

IBEN initial roles development application guide (WSL & SVTM)

Recruitment priorities: **Workshop leaders** - to build our pool within specific workshop title and language needs

Languages recruiting:

1. Bi-lingual recruitment: Chinese, Japanese, Indonesian, Malay, Thai, French, German, and Korean speakers who are bi-lingual in English.
2. English recruitment

Applications close: Monday March 6, 2017

F2F 3 day development event location & dates: Shanghai China, June 24-26, 2017

The International Baccalaureate® educator network (IBEN) is a peer-to-peer model community of IB practitioners fulfilling a variety of roles. Through the contributions of the IBEN, the IB is able to provide support and training to promote high-quality experiences in classrooms and schools.

The below Shanghai event is the final event for initial roles for 2017. The details are outlined below.

Shanghai China, June 24-26, 2017 – Calling for Workshop Leader (WSL) & School Visit Team Member (SVTM) applicants

The Application period for 2017 this initial role development event is now open. Applicants that meet the prerequisites next need to:

1. create a profile,
2. complete an application/s and
3. connect it to the advertised development event on [IBEN Central](#).

Through [IBEN Central](#) you can update an existing application, and submit required documents/evidence. Applicants invited to attend the 3 day face to face development event will receive development in both initial roles. Prior to the f2f event a series of online tasks must be successfully completed.

Prerequisites:

Applicants/ participants need to comply with the following prerequisites:

1. Commit to doing at least 2 IBEN events per year for the next 2 years.
2. For Bi-lingual applicants: applicants must be bi-lingual in the above mentioned language combinations, with a C2 level in the language of delivery, and have the evidenced IB experience to match the Workshop titles listed in the below table.
3. For English language of delivery applicants: applicants must have a C2 level in English, and have the evidenced IB experience to match the Workshop titles listed in the below table.
4. Primary IBEN role of interest for applicant is WSL, and also interested in SVTM.
5. Currently working as IB teachers, coordinators and/or administrators within the programme applying to. Also has a minimum of **two years** recent teaching experience in an IB Authorized or Candidate School at the time of the application. (Changes to this status must be communicated to the IBEN department for reassessment.)
6. Have had recent/current IB professional involvement or development relevant to the role applied for.
7. Applicants for non-English delivery of roles: Be bi-lingual in written and oral use of both languages (keep in mind that the training will be in English and most communication with the IB office and IB documentation and platforms is in English).

The Development summary:

Recruitment:	Complete IBEN Central application If shortlisted round 1 – Submit 2 additional recruitment assessments
Online:	If shortlisted round 2 - Complete several online engagements during the month leading up to the F2F training. Participants need to ensure they can dedicate time to the online commitments during the month of late May and June 2017.
Face to Face training:	Complete 3 day training event
Ongoing development:	There will be ongoing compulsory and optional development opportunities

You will need to complete applications for both WSL and SVTM roles. Ensure that in your 'Personal Motivation' section of each of these roles that you outline your motivation for each specific role. If your referees are the same for both roles, make sure that you let your referees know they will get a reference check for each role.

Workshop titles recruiting for this development event:

Applicants need to visit the IB workshop catalogue <http://ecatalogue.ibo.org/t/35963> and add to their WSL application the titles of the workshops that they feel they have the speciality skills and experience to deliver, ensuring that this list is inclusive of those listed in the below table of regional need.

	Language of Delivery: <u>Japanese</u> (<i>must be bilingual in English</i>)	Language of Delivery: <u>Indonesian, Malay, Thai, German, Korean</u> (<i>must be bilingual in English</i>)	Language of Delivery: <u>English</u>	Language of Delivery: <u>Chinese</u> (<i>must be bilingual in English</i>)
PYP	<p>PYP Coordinators and Administrators workshops, including: An introduction to the IB programme standards for administrators new to the PYP Pedagogical leadership The role of the coordinator</p> <p>All Early Years workshops, including: MTPYPH in the classroom in the early years Assessment in the early years Pedagogical leadership in the early years 3-to-5 year olds Literacy, mathematics and symbolic learning in the early years Play-based learning</p> <p>Other WS areas: The role of arts (with a focus on early years)</p>	<p>Thai: Inquiry Concept-based learning MTPYPH in the classroom</p>	<p>PYP Coordinators and Administrators workshops, including: An introduction to the IB programme standards for administrators new to the PYP</p> <p>All Early Years workshops, including: The role of arts (with a focus on early years) MTPYPH in the classroom in the early years Assessment in the early years Pedagogical leadership in the early years 3-to-5 year olds Literacy, mathematics and symbolic learning in the early years Play-based learning</p> <p>Other WS areas: The role of arts Well-being and student leadership The role of Science and Social Studies</p>	<p>PYP Coordinators and Administrators workshops, including: An introduction to the IB programme standards for administrators new to the PYP</p> <p>All Early Years workshops, including: The role of arts (with a focus on early years) MTPYPH in the classroom in the early years Assessment in the early years Pedagogical leadership in the early years 3-to-5 year olds Literacy, mathematics and symbolic learning in the early years Play-based learning</p>
MYP	<p>Subject-group workshops, including: Arts: Visual and Performing Design Individuals and Societies Mathematics Physical and Health Education Sciences</p> <p>Other WS areas: Interdisciplinary Teaching and Learning in the MYP Projects (Personal Project and Community Project) Service Learning in the MYP (formerly Action in the MYP)</p> <p>MYP Coordinators and Administrators workshops, including: MYP Heads of School/Coordinators</p>	<p>Malay and Indonesian: Arts: Visual and Performing Design Individuals and societies Language Acquisition Language and Literature Mathematics Physical and health education Sciences</p>	<p>Subject-group workshops, including: Mathematics Physical and Health Education Sciences</p> <p>Other WS areas: Creating Inclusive Classrooms Projects (Personal Project and Community Project) Service Learning in the MYP</p>	<p>Subject-group workshops, including: Arts: Visual and Performing Design Individuals and societies Mathematics Physical and Health Education Sciences</p> <p>Other WS areas: Interdisciplinary Teaching and Learning in the MYP Projects (Personal Project and Community Project) Service Learning in the MYP (formerly Action in the MYP)</p> <p>MYP Coordinators and Administrators workshops, including: MYP Heads of School/Coordinators</p>

	Language of Delivery: <u>Japanese</u> (<i>must be bilingual in English</i>)	Language of Delivery: <u>Indonesian, Malay, Thai, German, Korean</u> (<i>must be bilingual in English</i>)	Language of Delivery: <u>English</u>	Language of Delivery: <u>Chinese</u> (<i>must be bilingual in English</i>)
DP	<p>DP Coordinators and Administrators workshops, including: Administrator Coordination Core workshops: CAS: The Transforming Power of Experiential Learning Theory of Knowledge Subject-group workshops, including: Biology Chemistry Economics Environmental Systems and Societies Geography History Mathematics HL Mathematics SL Physics Visual Arts Other WS areas: Academic Honesty in Practice Approaches to Teaching and Learning Bringing the IB Diploma Programme into the Community</p>	<p>German: German Language B Korean: Korean Language A: Language and Literature</p>	<p>Subject-group workshops, including: Chemistry English Language A: Literature and Performance Environmental Systems and Societies History Computer Science Physics Social and Cultural Anthropology Sports, Exercise, and Health Science Core workshops: CAS: The Transforming Power of Experiential Learning Other WS areas: Counselling Creating Inclusive Classrooms</p>	<p>DP Coordinators and Administrators workshops, including: Administrator Coordination Subject-group workshops, including: Biology Business Management Environmental Systems and Societies Geography History Mathematical Studies SL Music Physics Visual Arts Other WS areas: Academic Honesty in Practice Approaches to Teaching and Learning</p>
Continuum	<p>Governance: Introduction to the IB for School Owners and Board Members Music and Inquiry</p>	<p>Not recruiting for this event</p>	<p>Librarian across the Programmes (priority for PYP) Music and Inquiry Sustainability as International-mindedness Cultivating Learning-focused IB World Schools Flipping Classrooms</p>	<p>Governance: Introduction to the IB for School Owners and Board Members Understanding Leadership</p>

The general purposes of this development opportunity will be to:

1. Deepen participants' understanding of programmes and continuum practices, philosophy and requirements in order to carry out the specific IB educator network roles;
2. Prepare participants for their future prospective roles and the responsibilities and duties that this carries;
3. Evaluate participants on their suitability for the specific role.

Selection process:

Deadline for application:	Monday March 6, 2017
1st round of shortlisting notifications:	Monday April 17, 2017 (Applicants moving on to the 2 nd round of shortlisting will be asked to submit two further pieces of evidence – one being video and the other a written piece)
Additional assessment pieces due:	Monday April 24, 2017
2nd round shortlisting notification and invitation to complete online modules:	Monday May 8, 2017
Final shortlisting notification and invitation to June F2F event:	Friday June 9, 2017

Selection criteria: The regional office will select suitable candidates from all the applications received based on the anticipated professional development and school services needs for the upcoming year.

1. Number of years' experience teaching the programme – min. of 2 years
2. Experience working in a range of contexts/schools/school roles – multiples schools / diverse contexts
3. Leadership experience including experience as programme coordinators, leading adult training/facilitation.
4. Involvement in core programme areas such as PYP Exhibition, MYP Personal Project, TOK, CAS, Extended Essay, Moderation, DP examining as appropriate
5. Involvement in authorization and evaluation processes
6. Recent/current IB professional development
7. Involvement with other IBEN roles
8. Country specific/ contextual understanding
9. Confidential references
10. Languages spoken fluently
11. Curriculum documents – unit plans, course overviews etc.
12. Experience with other accreditation agencies (as appropriate)
13. Experience working across programmes
14. Geographical experience / location or cultural representation
15. Balance of roles (e.g. positions held in schools)
16. Regional needs

Your profile and application form/s may be modified as many times as necessary as you have new updated information to share (please be sure to keep your log-in details). Only complete applications linked to a training events will be considered for trainings.

Attachment requirements for application:

- a. You need to upload the completed, signed and scanned copy of the terms and conditions document/s, HOS release form, and relevant appendices (WSL and SVTM). These can be found within the application.
- b. Your CV / Resume
- c. You are also required to upload the following documents: a sample **unit planner**, and **curriculum/course overview** (e.g. PYP

Programme of Inquiry that you have contributed to and/or samples of curriculum planning for your grade/s level, subject overview for subject specialists). If your role in your IB school is fulltime administration please upload a sample of documentation you have led the development of that demonstrates your clear understanding of the IB Programme/s. **Where to attach your sample unit planner, curriculum document sample:** Enter the *Additional Information* tab, and upload your documents. Please ensure it is clearly labelled, where we will then find it within your other attachments when reviewing your application.

Referee notes:

You need to submit contact details of two referees in the online application platform. We strongly encourage that you include your programme IB coordinator and school head as your referees. However, if you yourself are the programme coordinator or school head you may include any two people as your referees who you have worked under/alongside and is well aware of your IB knowledge and your ability to carry out roles similar to what you are applying for. Your referees will be asked to fill in a confidential evaluation form online to roles.

For applicant's awareness if you get shortlisted: Video file evidence for Workshop Leader applicants

Shortlisted applicants are to submit video file evidence of their skills facilitating creative adult learning using social constructivist methodology.

Applicants for IBEN Workshop Leader should already be leading the way in their own school, sharing IB knowledge and facilitating the learning of their colleagues concerning the IB Programmes.

Send well-labelled video files (with a maximum file size of 2GB), via [WeTransfer](#), to ibap.iben@ibo.org

The file label must include – applicant name, programme/s, subject specialties if applicable, so that files can be directed to the correct application. Video evidence should:

- Demonstrate your ability to facilitate adult learning concerning the IB Programme/s. You must be actively involved in the video, and it could take the form of a subject department training session, grade level teachers / teaching team training session, parent session etc.
- Demonstrate your use of social constructivist methodologies
- Demonstrate confident verbal communication skills in both English and the language of workshop delivery applying for.

Contact IBEN in Asia-Pacific: Please visit our IBEN webpage, or feel free to [email us](#).