

UWC Robert Bosch College Vacancy for January 2024

UWC Robert Bosch College (RBC) seeks to appoint a

Director of Studies (m / f / d)

with effect from 1st January 2024, who can take over leadership of the pedagogical administration and development at RBC. The founding Director of Studies (DOS) at RBC wishes to step down from this role after what will be close to a decade of outstanding service, to focus again on his teaching and other educational projects. For the 2024 Spring Semester, the current DOS will have release time for ongoing support and mentoring of the new DOS, especially given the further dimensions of the role in the context of German recognition requirements for the DP, and Land Baden-Württemberg's particular requirements on RBC.

Overview of responsibilities:

Teaching

- 40% teaching duty
- Extended Essay supervision
- Personal Tutor
- Management on Duty and check-in
- Exams, moderation, standardization

Administrative duties

- EE coordination support
- IB exam and retakes support
- Academic budget management
- SEN coordination support
- Exam schedules
- Reporting
- W4 set-up and development. W4 is the student management software at RBC
- Timetable and scheduling
- Calendar
- Learning platform development
- Meetings

Academic and pedagogical leadership

- Curriculum planning
- Professional development and individual professional
- Appraisals
- HR
- Disciplinary matters
- Academic support and Health and Wellbeing
- Policy development
- Staff orientation
- Ensuring compliance with accrediting bodies

School development

- Academic program development
- Cooperation with external partners

Desired Qualifications

- Significant experience of curriculum development and coordination
- Knowledge of instructional strategies used in the enhancement of curricular program
- Knowledge of curricular practices, research and methodologies and experience implementing curricular innovations
- Strong identification with the vision, mission and values of UWCRBC and ability to articulate and translate them in strategic and day to day implementation of programs
- Knowledge of best practices in diversity, equity and inclusion and the requisite skillfulness to support student and staff growth in this area
- Three or more years of successful teaching in a multicultural (boarding) school and in the International Baccalaureate Diploma Program
- Experience as an IB examiner, site visitor or workshop leader is an asset
- Commitment to learning and modeling constructive engagement of conflict among colleagues and students
- General familiarity with relevant laws and regulations that govern educational institutions
- At least basic proficiency of German language
- Ability to use good judgment in establishing priorities and assessing and engaging difficult situations
- Ability to collaborate with colleagues within the profession, including within the larger UWC movement
- Empathetic leadership style; open, accessible, and collaborative
- Outstanding organization and communication skills
- Excellent written and verbal communication skills

Expressions of interest and email applications are to be sent **by Friday 26th May 2023** to career@uwcrobertboschcollege.de