

PR/161063 | Head of Teacher - Middle Years Programme Coordinator

Job Information

Recruiter
JAC Recruitment Malaysia

Job ID
1611318

Industry
Education

Job Type
Permanent Full-time

Location
Malaysia

Salary
Negotiable, based on experience

Refreshed
November 17th, 2026 04:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Fluent Level

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

Company Overview
A well-established international school committed to delivering high-quality education within a diverse and multicultural learning environment. The school emphasizes academic excellence, holistic student development, and the implementation of globally recognized educational programmes. As part of its continued growth and commitment to educational excellence, the school is seeking an experienced educational leader to drive academic performance, curriculum development, and staff excellence within its Secondary School division.

Job Overview
The **MYP Coordinator** will be responsible for leading the implementation, development, and continuous improvement of the **IB Middle Years Programme (MYP)** across the Secondary School. Working closely with the Head of Secondary, School Leadership Team, and teaching staff, the role will ensure alignment with IB Standards and Practices, support curriculum planning and assessment, drive teacher development, and promote a high-quality inquiry-based learning environment. The successful candidate will play a key role in strengthening programme delivery, academic standards, and student outcomes within the school.

Key Responsibilities

- Lead and coordinate the implementation of the IB Middle Years Programme (MYP) across the Secondary School.
- Ensure compliance with IB Standards and Practices and support ongoing programme development.
- Serve as the primary point of contact for all MYP-related matters within the school.
- Coordinate programme evaluation, authorisation, and continuous improvement initiatives.
- Maintain accurate MYP documentation, records, and programme requirements.
- Lead curriculum planning, mapping, and development across subject areas.
- Ensure effective vertical and horizontal curriculum articulation in line with MYP expectations.
- Support and promote interdisciplinary learning and collaboration among teaching teams.
- Review, monitor, and support the development of MYP unit planners.
- Ensure curriculum delivery reflects inquiry-based and student-centred learning principles.
- Monitor the implementation of MYP assessment practices and assessment criteria.
- Support assessment moderation, standardisation, and quality assurance processes.
- Monitor student achievement data and provide recommendations for academic improvement.
- Support effective student reporting and communication of progress to relevant stakeholders.
- Provide coaching, guidance, and ongoing support to teachers in MYP curriculum delivery and classroom practice.
- Facilitate MYP-focused professional development programmes and sharing of best practices.
- Identify teacher development needs and recommend appropriate training opportunities.
- Promote collaborative planning, reflective practice, and continuous professional growth among staff.
- Support the development of IB Learner Profile attributes and Approaches to Learning (ATL) skills.
- Encourage student agency, reflection, inquiry, and independent learning.
- Conduct programme reviews, quality assurance exercises, and improvement initiatives.
- Analyse academic and programme performance data to identify opportunities for enhancement.
- Lead MYP-related parent workshops, information sessions, and community engagement activities.
- Collaborate closely with the Head of Secondary and academic leaders on broader school development initiatives.
- Contribute to school improvement planning, academic development, and whole-school strategic objectives.

Key Requirements

- Bachelor's Degree or higher in Education, a relevant teaching discipline, or a related field.
- Minimum **3–5 years of teaching experience**, preferably within an international school environment.
- Strong experience and practical knowledge of the **IB Middle Years Programme (MYP)**.
- Previous experience as an **MYP Coordinator** or in a similar IB leadership role will be highly advantageous.
- Strong understanding of MYP curriculum planning, programme implementation, and assessment frameworks.
- Comprehensive knowledge of IB Standards and Practices and MYP educational philosophy.
- Proven experience in curriculum development, academic planning, and programme improvement initiatives.
- Strong assessment, moderation, and academic data analysis capabilities.
- Ability to coach, mentor, and support teachers in implementing effective classroom practices.
- Excellent communication, presentation, organisational, and stakeholder management skills.
- Strong interpersonal skills with the ability to collaborate effectively across departments and academic teams.

- Excellent command of spoken and written English.
- Passion for inquiry-based, student-centred, and holistic education.
- Highly organised, proactive, detail-oriented, and committed to continuous professional development.
- Ability to work effectively within a diverse and multicultural educational environment.
- Applicants must be currently residing in Malaysia and legally eligible to work in Malaysia.

#LI-JACMY #countrymalaysia

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