

## IB Workshop Leader and Online Facilitator Role Pack (Face-to-Face, Virtual, Blended and Online Workshop Facilitation)

### 1. Document purpose

The purpose of this document is to provide an overview of the **IB Workshop Leader and Online Facilitator** roles. The document specifies the essential requirements applicants must meet to be considered as IB Workshop facilitators for Face-to-Face, Virtual, Online and Blended IB workshops. In addition, the document also outlines desirable qualities which may be considered during the recruitment process of educators interested in acquiring this role.

### 2. Role description

The role of the IB workshop facilitator is to provide high quality professional development for participants that attend any IB workshops. It is essential that workshop participants receive the highest quality of training available, using standardized IB guidelines, copy-righted material and current IB documents, philosophy, standards, and practices.

### 3. Responsibilities

- Ensure appropriate use of published F2F, Virtual, Online and, Blended guidelines and resources, including media and technology relevant to facilitating an IB workshop in the assigned modality.
- Model IB pedagogical principles throughout the workshop, more specifically through the implementation of the Approaches to Teaching in Adult learning (facilitating through inquiry and concepts; developing local and global contexts; focusing on effective teamwork and collaboration; differentiating to meet learner needs and facilitating in a way that is informed by assessment and participation). \*Refer to appendices for detailed responsibilities per delivery mode.
- Follow the workshop content and resources and refrain from using non-copyrighted material to support our commitment to academic integrity.
- Understand the critical role played by local, national, and cultural contexts in the planning and development of a workshop.
- Build respect and understanding by demonstrating an engaging, positive, empathetic attitude.
- Demonstrate a respect for multiple perspectives and cultures with a goal of achieving specific outcomes.
- Attend compulsory updates and upskilling per subject and programme.
- Stay abreast of all IBEN and IB communication for updates to content, policy and procedures.
- Meet all assignment specific deadlines and deliverables

### 4. Capabilities

*\*Refer to Appendix B for full Workshop Leader IBEN Capability rubric*

- Skillful in **Communication**:

Communication that demonstrates passion and understanding of the IB mission with an emphasis on international-mindedness and the learner profile. There is thorough knowledge of the IB, its standards, practices, and requirements. Communication is used to impact, influence, and inspire.

- Skillful in **Information and media literacy:**

Information and media literacy is used with ease in a variety of modes to achieve workshop goals. Information literacy is the ability to identify, locate, evaluate, and effectively use information for the issue or problem at hand; media literacy is the ability to access, analyse, evaluate, and utilize media in a variety of forms.

- Skillful in **Collaboration:**

Collaboration that demonstrates a respect for multiple perspectives with a goal of achieving specific outcomes. It is used to demonstrate the power of the peer learning model.

- Skillful in **Organization:**

Organization that inspires confidence by demonstrating preparedness, management, prioritization, and clarity. It is used to model processes and structures.

- Leading in **Affective skills:**

Affective skills that demonstrate an engaging, positive, empathetic attitude. Diplomatic responses and solutions are shared indicating integrity, presence, problem solving and agility which builds respect and understanding.

- Skillful in **Reflection:**

Reflection that demonstrates both personal and situational consideration and is exhibited in informed decision making, refinement of practices and initiative to improve and gain a deeper understanding of self. It is used to build confidence and encourage thoughtful risk-taking.

- Skillful in **Critical thinking:**

An objective, rational, openminded, and evidence-informed thinking process to synthesize ideas, interpret and evaluate information. It also inspires critical thinking in others that leads to principled action including new practice and deeper understanding.

- Skillful in **Creative thinking:**

Creative thinking that encourages and promotes the generation of new ideas and solutions which take into account multiple contexts and perspectives. It leads to innovation and flexible new ways of doing.

- Leading in **Transfer:**

Transfer that demonstrates the application of skills, knowledge, and attitudes in new contexts without referring only to personal experience.

## 5. **Team structure/Associated processes**

The IB workshop facilitator will work closely with the IBEN and Professional learning regarding IBEN learning experiences, upskillings, as well as in the access and use of IBEN Central and logistics of assignments.

The IB workshop facilitator will work closely with the Professional learning department and/or official IB Workshop Providers to receive information about how to prepare for upcoming workshop assignments,

including but not limited to travel logistics and deliverables associated with the various modes of workshop delivery.

The IB workshop facilitator will engage with the Field Representative when there is one at the event to further enhance their own capabilities.

## 6. Essential applicant requirements

The list below identifies the requirements an applicant **must** have to be considered to be recruited as an IB Facilitator.

- Have deep knowledge and understanding of the IB mission and philosophy.
- Have proven experience as an IB World School teacher or administrator and experience specific to a specialized subject/area in an IB world School.
- Have extensive programme knowledge and familiarity with relevant programme documents.
- Have knowledge of diverse learning approaches in adult education.
- Ease and comfort in using various online tools and technology for facilitation.
- Communicate proficiently in the language of delivery of the workshops intending to lead.
- Demonstrate an understanding of and commitment to international education.
- Have no identified conflict of interest in performing this role.
- Be employed in an authorized IB World School at the time of application and training and must prove continued commitment to the IB.
- If successful, the applicant **must** relinquish any paper authoring roles.
- Intend to remain an active IB practitioner for at least two years following the learning journey for Facilitators.
- Have attended in the past two years, as a participant, current, formal, IB professional learning.
- Online Facilitators: Demonstrate deep knowledge in contemporary Online learning tools and successfully complete the relevant IB Online facilitation training.

## 7. 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 IB workshop facilitator.

- Cross-programme knowledge
- Extensive expertise in online and virtual adult learning teaching practices

## 8. Essential administrative requirements

The list below identifies administrative requirements an applicant **must** meet to be considered as an IB workshop facilitator.

- Be available to commit to at least two IBEN assignments per calendar year.
- Ensure all contact information, as well as a current CV is updated on My IB and IBEN Central.
- Have a bank account held in their own 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).

## 9. Role conflicts

- If successful, the applicant **must** relinquish any paper authoring roles

## 10. Ongoing requirements

The list below identifies requirements an IB workshop facilitator **must** meet to continue in this role.

- Attend and successfully complete mandatory global upskillings or IBEN ongoing development requirements.
- Consistently receive good QA ratings of over 8.0
- Comply with IB rules, regulations or cooperate with IB staff when support and feedback has been provided.
- Demonstrate reliability for committed events.
- Demonstrate currency in the understanding of IB Standards and Practices and programme/subject publications.
- Comply with ethical standards and avoid any assignments where there is a direct conflict of interest or a perceived conflict of interest.
- Maintain profile on My IB updated.
- Role holders must comply with all policies related to their role.
- Successfully complete the relevant training/certification.

## 11. Appointment principles

Interested candidates may apply through My IB for the role of Workshop leader and apply to specific IBEN Developments. Based on capacity analysis, references, and profile, the IBEN department will invite specific applicants to go through the recruitment process for a scheduled training.

During the recruitment process, references will be sought, and applicants will be asked to undertake tasks or respond to questions within a set timeframe. Shortlisted applicants will be invited to a learning journey to specialize in this role. 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 amount of workshop subjects and events available.

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

## 12. Time commitment and fees

The amount of work and time periods when work will be required will vary depending on the amount of workshop events available.

Fees are reviewed annually, and the current fees will be disclosed before any work is commissioned.

## Appendix A - Delivery modes:

### **Face-to-face:**

This delivery mode is applied across two channels of Professional Development, Scheduled and Requested.

**Scheduled:** A schedule of professional development offerings is opened for educators to register and attend. Scheduled F2F events are organized to meet the training needs of educators throughout the global IB community. They are open for mass participation and take place in a variety of locations according to market needs (including hotels, conference centres, universities, schools). Scheduled F2F events are organized by the IB or one of our official providers. 15 hours of instruction over 2-2.5 days.

**Requested:** Requested Face-to-face workshops consist of fifteen hours of instruction delivered in person to educators from the same school or group of schools over two or two and a half consecutive days. They are hosted on a school's premises or suitable venue chosen by the requestor and are organized collaboratively with IB coordinators.

### **Online:**

This delivery mode is applied across two channels of PD, Scheduled and Requested.

**Scheduled:** We set a schedule of professional development offerings that are open for educators to register throughout the world. Online events provide the opportunity for educators to take part in a scheduled training, without the need to travel or physically attend sessions at a designated venue. The online platform is available any time of day or night. Workshops require a minimum time commitment of 16 hours over 4 weeks (approx. 4 hours per week/module). Participants are expected to actively participate throughout the 4 weeks.

**Requested:** These workshops are primarily asynchronous, with learning modules hosted on an e-learning platform and accessible remotely via participants' personal computers. With 4 modules, each consisting of 1 week and a minimum time commitment of 16 hours over the 4 weeks (approx. 4 hours per week/module). The exception are the 'Introductory' workshops, which take place over 1 week.

Online workshops are hosted on the Learning Management System (LMS) Moodle.

### **Virtual:**

This delivery mode is applied across two channels of PD, Scheduled and Requested.

**Scheduled:** We set a schedule of professional development offerings that are open for educators to register and attend. Virtual events provide the opportunity for educators to take part in the same scheduled training usually on offer at our face-to-face IB regional events, without the need to travel or physically attend sessions at a designated venue. Workshops at virtual regional events will be delivered live within a dedicated virtual

classroom. Scheduled virtual events are delivered by the IB or one of our official providers. 15 hours of instruction over 3 - 6 days.

**Requested:** Allows schools or groups of schools to engage in 12 hours of primarily synchronous learning via a dedicated online platform or ‘virtual classroom’ over the course of two days, without the need to attend training at a school facility. An additional independent learning assignment is completed between Day 1 and Day 2 of the virtual workshop. Within the virtual classroom, participants engage with the same content and achieve the same learning outcomes as our face-to-face events, in a format optimized for virtual delivery.

Virtual workshops are hosted on the online conferencing platform Zoom.

**Blended:**

This delivery mode is applied across only one channel of PD: Requested (Americas only).

Blended workshops combine the best of face-to-face and remote learning. This delivery option is currently only available to schools in the Americas region.

Requested blended workshops consist of 12 hours of F2F instruction, across two consecutive days, with an additional independent learning assignment. This assignment must be completed within seven days after the face-to-face component of the workshop.