, collaborative planning session etc.</p> <p>5. Provide info/documents on MYP IB to be uploaded on school website (En Abd Jalil).</p> <p>6. Help translate evidence/documents into English for verification visit.</p> <p>7. Carry out Parents and Students survey on MYP (Pn. Zaiton).</p> <p>8. Outcome of survey to be uploaded in school</p>

				website and to be informed to all school community including parents during school event(s) or by end of the year
3.	Subject-based rooms and classroom	January 2018– November 2021	Rosnah Hashim (CEN) Year level leaders of Form 1 , 2 , 3, 4 and 5 Panel Heads Subject teachers	<p>1.Ensuring subject-based rooms and classroom have the following items :</p> <p>-MYP info corner – Learner Profile, Essential Agreement, Academic Honesty , parking lots etc.</p> <p>2. Display of students work, completed assessment tasks etc.</p> <p>3. Subject-based rooms and classroom are clean, informative and conducive for lessons.</p>
4.	MYP Troopers , MYP Resource Room, MYP Operational Room & MYP Corner	June 2018 – November 2021	Nor Shahida Son Abdullah (MYP Resource room) Nur Zahirah Othman(MYP Operational room) Zaiton Abd Majid (MYP Corner) Khatijah Hashim (MYP Troopers ) Zumira Saidin (MYP Troopers) Effa Khairunnisak Hj Othman(MYP Troopers) Farahirza Ridzuan (Media teacher)	<p>1. Select students as MYP Troopers.</p> <p>2. MYP Troopers also committee members for MYP Resource Room and MYP Corner/Podium.</p> <p>3. Continuous meetings with MYP Troopers to update on latest MYP development.</p> <p>4. MYP Troopers disseminate info to all students in Forms.</p> <p>5. Display board in blocks</p> <p>6. Update and download materials from internet/MY IB for MYP Resource Room.</p>

5.	Continuous Professional Development(CPD) of new teachers, Personal Project	January 2018 – November 2021	<b>Noorhasni Hasan (CEN)</b> Nor Zahirah Othman (MYP Assistant Coordinator) Heads of department Sharina Ghazali(Personal Project Coordinator) Nur Azlin Sabri (Global Context Coordinator) Kamilah Kamaruddin (Service and Action Coordinator) Ahmad Zahir Hussin(Head of CEN) Zaiton Abd Majid (ATL Coordinator) Zulkifli Hashim(Assessment Coordinator)	<ol style="list-style-type: none"> <li>1. Planning of CPD &amp; collaborative planning sessions.</li> <li>2. Carry out collaborative planning sessions twice a month.</li> <li>3. Record and document collaborative planning sessions.</li> <li>4. Refer to MY IB or latest updates on Personal Project and revise MYP Personal Project Framework accordingly.</li> </ol>
6.	Service and Action	June 2018 – November 2021	<b>Kamilah Kamaruddin (Service and Action Coordinator)</b> Dayang Salmah Abang Abdul Rahman Mohd Zahir Abd Rahman Hartimi Mansor Nurul Hidayah Johari Zubaidah Ali Norhaphishah Md Noor Year Level Leaders	<ol style="list-style-type: none"> <li>1. Brief and guide students on how to carry out service and action activities.</li> <li>2. Plan and document how project is carried out and the outcome of the project.</li> <li>3. Post outcome of project in school website.</li> </ol>
7.	Collaborative Planning & Curriculum Mapping	January 2018 – November 2021	<b>Zanisham Abdullah (HOD)</b> Heads of Department All CENs Panel Heads Subject teachers	<ol style="list-style-type: none"> <li>1. Ensure collaborative planning is carried out twice a month.</li> <li>2. Remind panel heads to document collaborative planning sessions.</li> <li>3. Complete curriculum mapping of additional MYP objectives added into National Curriculum</li> </ol>

				for all subjects
8.	Library	January 2018 – November 2021	<b>Norsuhaiza Sahami (HOD)</b> Ahmad Zahir Hussin Norzaharah Yahya Siti Nur'Ain Mohd Said Choong Lee Ching Media teachers	1. Train PSS committee members to give info on the different sections in the library etc.  2. PSS committee members must also be proficient in helping other students in research skills, literacy skills and writing references according to APA convention.  2. Increase/Change/Improve info on MYP in MYP Corner in the library.  3. Refer to MY IB for new ideas for the library.  4. Add more materials in the PSS website link.  5. Display local and foreign news daily on display boards in or outside the library at least once a week.
9.	Assessment and Reporting	January 2018 – November 2021	<b>Nor Shahida Son Abdullah (Senior Assistance of Academic) Shaharom Bakar(MYP Coordinator)</b> Zulkifli Hashim(Assessment Coordinator) Siti Mariam Ramli Panel Heads Year Level Leaders Subject teachers	1. Explain how use the MYP grade book and MYP “PBS” spreadsheet to teachers.  2. Explain to teachers how to key in grade book using one drive application  3. Ensure Assessment handbook distributed to students  4. Ensure MYP assessment report distributed to parents.

				5. Refer to Assessment policy for collection of evidence under standards and practices C4 especially how data is kept and distributed to parents.
10.	Revising MYP Policies	June 2018 – November 2021	<p><b>MYP Policies Committee:</b></p> <p><b>Chairman:</b> Principal  <b>Vice Chairman:</b>  Nor Shahida Son Abdullah (Senior Assistant of Administration and Academic)  Shaharom Bakar (MYP Coordinator)  Lili Mariam Mohammad@ Mokhtar (Senior Assistant of student Affair)</p> <p><b>Language policy:</b>  Head of Languages  Bahasa Melayu Panel Head  English Panel Head  Zaiton Abdul Majid (CEN)</p> <p><b>Assessment policy:</b>  Assessment Coordinator  Examination secretary  Examination Committees</p> <p><b>Academic Honesty policy:</b>  Examination secretary  Counsellors</p>	<p>1. Policies can still be improved (if deemed necessary).</p> <p>2. Translate parts that are improved.</p> <p>3. Post latest policies in school website.</p> <p>4. Translated policies to be made available to all classes, MYP Resource Room, library, HOD Room etc.</p> <p>5. Ensure Academic Honesty Policy is adhered to by all teachers and students (eg. In writing reference for folio, assignment etc., in school exam procedure, acknowledging writer or where material is referred to).</p> <p>6. Each student needs to have a form on Language Profile to record his/her proficiency of the Malay language and English when they first register a student in the school and charts his/her progression from year to year.(refer to Language Policy).</p>



			<b>Inclusion policy</b> Counsellors Year Level Leaders	
11.	Liaison with State Education Department, MOE, higher institutions.	January 2018 –November 2021	Ahmad Zahir Hussin (Head of CEN)	1. To liaise with JPN on availability of musical instruments for Music class and other resources before year ends.  2. To liaise with UNIMAP and state library on possible link with school library before the end of the year.  3. Acts as chairperson during visits by schools, MOE, IB etc.
12.	Curriculum review	November 2017– November 2021	<b>Nur Zahirah Othman (MYP Assistant Coordinator)</b> Heads of Department Subject Group Leaders/ CENs Panel Heads Subject teachers	1. HODs to check subject overviews whether they comply with suggestions made by consultant.  2. Based on overview, ensure <b>ALL STRANDS IN ALL CRITERIONS ARE USED AT LEAST TWICE.</b>  3. HODs and Panel Heads to check unit plans drawn up by teachers whether they comply with MYP requirement.  4. ATL skills for each unit plan would be based on the MYP objectives chosen, content and assessment tasks in mind (eg. Writing an assignment on a science topic would require a student to know research skills).

				<p><b>Note :</b> 1.After completion of each unit plan, teachers <b>MUST</b> write their reflection based on the lesson carried out.</p> <p>2.Reflection written <b>are not in the form of questions but statements.</b> Material from the internet would have lists of questions in each column. <b>They are questions to guide teachers of what to write in each column.</b></p> <p>3. Hold workshop(s) to improve on overviews, build unit plans till the end of the year.</p> <p><b>Note :</b> 1.By year 2019, all subject overviews and unit planners in Form 1,2,3,4 and 5 must be complete.</p> <p>2. HODs and Panel Head conduct in-house training of how to mark assessment task given to students in small groups (according to subject groups). Could be carried out during collaborative planning session.</p> <p><b>Note :</b> 1. Teacher’s remark about the work done by a student must be the same as what is written in the level descriptor band. 2. Assessment tasks to be completed in mid-September and mid-October. Both assessment reports can be distributed before the end of the year ( date of assessment : one in the 1<sup>st</sup> term and the second in the 2<sup>nd</sup> term).</p>
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				<p>3. A copy of the all assessment reports to be kept by the Form teacher as evidence during verification visit.</p> <p>4. Panel heads <b>MUST</b> keep 3-4 students' responses in the following categories : <b>excellent, average and weak</b> . This is also further evidence during the verification visit.</p> <p>5. Each assessment task in future <b>must assess all strands in all criteria.</b></p>
13.	ATL Skills	January 2018- November 2021	Zaiton Abd Majid (ATL Coordinator) Counsellors Year level leaders Panel Heads	<p>1. Translate the skills in the chart into Malay.</p> <p>2. After completion of the subject overviews, panel heads &amp; committee to sit and tabulate the ATL chart (putting x in the respective columns) with reference to each subject overview.</p> <p>3. Mapping the ATL skills across all years of the programme in ATL chart</p> <p>4. Then identify ATL skills not taught or not given enough emphasis.</p> <p>5. ATL skills that are not taught but deemed important skills for the unit must be addressed by teachers.</p> <p>6. Think of how these ATL skills are to be incorporated in the lesson/ taught to students outside the classroom.</p>

				<p>7. Indicate different levels of skills taught, by indicating whether they are Introduce (I), Practice (P) or Mastery (M) levels. Refer to sample ATL chart in MYP thumb drive ( Pn Shaharom).</p> <p>8. A description of the process of how the ATL skills were identified, tabulated in the chart is needed as evidence. Include too of how ATL skills that are not taught is overcome/ addressed.</p> <p>9. School counsellors can help teach ATL skills outside the classroom.</p> <p>10. ATL Coordinator support teachers in developing strategies for ATL skills</p> <p><b>Note :</b></p> <p>1. ATL charts for Form 1, 2 , 3 , 4 and 5 must be complete by September 2019.</p> <p>2. A timeline of the tabulation of ATL skills is also needed.</p>
14	Global context	January 2018-November 2021	<p>Nur Azlin Sabri (Global Context Coordinator)</p> <p>Years level leaders:</p> <p>Sa'diah Ja'afar (Form 1)</p> <p>Rahmadiyah Abd Majid(Form 2)</p> <p>Noor Azian Md Saad (Form 3)</p> <p>Nor Zaharah Yahya (Form 4)</p> <p>Idza Zulzila Idris(Form 5)</p>	<p>1. Lead the integration of the global context</p> <p>2.Ensure that the global context are well understood by teachers and students</p> <p>3.Planning activities to address the global context in each year of the programme</p>

			Panel Heads	<p>4. Develop a framework of student learning expectations for their particular areas</p> <p>5. Guide students when considering their personal projects</p>
15	Pastoral care	January 2018-2021	Counsellors Year Level Leaders Form Teachers	<p>1. Develop a system to guide and counsel students through the MYP programme and towards further studies</p> <p>2. Collaborate with year level leaders and form teachers to integrate lesson on ATL skills</p> <p>3. Year Level Leaders facilitate well-organized orientation initiative .</p> <p>4. Facilitate horizontal planning including considering opportunities for interdisciplinary units within the year level.</p> <p>5. Counsellors guide students on career studies, personal projects, service as action and etc.</p> <p>6. Link between school, families and the curricular and co-curricular aspects of the programme and are effective in maintaining a holistic balance towards addressing student needs.</p>