



GERMAN
EUROPEAN
SCHOOL
MANILA

APPLY NOW:

Head of IBDP/IBCP

Reporting to Head of School

To start in August 2025 in Parañaque (Manila, Philippines)

The IBDP/IBCP Head oversees the implementation of the International Baccalaureate (IB) Diploma Programme (DP) and Career-related Programme (CP), ensuring adherence to standards, supporting teachers, managing assessments, and fostering a holistic educational environment. They facilitate student and staff development while promoting the programs' principles of global-mindedness & rigorous academic excellence.

General Responsibilities

- ▶ Being a member of the Senior Leadership Team
- ▶ Actively promoting and communicating of the IB diploma philosophy
- ▶ Developing strategies to strengthen and expand the programme (with Head of School, Marketing and board of directors)
- ▶ Supporting marketing efforts with texts and relayed information
- ▶ Providing all relevant IB documents and information
- ▶ Drawing up and adjusting the choice of courses on offer
- ▶ Oversight of the budget (together with head of administration)
- ▶ Organizing payments to the IBO (together with head of administration)
- ▶ Hiring of IBDP/CP teaching staff (together with head of school)
- ▶ Assisting in the distribution of teaching assignments
- ▶ Organizing input for the blocks of IBDP/CP courses
- ▶ Managing the delivery of the curriculum and the quality of teaching (together with the head of school)
- ▶ Preparing the yearly calendar, scheduling of deadlines and events
- ▶ Assisting in admission of new students (together with head of school)
- ▶ Planning and organizing IB formal requirements/deadlines
- ▶ Planning and administering of mock exams
- ▶ Planning and administering of written final exams
- ▶ Communicating results and distributing documents
- ▶ Reporting to the board of directors
- ▶ Regularly reviewing and updating IB/GESM policies (i.e. Academic Honesty Policy, Assessment Policy, Admissions policy, etc.) together with the feedback of stakeholders

Cooperation with IB

- ▶ Registering students with the IB
- ▶ Managing mail traffic with the IB: mailing exam papers, uploading internal assessment etc.
- ▶ Sending forms to the IB
- ▶ Knowledge of essential IB documents (particularly DP Assessment Procedures)
- ▶ Relaying questions to the IB Answers
- ▶ Applying for Enquiries Upon Results (EUR)
- ▶ Coordinating and registering teachers for IB workshops
- ▶ Coordinating and administration of the 5-year review
- ▶ Checking the application and implementation of IB requirements

Supporting Students

- ▶ Informing students about the DP and CP
- ▶ Supporting students & parents in the choice of subjects
- ▶ Providing all relevant IB documents and information
- ▶ In cooperation with the Extended Essay Coordinator:
- ▶ Providing information on extended essay (yearly workshop)
- ▶ Overseeing & supervising the extended essay process
- ▶ Informing and Supporting students and families in case of performance problems
- ▶ Mediating in teacher-student-conflicts
- ▶ Counselling students who want to change courses
- ▶ Counselling on IB results
- ▶ Administration of student files
- ▶ Being informed about students' performance and organizing "Student Growth Meetings"
- ▶ Building contact time CAS supervisors, and EE supervisors

Supporting Parents

- ▶ Providing information about the IB Diploma and Career-related Programs via individual conversations & info evenings
- ▶ Providing all relevant IB documents and information
- ▶ Providing information regarding the performance of students
- ▶ Facilitating discussion with parents on feedback and suggestions
- ▶ Cooperating in solving performance problems





Supporting IB Teachers

- ▶ Actively communicating the pedagogical goals/ IB philosophy
- ▶ Setting up My IB and IBIS accounts
- ▶ Providing all relevant IB documents and information
- ▶ Guiding the process of curriculum/ year plan and unit writing
- ▶ Being an active advocate for the implementation of
 - ▶ Approaches to Teaching and Learning
 - ▶ Language learning
 - ▶ Core (EE, TOK, CAS) and SL
- ▶ International mindedness
- ▶ Providing information and opportunities for IBDP workshops and Philippines Network job alike sessions
- ▶ Providing information on the rules and regulations (GESM – IBDP handbook) as well as including teachers as experts into the policy review process
- ▶ Guiding the eCoursework uploads
- ▶ Coordinating the purchase of books & teaching materials
- ▶ Organising & leading IBDP collaborate planning meetings
- ▶ Organising and leading grading conferences

Other Responsibilities

- ▶ Being visible in school and actively promoting the IB programmes
- ▶ Collaborating with CAS, GIB, EE coordinator
- ▶ Working closely with heads of German and English Secondary for the transition process in G10
- ▶ Supporting homeroom teachers of G11 and G12 to establish a relationship with the students
- ▶ Using opportunities for Public Relations to foster an understanding of the IB philosophy, e.g. Coffee mornings,

Contact

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