

LEADERSHIP SEARCH

Making A World of Difference



PYP
COORDINATOR



WOODFORD
INTERNATIONAL
SCHOOL

Welcome!

Embracing a world
of possibilities

MISSION

WIS is a community of learners that builds on each child's strengths, drawing from our diverse local context and a rich international curriculum, to develop globally ready learners equipped to shape their future and achieve their dreams.

VISION

Globally ready learners, daring to dream, confident to act, empowered to achieve.

CORE VALUES

COURAGE | RESPECT | EXCELLENCE | DIVERSITY | INTEGRITY | TEAMWORK



HISTORY

Woodford International School started in the mid 1950's with about a dozen pupils. It was government run and was housed in a succession of buildings in central Honiara. By the early 1970s, the need for a new school was recognised, and in the latter half of the 1970s a new Woodford School Project was included in the Solomon Islands National Development Plan. This project recognised that a primary education system offering a curriculum meeting international standards is a critical infrastructure requirement necessary to support Solomon Islands' objectives of attracting investment and technical expertise. In 1979, one year after the Solomon Islands achieved independence from Great Britain, Woodford School moved to new school buildings that had been designed and built with British aid.

A year later, a Board of Management was legally instituted to assume administration of the school, and in September 1989, the school's name was changed to Honiara International School. Later the name was finalised and is now known as Woodford International School. The name Woodford, being taken from Sir Charles Woodford (1852-1927), a British naturalist who was an instrumental figure in the Solomon Islands prior to independence.

Woodford International School became an authorized International Baccalaureate (IB) World School in 2010 offering the Primary Years Programme (PYP). IB World Schools share a common philosophy-commitment to a high quality, challenging, international education. In 2012, Woodford became an accredited Cambridge School. Years 6- 8 use the Cambridge Lower Secondary Curriculum, Years 9 and 10 the Cambridge International General Certificate of Secondary Education (IGCSE), and in Years 11 and 12 Cambridge ALevels.

Today, Woodford International School serves over 360 students from 22 different countries around the globe.



**Cambridge Assessment
International Education**

Cambridge International School



**ASSOCIATION
OF INTERNATIONAL SCHOOLS
IN THE SOUTH PACIFIC**



As a key person in the School Leadership Team, the PYP Coordinator will contribute to the school's overall development and implementation of initiatives, and build capacity within the school and external community. The PYP Coordinator should have a philosophy of education and personal attributes that is congruent with the philosophy and principles of both WIS and the International Baccalaureate (IB).

The greater part of the role requires the coordinator to work with teachers in the classroom setting and in planning meetings. In an effort to seek continuous improvement and greater understanding, the coordinator should seek to inspire, motivate, affirm and extend the practice and pedagogy of educators who are seeking to improve themselves, through collaborative planning and ongoing professional dialogue.



Key Responsibilities

- Keep up to date with new developments in pedagogy, curriculum and other essential elements of the PYP.
- Develop, monitor and review an action plan for the PYP developed after the IB authorisation visit, according to set timelines.
- Contribute to the presentation and promotion of the academic programme within and outside the school.
- Maintain and archive correspondence and documentation as prescribed by the IB Standards and Practices.
- Collaborate with the Principal to prepare and collate evidence/ reports for IB evaluation visits and school accreditation.
- Line manages by assigning tasks, managing workflow, monitoring the quality of work, and keeping the Principal informed of problems and successes at ground level.
- Stimulate, motivate and monitor the development of the PYP.
- Document, share and store curriculum, policies and procedures that safeguard programme implementation.
- Manages the Google Drive programme documentation to ensure it remains relevant to the needs of all stakeholders.
- Captures, review and use data that informs the operation and sustainability of the programme.
- Create Primary Schedules for Teaching and Learning.
- Design a vertical and horizontal aligned POI to meet Program Standards.
- Identify new methods and initiate change to generate an overall improvement of the PYP.
- Develop, monitor, and improve structured, purposeful inquiry that engages students actively in their own learning.
- Collaborate, monitor, and evaluate inquiry-based teaching strategies and learning engagements as part of teacher appraisal and professional development.
- Model and facilitate strategies focused on conceptual understanding during collaborative planning and professional development.
- Contributes to systems, processes and policies with attention to the social, emotional, and physical well-being of its students and teachers.
- Support students' social, emotional and physical well-being
- Ensures that all teachers have access to current and relevant IB content.
- Communicate Professional Development (PD) opportunities.
- Collaborate with the teaching teams to identify areas for PYP professional development.
- Collaborate with the leadership team of the school to identify areas for whole school professional development.
- Support and mentor new teachers to the PYP.
- Team teach/ model/ support teachers in their classroom practice.
- Implements changes as required.



Expressions of interest should include the following in one pdf:

- Letter of interest
- CV or Resume
- List of three recent references

Please email directly to headofschool@wis.edu.sb with the subject line, "PYP Coordinator Application."

Application Process

Start Date: January 2027 or June 2027

Applications open until filled

WIS reserves the right to make an appointment at any time if an exceptional candidate is identified early in the process..

