



Job Description: Primary Principal and IB PYP Coordinator

Position Summary:

The Principal and PYP Coordinator serves as both the instructional and operational leader of a small international K-8 school in Japan. This dual role focuses on fostering a supportive, inquiry-driven learning environment grounded in the IB Primary Years Programme (PYP) philosophy. The Principal/PYP Coordinator works collaboratively with staff, students, and families to ensure the school embodies international-mindedness, academic excellence, and a nurturing community that respects and integrates Japanese culture.

Key Responsibilities

As Principal: School Leadership and Administration

1. Lead and manage the daily operations of the school, ensuring a safe, inclusive, and welcoming environment for students, staff, and families.
2. Collaborate with the Head of School, parents, and community stakeholders to align the school's mission, vision, and strategic goals with international education standards and the local context.
3. Build and maintain strong relationships with students, parents, and the local community to foster a sense of belonging and partnership.
4. Implement school policies and procedures that reflect both the international ethos and Japanese cultural values.
5. Lead professional development to cultivate a highly motivated and skilled teaching team.
6. Use data-informed decision-making to evaluate school performance and implement strategies for continuous improvement.

As PYP Coordinator: Curriculum and Programme Leadership

1. Oversee the implementation and development of the IB Primary Years Programme (PYP), ensuring alignment with IB standards and practices.
2. Act as the primary liaison between the school and the International Baccalaureate Organization (IBO), handling communication, reporting, and accreditation processes.
3. Support teachers in designing and delivering engaging, inquiry-based units of inquiry that foster critical thinking, collaboration, and creativity.

4. Promote the IB Learner Profile and Approaches to Learning (ATL) skills as integral elements of the school's curriculum and culture.
5. Ensure horizontal and vertical alignment of the Programme of Inquiry (POI) across grade levels, facilitating meaningful transitions for students.
6. Organize and lead professional development workshops and mentoring sessions to enhance teachers' understanding of IB principles and best practices.
7. Monitor and evaluate teaching and learning practices, providing feedback and guidance to improve student outcomes.
8. Encourage integration of Japanese culture, language, and traditions into the PYP curriculum to foster local and global connections.

Community Engagement and Advocacy

1. Build strong relationships with parents, ensuring clear and effective communication about the school's mission, PYP philosophy, and student progress.
 2. Represent the school at IB workshops, conferences, and local events, advocating for its mission and vision.
 3. Foster a culture of international-mindedness by encouraging respect, diversity, and inclusivity among all members of the school community.
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Qualifications and Skills

Education and Experience

- Master's degree in Educational Leadership, Curriculum Development, or a related field.
- Certification in school administration or leadership (preferred but not mandatory, depending on local regulations).
- Minimum of 5 years of teaching experience, preferably in an IB PYP or international school environment.
- Experience in a leadership role, such as Principal, PYP Coordinator, or Curriculum Leader.
- Comprehensive knowledge of IB PYP principles and practices, including experience with IB authorization and evaluation processes.

Key Skills

- Strong leadership and interpersonal skills, with the ability to build a cohesive and motivated team.
- Deep understanding of inquiry-based learning, curriculum design, and assessment strategies.
- Excellent communication skills, with the ability to connect with diverse stakeholders in an international context.
- Cultural sensitivity and adaptability, particularly in working within Japanese and international settings.
- Strong organizational and time management skills to balance multiple responsibilities.

- Proficiency in technology tools and platforms for communication, collaboration, and teaching.
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Personal Attributes

- Passionate about international education and committed to fostering inquiry and lifelong learning.
 - Visionary and forward-thinking, with a commitment to innovation and continuous improvement.
 - Collaborative and approachable, with a focus on building positive relationships across the school community.
 - Resilient and flexible in adapting to the unique challenges of a small international school setting.
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Performance Expectations

The Principal and PYP Coordinator will be evaluated based on:

1. Successful implementation and ongoing development of the PYP program.
 2. Strong engagement and satisfaction among students, parents, and staff.
 3. Continuous improvement in student learning outcomes and well-being.
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This role is ideal for an innovative and culturally sensitive leader who is passionate about inquiry-based learning and international education. The successful candidate will embody the values of the IB philosophy while fostering a dynamic, inclusive school community that embraces both global perspectives and local culture.