

MYP COORDINATOR

Position starts **July 2027**

Submit your application by **January 31, 2027**

UIS GUANGZHOU
A Truly International Education

UISG is an inquiry-driven learning community that embraces the diversity and uniqueness of each individual and commits to the International Baccalaureate Continuum.



UNIQUE

Provides a high-quality, student-centered IB education grounded in inquiry and a stimulating, rights-respecting environment. We champion multilingualism, valuing both mother-tongue development and additional language acquisition.



INCLUSIVE

Cultivates a nurturing and inclusive community where every student's academic, social, and cultural well-being is a shared responsibility. We integrate diverse perspectives and global exchanges into all aspects of school life.



SUCCESSFUL

Challenges and empowers students to become curious, innovative learners in a safe and supportive environment. We achieve this by fostering a collaborative community of inspirational educators, engaged families, and ethical leaders committed to every student's potential.



GLOBALLY AWARE

Fosters global citizenship through intercultural learning, language study, and community engagement. We cultivate empathy and responsibility by promoting active service and shared guardianship of our planet.



SHAPE YOUR CAREER AT UISG

WHERE HERITAGE MEETS INNOVATION —

UISG offers a truly distinctive professional opportunity for educators seeking to make a meaningful impact within an established, globally minded community. Founded in 1998 with just 50 students, UISG has flourished into a leading IB World School, renowned for providing the full IB continuum to a vibrant student body representing nearly 50 nationalities. Operated by the Utahloy Education Foundation, our school is part of a network dedicated to academic excellence and holistic development.

BEAUTIFUL CAMPUS SETTING.

Our campus is an unparalleled feature of life at UISG. It provides a stunning, tranquil environment for teaching and learning, situated on the edge of a beautiful lake and nestled into forested hillsides. This creates a healthy, safe, and inspiring atmosphere for students and staff alike, with most classrooms and outdoor areas enjoying serene views. Remarkably, this natural retreat is only a 20-minute drive from the bustling heart of Guangzhou, a megacity where ancient Cantonese culture seamlessly blends with cutting-edge modernity.

CULTURALLY DIVERSE STAFF.

At UISG, we believe our educators are our greatest asset. We are a culturally rich team, with highly qualified teachers recruited from almost 30 countries, over half of whom hold advanced Masters or Doctorate degrees. We are committed to investing in your growth, fostering a collaborative Professional Learning Community where you can apply a holistic, student-centered approach. If you are driven to inspire curious minds and want to contribute to a supportive and caring school culture, you will find a rewarding home at UISG.

THE GUANGZHOU EXPERIENCE.

Life in the Greater Bay Area (GBA) offers a captivating blend of tradition and modernity. As the vibrant capital of Guangdong province, this bustling metropolis is a hub of commerce, culture, and culinary excellence. You can explore centuries-old temples and historic sites, then step into gleaming skyscrapers and world-class shopping districts. Renowned as a foodie paradise, Guangzhou is the birthplace of Cantonese cuisine, offering an endless array of culinary delights from cozy dim sum teahouses to vibrant night markets. With its extensive metro system, green parks, and proximity to other major cities, Guangzhou provides an exceptionally convenient and enriching lifestyle.

Accredited by

CIS Council of International Schools

WASC ACCREDITING COMMISSION FOR SCHOOLS

COLEGIO DEL MUNDO · WORLD SCHOOL · ECOLE DU MONDE

IB CONTINUUM
CONTINUUM DE L'IB
CONTINUO DEL IB

MYP COORDINATOR

SECONDARY SCHOOL – FULL-TIME
ACADEMIC YEAR, 2027–2028

DIVISION	Secondary School
REPORTS TO	Head of School, Head of Secondary
LIAISES WITH	Senior Leadership Team (SLT), Academic Leadership Team (ALT), Students, Parents, UPTA, and extended UEF Community.
CONTRACT	Overseas - Full-time - Initial Contract is 2 Years
START DATE	July, 2027
LOCATION	Utahloy International School Guangzhou, 800 Sha Tai Bei Road, Baiyun District, Guangzhou





OVERVIEW OF THE ROLE

As part of the Academic Leadership Team (ALT), the MYP Coordinator is dedicated to crafting a collaborative and inspiring vision for student learning in promotion of the IB Programme. This role sustains an internationally minded community of learners, passionately driving our UISG Mission and core values to foster global citizenship and lifelong learning.

The MYP Coordinator at UISG...

Ignites a Shared Vision: Leads the charge in developing a collaborative and inspiring vision for student learning that resonates with our community. Their leadership is instrumental in creating an environment where curiosity thrives, and every student feels valued.

Transforms Education: Facilitates the ongoing development and impactful delivery of the IB from Kindergarten to Grade 12. Collaborate closely with Section Heads to ensure that our curriculum not only meets but exceeds the highest standards of excellence.

Elevates Learning Standards: Enhances the quality of education by implementing robust review systems, ensuring high-quality teaching and the effective use of resources. Foster student voice in the evaluation process, ensuring that feedback from learners informs IB instructional strategies and drives continuous improvement.

Leads Concept-Based Learning: Champions the implementation of concept-based learning across the curriculum, encouraging critical thinking and deeper understanding. Your innovative approach will empower students to make connections and engage meaningfully with their learning.



DUTIES & RESPONSIBILITIES

IB CURRICULUM DEVELOPMENT

- Oversee the design, implementation, and evaluation of the MYP curriculum, ensuring alignment with the International Baccalaureate (IB) standards and practices.
- Ensure ongoing development and systematic review of the curriculum, unit planning, and coaching IB teachers.
- Guide teachers in designing inquiry-based units that center around fundamental IB concepts, encouraging students to explore and investigate topics deeply.
- Demonstrate effective instructional strategies that promote concept-based learning, such as project-based learning, collaborative group work, and reflective practices.
- Foster an environment where students take ownership of their learning by encouraging them to explore concepts that interest them, leading to inquiries that are personally relevant.
- Work with teachers to ensure consistent curriculum planning, units, and student assessment data is updated in ManageBac and accessible to all.
- Promote collaboration across the Primary and Secondary sections to ensure continuity and coherence in the curriculum.
- Coordinate the planning, realization, and evaluation of the Personal Project, in conjunction with Grade Level Leaders and faculty.

ASSESSMENT & REPORTING

- Ensure staff are familiar with and implement assessment strategies and tools outlined in the school assessment policy, keeping up to date records of student's progress in ManageBac.
- Monitor student progress regularly in collaboration with staff, and ensure clear feedback is given to students.
- Coordinate the development and sharing of assessments and reports with parents, Heads of Section, and Head of School.

DUTIES & RESPONSIBILITIES

COMMUNICATION AND COLLABORATION

- Collaborate closely with all middle leaders in carrying out their responsibilities.
- Provide information about current IB principles and practices to the school community including updates to the programs.
- Collaborate effectively with the Senior Leadership Teams, actively engaging in discussion and whole school decision making.
- Liaise closely with the PYP and DP Coordinators to ensure articulation between the programmes.
- Inform parents about the IB Programme through information sessions, new parent induction, and curriculum newsletters.
- Build connections and collaborate with the wider community.
- Develop a structured framework for a coaching and mentoring program, including goals, objectives, and desired outcomes.
- Regularly review program outcomes and make necessary adjustments based on teacher feedback and observed results.

PROFESSIONAL DEVELOPMENT

- Foster a culture of continuous improvement and professional collaboration within UISG.
- Organize and facilitate workshops focused on key aspects of MYP, such as inquiry-based learning, assessment strategies, and transdisciplinary teaching or ATLs.
- Make recommendations to the Professional Development Committee for external experts or IB consultants to provide specialized training and insights on best practices within the MYP framework.
- Foster a culture of peer observations where teachers can observe each other's classes to share feedback and discuss effective teaching practices.
- Organize PD sessions within the school where educators can come together to discuss IB curriculum implementation, strategies, and assessment practices within their division and programme.

SCHOOL PLANNING AND ORGANIZATION

- Oversee the creation and implementation of action plans/Program Development Plans for the on-going development of the MYP within the school, involving the Academic Leadership Team.
- Ensure the adequate provision of resources to enable effective teaching and learning of the MYP within the assigned budgets.
- Prepare and submit documentation relating to the IB Evaluation and CIS/WASC Re-Accreditation Visit reports.

ADDITIONAL ADMINISTRATIVE DUTIES

- The MYP Coordinator interacts frequently with students and perform regular duties within the supervision roster, e.g., at arrival/dismissal, recess/break, and/or lunch times. They regularly engage with students in classrooms and may be required to work with a group(s) of students. Depending on enrollment, the MYP Coordinator may be required to teach 20-40% within the instructional program as determined by the Head of School.
- The MYP Coordinator will be required to support class cover when needed.
- The role also includes other duties and projects as assigned by the Superintendent or Head of School.

QUALIFICATIONS & EXPERIENCE

ESSENTIAL

- Bachelor's degree or higher.
- Minimum of 5 years of IB teaching experience, with at least 2 years in a MYP Coordinator role within an IB World School.
- A valid teaching license or certification.
- High proficiency in spoken and written English.

DESIRABLE

- Experience in the international school context with preference to those with IB.
- IB official training or certification.

KNOWLEDGE, SKILLS & ABILITIES

- Deep, demonstrable understanding of the IB programmes and emerging trends in international education.
- Proven leadership in curriculum development, teacher coaching, and data-driven assessment.
- Designs and facilitates inquiry-based, student-centered learning experiences.
- Adapts to changing circumstances, curricula, and student needs while embracing innovation.

COMMUNICATION

- Promote the profile of the school and Utahloy Group through initiatives and events.
- Maintain clear, timely, and professional communication with colleagues, students, and families.

COMMITMENT TO REFLECTION & IMPROVEMENT

- Take part in UISG's staff professional development program.
- Seek opportunities to extend expertise and keep up to date with current thinking in the field.
- Participate in, in-service activities, external courses, and conferences as appropriate.

ACTIVE INVOLVEMENT IN THE SCHOOL

- Support and promote the school's Mission and Values.
- Maintain supportive professional relationships with the school community.
- Participate actively in school improvement initiatives.

WORKING CONDITIONS

- The role involves a minimum of one ECA per week.
- The role involves weekend events such as Open Days, New Family Orientation, UPTA meetings and IFOL, and occasional student events such as field trips, school camps etc., as needed. These events are usually listed on the approved School Calendar and will be announced in advance.



APPLICATION INSTRUCTIONS

UISG holds itself to the highest standards of child protection. All staff working with children require criminal record clearance and successful background checks from their country of origin and, if different, their country of current residence.

Please submit your application to recruitment@uisgz.org and copy Serena Zhong, Human Resources Manager, at szhong@aiogz.cn by January 31, 2027.

Your application should include:

- A letter of application
- A current CV (maximum 2 pages)
- A statement of your educational philosophy
- Contact details for four professional referees

The School reserves the right to close this advertisement early if a high volume of suitable applications is received. Additionally, the School reserves the right to appoint an ideal candidate outside of the publicized timeline or process.

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