

IBEN initial roles development application guide (WSL & SVTM)

Event priorities: Bi-lingual speakers, with the goal of building specifically our pool of bi-lingual workshop leaders

Languages recruiting: Japanese, Indonesian, Malay, Thai, Filipino, French, German, Hindi, Korean, Spanish and Vietnamese speakers who are bi-lingual in English. (Note: We will be recruiting for Chinese – English speakers for a separate event in 2017)

Applications close: Monday November 21, 2016

F2F 3 day development event location & dates: Yokohama Japan, March 25-27, 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.

There are 3 initial role development events proposed for 2017. The details for our first one are outlined below.

Yokohama Japan, March 25-27, 2017 – Calling for bi-lingual Workshop Leader (WSL) & School Visit Team Member (SVTM) applicants

The Application period for 2017 initial role development event 1 is now open. Applicants that meet the prerequisites next need to create a profile, complete an application/s and 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.

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 February and March 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:

WSL applicants need to visit the IB workshop and resources 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 to deliver, ensuring that this list is inclusive of those listed in the below table of regional need.

IB Programme	Japanese - language of delivery (Japanese-English bilingual speakers)	Indonesian, Malay, Thai, Filipino, French, German, Hindi, Korean, Spanish and Vietnamese - language of delivery (must be English bilingual)
PYP	<p>PYP Coordinators and Administrators workshops, including:</p> <p>An introduction to the IB programme standards for administrators new to the PYP</p> <p>Pedagogical leadership</p> <p>The role of the coordinator</p> <p>All Early Years workshops, including:</p> <p>MTPYPH in the classroom in the early years</p> <p>Assessment in the early years</p> <p>Pedagogical leadership in the early years</p> <p>3-to-5 year olds</p> <p>Literacy, mathematics and symbolic learning in the early years</p> <p>Play-based learning</p> <p>Other WS areas:</p> <p>The role of arts (with a focus on early years)</p>	<p>Indonesian</p> <p>Personal, social and physical education – Well-being</p> <p>MTPYPH in the classroom</p> <p>Inquiry and the additional language teacher</p> <p>Well-being and student leadership</p> <p>Pedagogical leadership</p> <p>Inquiry</p> <p>Thai</p> <p>Inquiry</p> <p>Concept-based learning</p> <p>MTPYPH in the classroom</p>
MYP	<p>Subject-group workshops, including:</p> <p>Arts: Visual and Performing Design</p> <p>Individuals and societies</p> <p>Language and literature</p> <p>Language acquisition</p> <p>Mathematics</p> <p>Physical and health education</p> <p>Sciences</p> <p>Other WS areas:</p> <p>Launching the MYP</p> <p>Understanding the MYP</p> <p>MYP projects (personal project and community project)</p>	<p>Malay and Indonesian:</p> <p>Arts: Visual and Performing Design</p> <p>Individuals and societies</p> <p>Language and literature</p> <p>Language acquisition</p> <p>Mathematics</p> <p>Physical and health education</p> <p>Sciences</p>
DP	<p>DP Coordinators and Administrators workshops, including:</p> <p>Administrator</p> <p>Coordination</p> <p>Core workshops:</p> <p>Creativity, Activity, Service</p>	<p>Filipino:</p> <p>Filipino Language A: Literature</p> <p>French:</p> <p>French Language B</p> <p>French Language ab initio</p> <p>German:</p>

	<p>CAS: The transforming power of experiential learning Theory of Knowledge</p> <p>Subject-group workshops, including:</p> <p>Biology Chemistry Geography History Mathematical Studies SL Mathematics HL Mathematics SL Physics Visual Arts Economics Japanese Language A: language and Literature Japanese Language A:Literature Japanese language B Music</p> <p>Other WS areas:</p> <p>Academic honesty in practice Bringing the IB Diploma Programme into the community</p>	<p>German Language B</p> <p>Hindi: Hindi Language B</p> <p>Indonesian: Indonesian Language A: Language and literature Indonesian Language B</p> <p>Korean: Korean Language A: Language and literature</p> <p>Spanish: Spanish Language ab initio Spanish Language B</p> <p>Thai: Thai Language A: Language and literature Thai Language A: Literature</p> <p>Vietnamese: Vietnamese Language A: Literature</p>
Continuum	Governance: Introduction to the IB for School Owners and Board Members	Not recruiting for this event

The general purposes of the development 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.

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. Bi-lingual in the above mentioned language combinations.
3. Primary IBEN role of interest for applicant is WSL, and also interested in SVTM.
4. Currently working as IB teachers, coordinators and/or administrators within the programme he/she is applying to for a minimum of **three years** and are 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.)
5. Have had recent/current IB professional involvement or development relevant to the role applied for.

6. 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).

Selection process:

Deadline for application:	Monday November 21, 2016
1st round of shortlisting notifications:	Monday January 16, 2016 (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 January 23, 2016
Final shortlisting notification and invitation to March F2F event:	Monday February 6, 2016

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 working with the programme – min. of 3 years
2. Experience working in a range of contexts/schools – 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/along-side 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](#).