PYP Coordinator & Instructional Coach (Ref. Code 2026-027)

Position Summary

PYP Coordinator (0.6 FTE) and Instructional Coach (0.4 FTE) in the Early Years and Junior School.

Responsibilities

Pedagogical Leadership and the PYP

- Work collaboratively with the Principal and Assistant Principal of the EY/JS School, meeting weekly for leadership meetings
- Provide pedagogical leadership for all aspects of the IB PYP
- Create a positive, student-centered learning environment in line with the mission, vision and values of ISH
- Lead and support the implementation of the EY/JS Strategic Learning Plan and the Whole School Strategic Plan
- Maintain updates on new developments in the IB and provide training for teachers in these areas
- Lead the review and development of the Programme of Inquiry and support collaborative planning of units of inquiry
- Promote student agency, the IB Learner Profile and Approaches to Learning across the EY/JS
- Coordinate the Grade 5 PYP Exhibition, including mentor support and the community showcase
- Lead the review of key IB policies (assessment, language, inclusion, academic integrity) in collaboration with leadership
- Lead preparation for IB programme evaluation and support accreditation processes (CIS/NEASC)

Instructional Coaching

- Lead coaching cycles with teachers, including goal setting, classroom observation and non evaluative feedback
- Model lessons and teaching strategies with students
- Encourage experimentation and innovative approaches that support high quality teaching and learning
- Provide leadership, training and professional development aligned with the EY/JS and Whole School strategic goals
- Lead PD regularly in Division Meetings and PD Days
- Support the onboarding of new teachers into the PYP and ISH teaching and learning practices
- Coordinate teachers' IB workshop registrations and keep a record of PD completed
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Curriculum

- Align curriculum documents vertically and horizontally for all subject areas
- In collaboration with teams, lead the updating of curriculum documentation
- Organise curriculum documentation online so teachers can access it easily
- Lead a structured review of the curriculum so differentiation (support and challenge) and independence are clearly built into the written curriculum
- Meet regularly with department and grade level teams to plan for high-quality teaching and learning
- Work with Secondary School leadership to support vertical alignment with the MYP and DP

Assessment and Data

- Analyse MAP data and other student data regularly and implement changes to support student growth
- Support and document assessments for Literacy, Maths and units of inquiry, for example end of unit Maths assessments, Fundations assessments, and on demand writing and reading assessments
- Update report card comments and report format as required
- Assist the Principal and Assistant Principal with editing report comments

Student Support and Transition

- Support the Student Support Services Team with gifted and talented students and lessons
- Coordinate the transition from Grade 5 to Grade 6 with the EY/JS Principal, the MYP Coordinator, the Grade 5 to 8 School Counsellor and the Secondary School Principal

Resources

- Organise, coordinate and order resources for all curriculum areas, for example handwriting books, Math in Focus, Fundations, levelled reading books, mentor texts, classroom libraries and PYP unit resources

Community and Communication

- Communicate with students, parents, Learning Leaders, teachers and outside agencies
- Lead parent workshops
- Contribute to weekly community communication that share best practice and evidence of learning
- Contribute to each EY and JS Assembly
- Regularly review and update the EY/JS Faculty and Parent Handbook in relation to teaching, learning and curriculum

Qualifications

- Previous experience as a PYP Coordinator
- Suitable teaching qualifications
- Experience in instructional coaching or formal coaching training
- IB PYP workshop training, ideally including the PYP Coordinator workshop
- Experience with Readers and Writers Workshop, Math in Focus and Fundations would be an advantage
- Fluent English

Terms of Employment

- Starting date: 1 August 2027
- The position is initially limited until 31 July 2029, with the option of a permanent position thereafter
- Full time position

Hamburg, 09.10.2026