

Programme leader role recruitment policy

Version 1.0

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1. Document purpose

The document specifies the requirements applicants must meet to be considered for the role of Programme leader, as well as desirable qualities which may be considered during the appointment process.

2. Role description

The role of the programme leader (**PL**) is to provide programme expertise during programme evaluation in schools implementing IB programmes. The PL completes the preliminary review and serves as a member of the evaluation team on the school's evaluation visit. The PL understands the implication of a school's social, cultural and economic context and understands how this context impacts the school's implementation and delivery of the programme(s). The PL has detailed knowledge of one or more IB programmes. The PL is knowledgeable about IB implementation and change management and understands challenges faced by the school community, especially the coordinator, in delivering IB programmes (e.g. IB pedagogy and assessment philosophy, curriculum development, policy development, communications, school structures and processes). The PL understands schools as learning organizations and can facilitate conversations with coordinators and teachers around learning and change. The PL has effective communication skills and can initiate and drive constructive conversations, as part of the evaluation visit process. The PL has strong interpersonal skills to collaborate with other members of the evaluation team. The PL is responsible for submitting the preliminary review report to the IB.

3. Essential applicant requirements

The list below identifies the requirements an applicant **must** have in order to be considered as an Evaluation leader.

- Have proven experience in IB schools and currently work in an IB school.
- Commitment to staying current with IB implementation and programme evaluation processes.
- Deep knowledge and understanding of the IB mission and philosophy.
- Detailed knowledge and understanding of at least one IB programme and relevant programme documents.
- Proficiency in the language of delivery of the school having the evaluation visit.
- Demonstrated understanding of and commitment to international education.
- Intent to remain an active IB practitioner for at least two years following the IBEN Development for Programme leaders.

4. Desirable applicant qualities

The list below provides information on the qualifications and experience that are desirable for an applicant to possess when applying to become an Programme leader.

- Multiple experiences of IB programme(s) in schools with different cultural settings, showing understanding of how requirements can be implemented or contextualised in different environments and cultures, including understanding and advocating for equity in access to IB programmes
- Have attended a verification visit or 2014 PSP evaluation visit as IBEN team leader at least twice in the past.
- Experience working in IB schools with more than one IB programme.
- Overall maturity dealing with challenging issues related to managing people and communication, motivating others to engage with change – either confirmed through references, or the personal reflection.

5. Essential administrative requirements

The list below identifies administrative requirements an applicant **must** meet in order to be considered as a Programme leader.

- Be available to commit to at least two evaluation visit assignments per calendar year.
- Ensure all contact information, as well as a current CV and signed Terms and Conditions, is updated on My IB and IBEN Central.
- Have a bank account held in the applicant's name. Payment will only be made into a bank account held in the post holder's name. Under no circumstances will payments be made to a third-party account, that is, an account held in the name of a relative, company/organisation or other representative.
- Applicants with bank accounts in the following countries/areas **must** receive payment in the local currency; (i) Canada, payments in Canadian Dollars (CAD), (ii) European "Eurozone" countries, payments in Euros (EUR), (iii) Singapore, payments in Singapore Dollars (SGD), (iv) USA, payments in US Dollars (USD), (v) United Kingdom, payments in British Pounds (GBP), (vi) Switzerland, payments in Swiss Francs (CHF).

6. Appointment principles

During the recruitment process, references may be checked, and applicants may be asked to undertake tasks or respond to questions within a set timeframe to demonstrate their abilities. Shortlisted applicants are then invited to an IBEN Development. It is necessary to successfully complete the training to be confirmed for the role.

The scope of work offered to successful applicant(s) is dependent on the number of events available.

The IB must comply with the laws and regulations of all countries in which it appoints IB educators.