BRIGHTON COLLEGE
VIETNAM

Head of IB - Job Description

Safeguarding Responsibilities

Brighton College is committed to safeguarding and promoting the welfare of our pupils and expects all employees to share this commitment. All applicants should read the College's Safeguarding and Child Protection Policy, which is available on our website, and are required to declare any information as requested on the application form. Applicants must be willing to undergo child protection screening, such as the International Child Protection Certificate (ICPC) if they are UK based/UK national or a police certificate from every country that they have worked in outside the UK, as well as written/verbal reference checks from previous employers and qualification verification checks.

Introduction

Brighton College Vietnam is seeking to appoint a **Head of IB** to provide strategic leadership and oversight of the **International Baccalaureate Diploma Programme (IBDP)**, ensuring its effective implementation, continued development and alignment with the standards and requirements of the International Baccalaureate Organisation (IBO).

The Head of IB leads and coordinates the programme to promote high-quality teaching and learning, academic rigour and positive pupil outcomes. The role oversees curriculum delivery, assessment, programme evaluation and compliance, while supporting staff in developing their understanding and practice in line with IB philosophy and principles.

The role works closely with the CAS Coordinator, Extended Essay Coordinator, TOK Coordinator, Head of Sixth Form, Director of Futures, Heads of Department, Sixth Form Tutors, Exams Officer and Head of Inclusive Learning, as well as pupils and parents.

Reports to: Deputy Head of Senior School (Academic).

Key responsibilities:

1. Management and Coordination

- Lead and oversee the effective implementation, coordination and ongoing development of the IB Diploma Programme, promoting high-quality teaching and learning, reflective practice and a culture of continuous improvement
- Promote the IB philosophy, learner profile, approaches to teaching and learning, and international mindedness throughout the programme
- Support Heads of Department and teaching staff in implementing IB curriculum requirements, policies and practices.

- Monitor the quality and consistency of curriculum delivery, teaching, learning and assessment across the programme, ensuring integration of ToK, CAS and the Extended Essay with pupils' wider academic experience
- Promote the IB Diploma Programme in collaboration with the Marketing team.
- Maintain appropriate IB programme information, resources and documentation ensuring staff and pupils can access relevant guidance, updates and deadlines.
- Contribute to strategic planning for the programme, including staffing, timetabling, resources and curriculum development.

2. IB Liaison, Compliance and Programme Evaluation

- Act as the key point of contact with the International Baccalaureate Organisation (IBO), maintaining effective communication and ensuring relevant updates are shared with colleagues.
- Keep up to date with IBO policies, curriculum requirements, administrative procedures and programme developments, ensuring these are implemented appropriately.
- Work collaboratively with the Senior Leadership Team to ensure that the IB Programme Standards and Practices are understood, implemented and met across the programme.
- Coordinate programme evaluation and self-study processes, including evidence gathering, stakeholder engagement and preparation for evaluation visits.
- Develop and monitor action plans arising from programme evaluation, ensuring that agreed improvements are implemented and reviewed.
- Work with the Head of College and Assistant Head (Teaching and Learning) to establish priorities for the Programme Development Plan and develop and implement appropriate action plans to support ongoing programme improvement.
- Ensure that relevant IB policies, procedures and documentation are in place, communicated and reviewed regularly.
- Monitor compliance with IBO requirements across the programme, working with the relevant coordinators and Heads of Department to address any gaps.

3. Curriculum, Assessment and Academic Standards

- Oversee the academic and programme-related aspects of IB assessment and examination compliance, working with the Examinations Officer, who is responsible for coordinating and administering external examinations.
- Work with HoDs to promote effective pedagogical approaches, including inquiry-based learning, conceptual understanding and the development of pupils' independent learning skills
- Ensure that internal assessment, coursework and examination-related academic deadlines are coordinated and communicated clearly to staff and pupils.
- Oversee the quality and consistency of internal assessment processes, including appropriate standardisation, moderation and adherence to IBO requirements.
- Ensure that staff use examiner feedback and assessment data to inform teaching, assessment practices and curriculum development.
- Oversee the consistency and reliability of predicted grades to the IBO
- Oversee the accurate completion of IB academic documentation, including D2 and G2 forms and other relevant submissions, working with the Examinations Officer where these relate to examination administration.

- Liaise with the Head of Learning Support to confirm access arrangements and additional learning needs, ensuring that approved arrangements are communicated to the Examinations Officer for implementation.
- Work with the Examinations Officer to ensure that examination materials, candidate information, and examination procedures meet IBO requirements.
- Promote and monitor academic integrity across the programme, ensuring pupils and staff understand the relevant expectations and procedures.

4. Pupil Progress and Academic Outcomes

- Monitor pupil attainment, progress and predicted grades across the IB Diploma Programme, working with Heads of Department, teachers and the Head of Sixth Form.
- Identify pupils who may be at risk of underachievement or non-completion and ensure that appropriate support and intervention are put in place, monitoring their effectiveness in improving pupil progress and outcomes
- Review predicted and actual outcomes to identify patterns, areas of strength and priorities for improvement.
- Report on progress and predicted outcomes to the Senior Leadership Team
- Use assessment data and examination outcomes to inform programme development and improve pupil achievement.
- Ensure pupils and parents understand IB requirements, assessment expectations, progress and the implications of subject choices.
- Work with the Head of Sixth Form to ensure that academic expectations, pupil wellbeing and workload are appropriately balanced.
- Liaise with the Head of Futures to support university applications, particularly in relation to predicted grades, subject requirements and academic pathways.

5. Staff Training and Development

- Ensure relevant staff have access to IBO training and the IB Programme Resource Centre (PRC), and are familiar with relevant IB guidance and resources.
- Coordinate and support staff participation in relevant IB professional development.
- Support appropriate staff engagement with IBO examiner opportunities.
- Identify training needs across the programme and lead professional development to strengthen subject delivery, assessment and understanding of IB requirements.
- Review the impact of professional development on teaching, assessment and programme quality.

6. Results and Post-examination Services

- Work with the Examinations Officer to ensure that IB results are received and communicated accurately and in accordance with IBO procedures.
- Ensure pupils are informed about post-examination services, including enquiries upon results, re-marking and retake arrangements where appropriate.
- Coordinate the academic review of examination outcomes with the Deputy Head Academic and Head of Sixth Form, identifying priorities for improvement and reporting on outcomes.

- Work with the Examinations Officer to ensure that post-examination administration and submissions meet IBO deadlines and requirements.

7. Theory of Knowledge (TOK)

- Oversee the quality, compliance and effective implementation of the TOK programme, working closely with the TOK Coordinator, who is responsible for its day-to-day management and delivery.
- Ensure that the programme meets IBO requirements and that teaching, assessment, and administration are appropriately coordinated.
- Monitor the quality of the programme and its contribution to pupils' critical thinking and understanding of knowledge across subject areas.
- Ensure that relevant deadlines, assessment requirements, and pupil support arrangements are in place.
- Support appropriate professional development and review the programme as part of ongoing IB quality assurance.

8. Creativity, Activity, Service (CAS)

- Oversee the quality, compliance, and effective implementation of the CAS programme, working closely with the CAS Coordinator, who is responsible for its day-to-day management and delivery.
- Ensure that systems are in place to monitor pupil participation, reflection, progress, and completion in accordance with IBO requirements.
- Ensure that staff supporting CAS understand their responsibilities and have access to appropriate guidance and professional development.
- Monitor pupils at risk of not completing CAS and ensure that appropriate action is taken.
- Ensure the CAS Coordinator submits completion information and any required feedback to the IBO within the specified deadlines.

9. Extended Essay (EE)

- Oversee the quality, compliance and effective implementation of the Extended Essay programme, working closely with the Extended Essay Coordinator, who is responsible for its day-to-day management and delivery.
- Ensure that appropriate systems are in place for supervisor allocation, pupil guidance, progress monitoring and adherence to deadlines.
- Monitor the quality and consistency of supervision and ensure that staff understand IBO requirements and expectations.
- Support relevant professional development for supervisors and review the effectiveness of the programme.
- Ensure that the school recognises and celebrates high-quality Extended Essays, including making selected prize-winning essays available in the library where appropriate.

10. Other Responsibilities

- Support Year 11 pupils in making informed subject choices for the IB Diploma Programme.

- Support the effective transition of pupils from IGCSE to the IBDP, ensuring they understand the academic demands, expectations and opportunities of the programme.
- Ensure that proposed subject changes during Year 12 are reviewed to confirm that pupils retain a valid IB Diploma subject combination and understand the implications of any changes.
- Attend Heads of Department meetings and contribute to discussions about curriculum, assessment, pupil progress and academic standards.
- Provide regular updates to the Deputy Head Academic on programme quality, pupil outcomes, compliance and development priorities.
- Undertake other appropriate responsibilities that support the effective operation and ongoing development of the IB Diploma Programme.
- Teaching and Learning:
    - Undertake teaching responsibilities, with a teaching load of up to 0.5 FTE (full-time equivalent).
    - To encourage each pupil to reach their academic potential through enthusiastic and personalised teaching, tailored stretch and challenge, rigorous record keeping and follow up.
    - To be aware of and comply with all the College policies including those for marking and assessment, teaching and learning and reporting.
    - To develop and share schemes of work and resources, using the agreed formats.
    - To assist with covering colleagues as required.
    - To attend all meetings and INSET as required.
    - To prepare, invigilate and assess, as required internal and external tests and examinations.
- Pastoral:
    - To show an active interest in each child's personal and domestic circumstances and to foster the personal and social developments of each pupil in your care.
    - To actively promote the social, moral and cultural ethos of the College community.
    - To create an atmosphere of support by being aware of, and fully complying with, all the College Polices.
    - To be familiar with all the College's policies on Health and Safety and be proactive in ensuring the safety of all members of the College community at all times.
    - To promote exemplary behaviour and a responsible attitude amongst all pupils at all times.
    - To be aware of and act upon all policies regarding the safeguarding of children
- Professional Responsibilities:
    - To promote pride in the College among the pupil body through behaviour and commitment.
    - To ensure that all communication is acted upon appropriately and in a timely manner.
    - To contribute to the College website, social media and publications as necessary.
    - To contribute to the College's Self Evaluation and Development Plan.
    - To foster a close partnership with parents, initiating contact in appropriate circumstances.
    - To carry out any reasonable professional request made by the Head of College and SLT.

Qualifications And Experience

- A good, relevant Honours Degree with PGCE and/or Qualified Teacher Status (QTS) is a requirement.
- Strong academic and intellectual credentials,
- The ability to encourage all pupils to achieve their potential through enthusiastic and innovative teaching and learning strategies.
- Having experience as the IBDP Coordinator is essential

Personal Attributes And Skills

The successful candidate will demonstrate:

- Excellent communication and interpersonal skills, with the ability to engage effectively with pupils, parents, colleagues and external stakeholders.
- The ability to lead confidently, make sound decisions and take responsibility for outcomes.
- Strong analytical and problem-solving skills, together with a reflective and solution-focused approach.
- The ability to work collaboratively, delegate effectively and foster a culture of teamwork and shared accountability.
- Resilience, adaptability and the ability to work effectively under pressure.
- A commitment to continuous improvement and the ability to respond constructively to feedback.
- A genuine commitment to the Brighton College values, ethos and educational philosophy.