

SIS Swiss International School operates 16 bilingual, private day schools in Switzerland, Germany and Brazil. More than 3.700 students attend our classes from preschool through to secondary school. They come from local as well as from international families and learn in German (or Portuguese) and in English.

For the school year 2019/20, we are seeking for our school in Berlin an

IB Coordinator (part-time)

The IB coordinator collaborates with the Head of Secondary School and reports to the Principal of SIS Berlin.

The allocation of approximately 3 hours per week for IB coordination will be considered in combination with currently advertised subjects in our Secondary School.

Specific responsibilities include:

- Support/induct teachers new to the IB especially on pedagogy and assessment in accordance with the requirements of the International Baccalaureate Organisation (IBO)
- Conduct regular meetings with IB teachers
- Plan, organize and conduct parent and student information sessions for the IB Diploma Programme
- Advise students on subject selection
- Monitor students' progress and coordinate support for those experiencing difficulty
- Advise and assist students with post-school options
- Inform all concerned about assessment procedures and deadlines
- Ensure the efficient administration of the CAS, Extended Essays and TOK Programmes

Our offer:

- the opportunity to actively participate in the educational development of the school by contributing your own ideas
- an open and welcoming atmosphere
- a stimulating professional learning and working environment characterised by the ideas of a teaching team made up of various nationalities.
- manifold staff development opportunities with a particular focus on bilingual education
- an international environment on a park-like campus on a historic estate in the West of Berlin

Please send your complete application documentation via email to:
application.berlin@swissinternationalschool.de

We look forward to hearing from you!

For further information about SIS Berlin and the vacancy, please contact the principal, Chantal Sylla-Bucher (+49 (0)30 364 398 20)



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