

# Aga Khan Academy Dhaka



<b>Job Title:</b>	<b>Diploma Programme (DP) Coordinator</b>
<b>Department:</b>	<b>Senior School</b>
<b>Reporting Line:</b>	<b>Senior School Principal</b>
<b>Position Location:</b>	<b>Dhaka, Bangladesh</b>
<b>Status</b>	<b>Full-time</b>

## **Purpose:**

Work with the Senior School Principal to provide pedagogical and administrative leadership of the IB Diploma Programme based on the beliefs and values of the IB DP within the context of the mission and ethos of the Aga Khan Academy Dhaka.

## **Context:**

**The Aga Khan Academies** are an integrated network of residential schools in Africa, South and Central Asia and the Middle East, dedicated to expanding access to education of an international standard of excellence to exceptional young men and women regardless of their ability to pay. The Aga Khan Academies' foundational values include pluralism, meritocracy and civil society. Housed in purpose-built, spacious and attractive campuses with outstanding facilities, the Academies offer the International Baccalaureate (IB) Curriculum from Primary Years to the Diploma and provide a rich opportunity for both teachers and students to grow professionally and personally. The first Aga Khan Academy opened in Mombasa, Kenya in 2003, the second in Hyderabad, India in 2011, the third in Maputo, Mozambique in 2013, and the network is now expanding with the construction of the fourth Academy in Dhaka, Bangladesh.

The Academies aim to develop meritorious young men and women into homegrown ethical leaders through education of the highest international standard.

The primary focus of every teacher at the Academy is to consider what the students are learning, how they are demonstrating that learning, and how to nurture students within the school community. As IB DP practitioners, they have the responsibility to demonstrate a commitment to the IB beliefs and values and translate them into daily classroom practice, while developing the attributes of the AKA learner profile both within themselves and their students.

Teachers at the Aga Khan Academies also show a commitment to continually developing themselves as members of an integrated learning community. They interact and collaborate with colleagues across the network and within each Academy, contributing to the growth of the Academies network in appropriate ways, through mechanisms such as collaborative planning and teacher exchanges and student exchanges.

## **Main responsibilities:**

- Liaising with the Academy Academic Leadership Team to ensure continuity and consistency within and across the IB programmes;
- Overseeing the required curriculum documentation and programmes of study;
- Assisting in the recruitment of IB DP faculty and staff;
- Assisting the Academy in sourcing and enrolling students for the MYP/DP and residential programmes;
- Teaching an approved IB course to at least one class of students;
- Administering examinations;
- All communication with the IB in relation to the programme;
- The hosting and leading of any visits from the IB or IB Consultants in relation to the DP programme;
- Encouraging excellent pedagogical practice and leading and assisting staff in all matters pertaining to effective classroom delivery of the IB DP;
- Analysing qualitative and quantitative assessment data to identify student's needs and programme improvements;
- Ensuring programme deadlines and timelines are met;
- Ensuring that Academic Leadership team is kept abreast of all developments and events concerning the IB DP;

- Planning and leading any meetings or portions of meetings relating to the IB DP, including meetings with Teachers, Coordinators of CAS, TOK and EE;
- Developing, editing, and disseminating an IB DP Strategic Plan for the approval of the Head of Academy;
- Ensuring that the IB DP Strategic plans align with other school priorities;
- Liaising with University and Guidance Counsellors to ensure all DP students are adequately prepared for university entry;
- Dissemination to teachers of relevant IB DP communications and updates;
- The induction of teachers new to the Diploma Programme;
- Ensuring that all relevant or required documentation is maintained and up to date on ManageBac, IBIS and the Academy IT management systems and that accurate student records are maintained;
- Ensuring that the Learner Profile attributes and the Aga Khan Strands are planned for and addressed throughout the programme;
- Overseeing the implementation of the DP Core (EE, ToK and CAS) in line with the mission and vision of the Aga Khan Academies;
- Identifying opportunities and registering teachers for IB DP conferences and Professional Development workshops, as necessary;
- Working with the Academic Leadership team to coordinate collaborative planning between the different disciplines and across the phases;
- Monitoring the individual academic and social progress of IB DP students and engaging in regular dialogue with subject teachers and guidance counsellor where necessary;
- Working with the school administration to ensure that the IB DP is resourced appropriately;
- Ensuring that the highest standards of Academic Honesty are adhered to across all subjects in the Diploma Programme.

## **SPECIFICATIONS (Candidate profile):**

### **Required Attributes:**

- Knowledge and understanding of secondary education, understanding of school-university progression as well as an understanding and a commitment to the IB Diploma.
- Knowledge of authorisation and evaluation frameworks.
- Excellent interpersonal skills and the capacity to interact well and communicate effectively with students, parents and colleagues within a diverse and pluralistic society.
- Strong demonstration of a team player with the ability and willingness to develop capacity amongst the team of local staff.
- Commitment to championing and leading innovative transformational change regarding approaches to teaching and learning.
- Self-starter, able to initiate ideas and act proactively

### **Education:**

- Master's degree in an education related field.

### **Valued additional assets:**

- Understanding and experience of international education and educational standards beyond Bangladesh.
- Intercultural appreciation and sensitivity. Able to appreciate diverse cultural contexts and perspectives and use them to enrich the educational experiences of the students.
- Experience in K-12 schools, and an understanding of the IB continuum.
- Knowledge and understanding of the IB MYP.

### **Skills:**

*Experience and Technical Skills*

- Previous experience as an effective and innovative Diploma Programme (DP) teacher/leader and demonstrable knowledge of the principles and practices underpinning the curricula or the ability to provide substantial evidence of pedagogical practice that is closely allied to the IB.
- Extensive experience of implementing a rich extra-curricular programme with a focus on service.
- Proven ability to evaluate the progress of students and the quality of their learning and to use this to build a culture of continuous improvement and striving for excellence.

Comfortable and adept with information technology

*Other Skills and personal traits*

- Excellent command of English and preferably Bangla – both written and oral.
- Knowledge and understanding of Subcontinent cultures.
- Attention to detail, discretion and high integrity are imperative.

**KEY RELATIONS:**

**Internal relations:**

- Students of the Senior School
- Head of Academy
- Senior School faculty
- Administrative/ non-faculty staff

**External relations**

- Parents
- Local Community
- Educational leaders in the Academies network
- The Academies Unit and AKES, Bangladesh