

OFFENE STELLE

IB Diploma Programme Coordinator (DP) with Teaching Load – Full-time

SIS Swiss International School Madrid

Your Responsibilities

Reporting directly to the head of school, your main responsibilities will include:

- Overall responsibility for the **accreditation, implementation and continuous development** of the IB Diploma Programme
- Acting as the **main point of contact** with the International Baccalaureate Organization (IB)
- Coordination of curriculum development, IB documentation and the core components **TOK, Extended Essay and CAS**
- Academic and organisational leadership of the **DP teaching team**, including coordination of IB professional development
- Preparation and support of **IB verification and evaluation visits (audits)**
- Quality assurance of programme implementation, assessment processes and official IB deadlines
- Academic guidance and support for students, as well as communication with parents, in relation to the IB
- Close collaboration with the School Leadership Team on **staffing, resources and budget planning** in relation to the IB
- Combined with a **teaching load at the secondary (Gymnasium) level**

Your Profile

- University degree with a pedagogical focus; a master's degree is an advantage
- Recognised **IB Diploma Programme training**
- Experience as a **DP Coordinator**
- Teaching experience at upper secondary level, preferably within the **IB Diploma Programme**
- Strong knowledge of **IB Standards and Practices** and IB evaluation processes
- Native-level Spanish or English and **at least C1 proficiency** in the other language
- Excellent organisational, communication and leadership skills, with strong alignment to the **IB philosophy**

We Offer

- An international working environment on a spacious campus
- Permanent full-time Spanish employment contract
- A role combining **IB coordination and teaching**
- Attractive employment conditions
- Location: **Alcobendas (Madrid)**
- Start date: **1 July 2026**, no later than **20 August 2026**



Start date

01.07.2026 – 20.08.2026

Occupation

100%

Level

IB secondary education

Length of employment

Permanent

Application deadline

13.03.2026

Application to

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