



## IB COORDINATOR AT NØRRE GYMNASIUM & IB WORLD SCHOOL

Nørre Gymnasium is seeking a new IB Coordinator for our International Baccalaureate Diploma and pre-IB programmes, starting on 1 June 2023. The successful applicant will be a member of the school's leadership team and share in the joint tasks and responsibilities of the school's administration.

Nørre Gymnasium  
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Tel.: +45 44 94 27 22

[www.norreg.dk](http://www.norreg.dk)  
[ng@norreg.dk](mailto:ng@norreg.dk)

IB school code: 0598

### General Description

Answering directly to the school's Principal, the IB Coordinator will be responsible for the management, pedagogical development, and administration of Nørre Gymnasium's International Baccalaureate Diploma and Pre-IB Programmes consisting of approximately 135 students. Nørre Gymnasium is a large secondary school, hosting 1100 students, the majority of whom attend the STX (the Danish national secondary higher education programme). While the IB Coordinator's responsibilities lie primarily within the parameters of the IB line of study, the successful applicant would also be prepared to take on responsibility and tasks of the structure and operations of the whole school in close collaboration with the rest of the management-team.

### Administrative Duties

The position of IB Coordinator calls for administrative and organizational experience and preferably documented management experience. An important part of the job is to be acquainted with and updated on all relevant IB policies and procedures and to serve as a liaison between the IBO and the school's administration, teaching staff and students. The successful candidate would keep abreast of all pertinent changes occurring within the IBO and secure the implementation of these changes into the functioning operations of the IB programme.

The IB Coordinator is responsible for the application process to the Pre-IB and IB Diploma Programmes. Dealing with inquiries, interviewing students and parents, and evaluating the academic eligibility of applicants is also central to the role.

The IB Coordinator's duties further include scheduling, implementing, monitoring, and processing all IB exam-related procedures according to IBO guidelines.

The IB Coordinator will cooperate closely with our IB secretary and is the direct leader of a number of teachers engaged in the international programme.

### Communication Skills

The IB Coordinator is expected to apply a dialogue-oriented approach to management and collaboration.

The successful applicant would need to:

- have personal experience with international environments and their challenges, preferably the IB programme,
- be able to create good relationships and communicate in an efficient way with both the internal and external stakeholders involved in the IB programme,
- be comfortable and adept at working with individuals from different cultural and linguistic backgrounds,
- strive to further a culture of mutual respect and cooperation whilst upholding the IB's rigorous standards and policies,
- address and handle disciplinary issues that may arise in the areas of student behaviour, attendance, and academic honesty/plagiarism.

In addition to internal communication, the IB Coordinator is expected to engage in public forums and Bridge Building, taking the lead in such promotional events as Nørre Gymnasium's yearly Information



Evening/Day(s). Furthermore, the IB Coordinator is expected to plan, organize, and engage in bridge-building in order to promote public awareness about the IB program and to foster interest in would-be students.

### **Language Requirement**

Teaching and communication in our IB department is in English. The successful applicant would need to be eloquent in both spoken and written English and Danish.

### **Teaching Component**

The IB Coordinator position contains a teaching component. In the application, please indicate the subjects you have previously taught, and which subjects you have studied at MA level.

See the detailed description of the position and competence profile on our website:

<https://norreg.dk/en/content/vacancies>

You can read more about the IB on our website [norreg.dk](http://norreg.dk) or at [ibo.org](http://ibo.org).

The interviews for the job will be held on 14 April (first round) and 20 April (second round).

Further information can be obtained by contacting Principal Mette Vedel, tel. +45 20 45 97 51.

The application deadline is Monday 3 April 2023.

### **Position and Skill Profile for the position as IB Coordinator at Nørre Gymnasium**

**Gymnasium:** Nørre Gymnasium, Mørkhøjvej 78, 2700 Brønshøj, Denmark

**Position:** IB Coordinator, responsible directly to the school's Principal.

**Employment conditions:** According to current agreement

**Starting date:** 1 June 2023

Further information can be obtained by contacting: Principal Mette Vedel, tel. +45 20 45 97 51. Also see the school's website [norreg.dk](http://norreg.dk).

**Application Deadline:** Monday 3 April 2023. Apply for the position at [www.gymnasiejob.dk](http://www.gymnasiejob.dk)

**Application Process:** The following recruitment processes are planned, which applicants are asked to note:

1. Interview: Week 15
2. Interview and CASE: Week 16

### **The IB Coordinator's Qualifications**

We are looking for an IB Coordinator with a sense of precision and with the desire and ability to talk to applicants and their parents, many of whom come from vastly different cultural and linguistic backgrounds. This means that the educational expectations of such stakeholders may be diverse. Such a constellation calls for a person of engagement and insight. In collaboration with the school's leadership and staff, the IB coordinator must exhibit the desire and ability to forward the betterment of the school, and specifically the



Diploma Programme. Therefore, it is a requirement that the applicant is fluent in writing and speaking English and Danish.

We offer an exciting and outgoing job in a challenging and developing environment.

The successful applicant will receive training workshops conducted by the IBO in the rudimentary functions of an IB Coordinator, and thus they will be inscribed and attend an IB-certified course that pertains to the duties and responsibilities that come with the position of an B Coordinator. The parameters of this course are further explained at:

<https://www.ibo.org/professional-development/free-learning/cross-programme-pd-resources/cross-programme-nano-resources/leading-the-learning/>

<https://www.ibo.org/professional-development>

### **Job description — areas of responsibility in detail**

*Name of position: Head of IB — i.e., part of the school management team consisting of five persons. Secretarial assistance especially in the period of admission of new students.*

- All Leadership responsibilities
- Work outside regular office hours is expected, when necessary
- Pedagogical and administrative leader of the IB department
- Communication with IBO
- Feedback to IBO, also via focus groups
- All inquiries about 'pre-IB' and IB DP — also in vacation periods
- Information material and press/website/social media releases
- School's IB homepage
- Update of application forms for Pre-IB and IB DP
- Tests and interviews with applicants and their parents
- Evaluation of eligibility of applicants
- Selection of applicants for Pre-IB and IB DP and admission procedures
- All application-related further procedures
- Cooperation with establishing classes and schedule blocks
- Placement tests in English, Danish, Mathematics (for level decisions in Pre-IB and IB DP)
- Registration of May exam candidates on IBIS
- eCoursework procedures on IBIS, incl. training in and supervision of eCoursework upload
- Mock exams and May exams: all planning, information, and conduct of elements
- Recruitment of invigilators for Mock exams and May exams
- May exam follow-up: retakes, Enquiries upon Results, etc.
- Student requests for Result Service and authorized translations
- End-of-year exams in pre-IB and DP Year 1 in cooperation with STX
- Information of new students prior to the school start
- Open House arrangements for potential new students and their families
- Concurrent f-t-f information and guidance of potential new students and their families
- Information Evening for Pre-IB students and their parents in June
- Information Evening for IB DP students and their parents in August
- Organization and conduct of Teacher-Parent-Student consultations - per IB DP cohort
- Concurrent follow-up and monitoring of students on school intranet Lectio
- Briefing of new teachers and subsequent guidance
- Planning and leading IB DP teacher assemblies
- Teachers' meetings and pedagogical issues



- All IB DP teacher information
- Professional development talks with teachers
- Special events and arrangements
- Graduation ceremony for IB cohort ('Hat Ceremony')
- Planning of IB DP school year
- In cooperation with the Danish national system: planning of the entire school calendar
- Extended Essay: deadline calendar, information sessions for students and teachers
- IA scheduling (with IB Committee)
- Academic Honesty sessions and administration of infringements
- Arrangement of workshops for IB teachers
- IB budget administration (in cooperation with budget secretary)
- Administration at students' absences and written warnings - with team leader
- Student Assemblies ('FaceTime' sessions, with team leaders)
- Contact with parents
- Contact and cooperation with other IB World Schools
- Regular meetings with student counsellor and IB DP team leader
- Cooperation with regional/communal counsellors
- IB Committee for collaborative planning
- Member of the school leadership team (i.e., involvement in meetings, decision-taking, procedures)
- Member of the school cooperation team ('Samarbejdsudvalg')
- Member of Danish Association of IB schools
- Regular attendance of annual IBAEM Regional/Global Conferences