



Considerations for selecting your programme coordinator

Once the application to become an IB World School is approved schools will need to appoint a programme coordinator to work closely with the International Baccalaureate (IB). This role comes with responsibilities, so it is important to choose the individual carefully.

What skills are required?

1

The programme coordinator must show proficiency in one of the IB working languages (English, French or Spanish) for effective collaboration with the IB.

2

The programme coordinator should understand the values and benefits that the IB will bring to the school and be able to communicate them easily to others.

3

The programme coordinator should be a flexible team player, able to work collaboratively to achieve successful outcomes at each stage of the authorization process.

4

The programme coordinator should have good time management skills, able to adhere to a schedule and encourage others to manage tasks on time.

5

As the process of applying to become an IB World School can take over a year, this should be taken into consideration when appointing the programme coordinator.

What is the role?

The programme coordinator is a key member of your pedagogical leadership team, guiding the school community to understand and commit to the IB and the programme.

The coordinator works directly with the IB and is your school's key point of contact for relevant programme-related information. As you progress on the journey to becoming an IB World School your coordinator becomes increasingly important, bringing together curriculum experts from the school and the IB as they collaborate to align teaching and learning, standards and assessment.

