

2021 Directions for IB Schools Australasia Employment Opportunities at www.ibaustralasia.org

Dear HR Directors,

As a member school, you and/or your colleagues are able to advertise Employment Opportunities directly on our website.

IB Schools Australasia aims to be the centralised hub for Employment Opportunities within IB Schools for our region.

All member schools are eligible to advertise as many positions as required to support their IB programmes.

In addition to our website advertising, all positions are advertised in our weekly bulletin (sent out each Friday morning) and through our Facebook and LinkedIn pages.

To ensure your position can be included in the Friday bulletin of any given week please upload the position to the website by COB Wednesday.

If you have forgotten your password for the website further details are included below with how to recover your password.

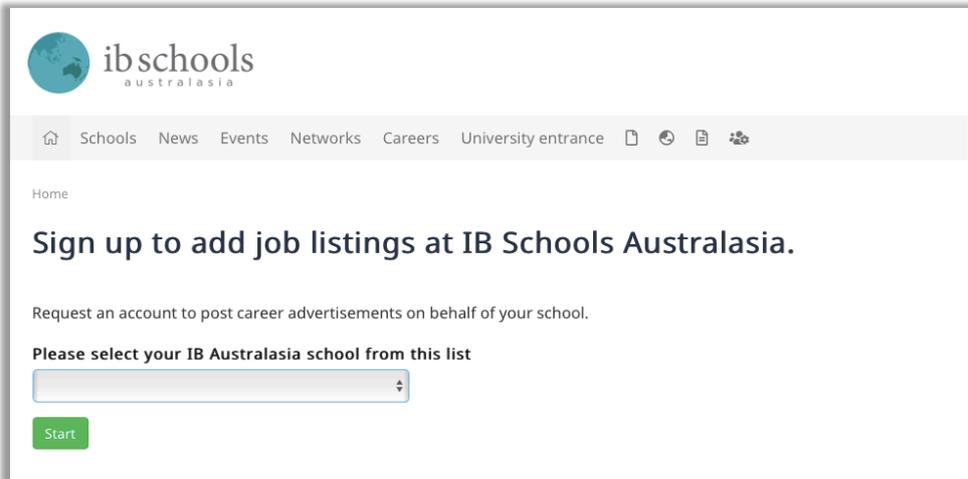
Should you have any questions regarding this service, or if I can assist you to sign up (or with any other matters) please call me on my mobile +61 407 325 735 or email me at office@ibaustralasia.org

How do I sign up?

The first step to this process is to sign up for admin responsibilities on our website at www.ibaustralasia.org

To do this please visit: <https://ibaustralasia.org/careers/admin-signup>

1) Select your school from the drop-down list:



The screenshot shows the 'Sign up to add job listings at IB Schools Australasia' page. It includes a navigation menu with 'Schools', 'News', 'Events', 'Networks', 'Careers', and 'University entrance'. The main heading is 'Sign up to add job listings at IB Schools Australasia.' Below this, it says 'Request an account to post career advertisements on behalf of your school.' There is a prompt 'Please select your IB Australasia school from this list' followed by a dropdown menu. A green 'Start' button is visible at the bottom left of the form area.

- 2) Complete your personal details including your email address and preferred password to sign in to www.ibaustralasia.org and click Sign-up

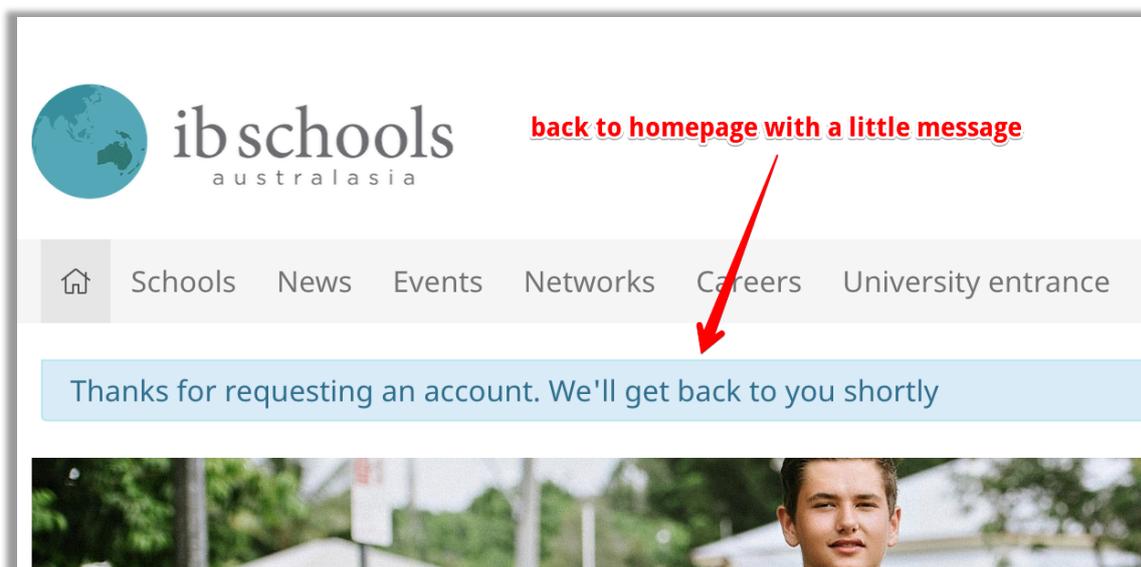
Sign up

Request an account to post career advertisements on behalf of your school.

First name	Last name	Job title
<input type="text" value="Rebecca"/>	<input type="text" value="Hammond"/>	<input type="text" value="Executive Assistant"/>
* Email	Password	
<input type="text" value="office@ibaustralasia.org"/>	<input type="password" value="....."/>	
	Password confirmation	
	<input type="password" value="....."/>	

Send email to user (Admin-only)

- 3) You will then be returned to the homepage and you will receive an email confirming your request.

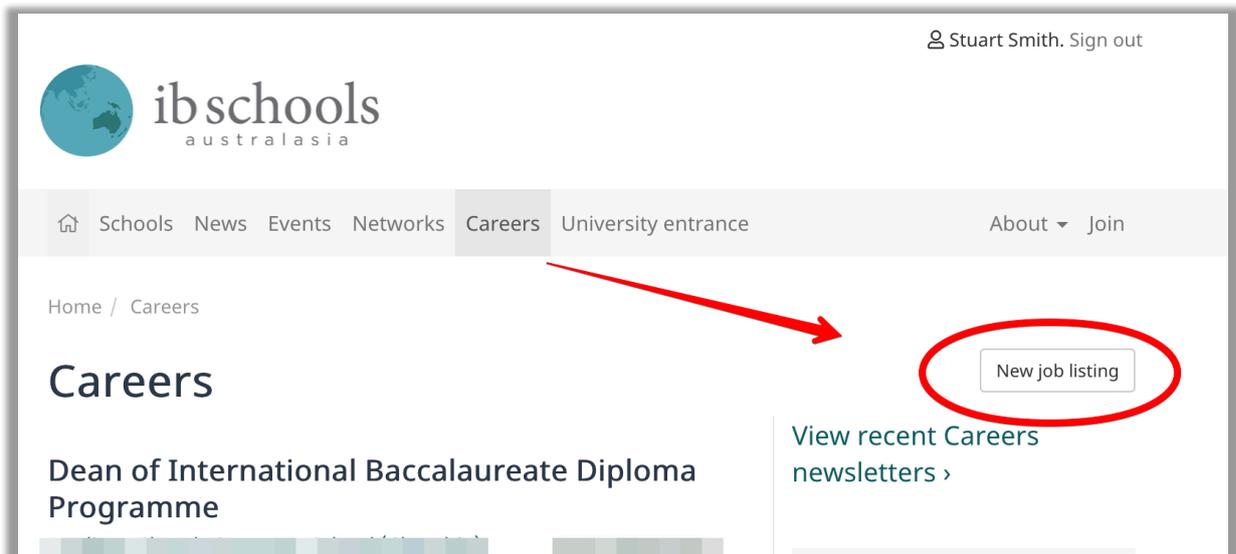


- 4) I aim to approve all requests within 2 working days, however often requests are approved within a few hours. If you need to create an account urgently please complete the sign up and phone me on my mobile +61 407 325 735 to notify me as I work part-time and may not see the email immediately.
- 5) Once approved, you will receive a confirmation email confirming your admin status at www.ibaustralasia.org

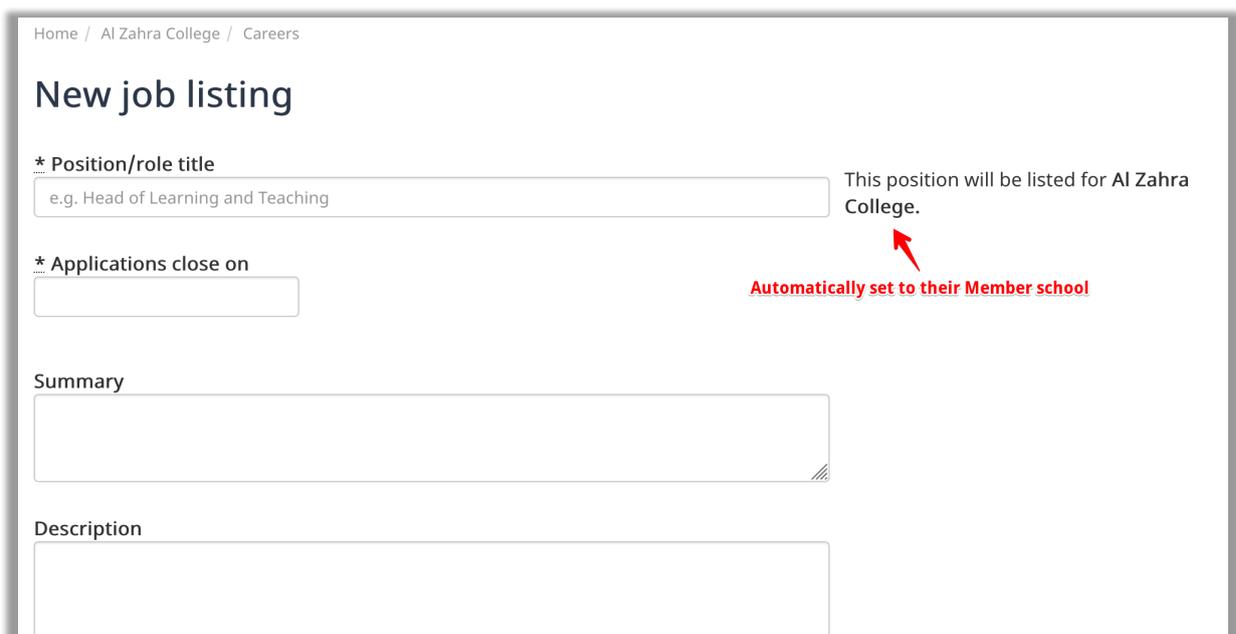
How do I post an employment opportunity?

Once approved as an admin you will receive an automated approval email from our website.

- 1) Once approved, sign in to our website on the top left hand of our Careers page.
- 2) Go to Careers and click on 'New job listing'



- 3) Please complete details of the position. Further details of what to include are included below.

A screenshot of the 'New job listing' form on the ibschools website. The form is titled 'New job listing' and is located on the 'Careers' page for 'Al Zahra College'. The form fields include: '* Position/role title' with a text input field containing 'e.g. Head of Learning and Teaching'; '* Applications close on' with a date input field; 'Summary' with a large text area; and 'Description' with a large text area. A red arrow points to the text 'This position will be listed for Al Zahra College.' with the note 'Automatically set to their Member school' below it. The breadcrumb trail at the top reads 'Home / Al Zahra College / Careers'.

Name of School and logo

- These details are pre-selected and cannot be changed. If you require

an update to your school name or logo please email Bec at office@ibaustralasia.org and she will be able to update these details for you.

Position Title *(mandatory)*

- Please include the title as you would like it to appear on the website, bulletin and on our social media platforms

Position Closing Date *(mandatory)*

- A position closing date must be included. If there is no specified closing date please include a holder closing date and then in the main section include details such as 'applications close once position is filled.' The closing date can be updated at any stage by emailing office@ibaustralasia.org
- **If there is a closing time for the position please include these details in the main text.**

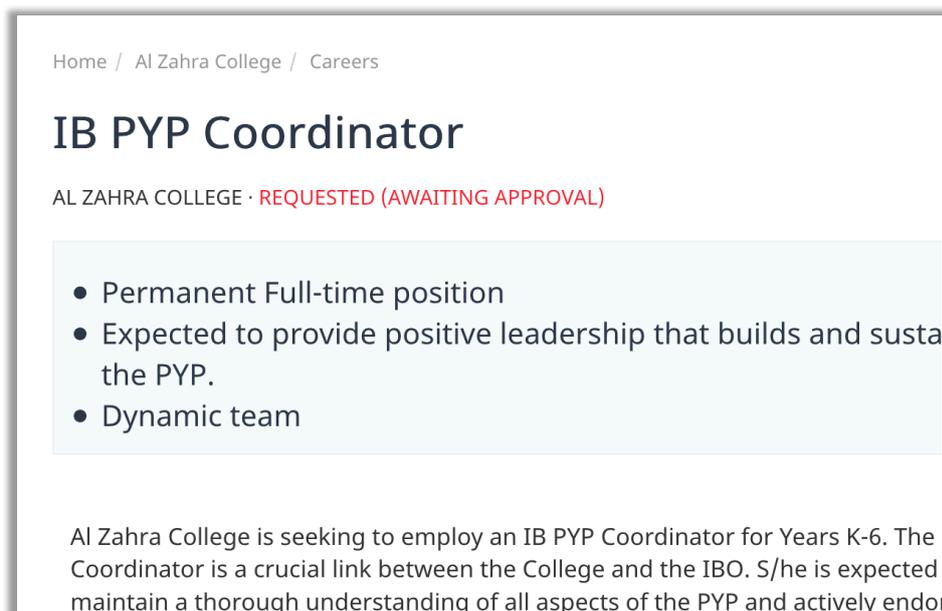
Summary *(optional)*

- Please format this as three - four dot points.
- This information is used on the careers homepage <https://ibaustralasia.org/careers> to capture attention.
- Recommended points could include commencement date, pre-requisites, type of role (fulltime etc), staff benefits, or other important details.

Description *(mandatory)* - In this section please include the following:

- Information about the position
- Information about your school
- Link for applicants to apply
- Information on the closing date and time (if appropriate)

4) Once they save the form, the advert is in the system but just set to 'Requested'



Home / Al Zahra College / Careers

IB PYP Coordinator

AL ZAHRA COLLEGE · REQUESTED (AWAITING APPROVAL)

- Permanent Full-time position
- Expected to provide positive leadership that builds and sustains the PYP.
- Dynamic team

Al Zahra College is seeking to employ an IB PYP Coordinator for Years K-6. The Coordinator is a crucial link between the College and the IBO. S/he is expected to maintain a thorough understanding of all aspects of the PYP and actively endorse

The requested advertisement will be available for you to view, but will not be visible on the website until approved.

To ensure a quick approval:

- please make sure all sections of the form are completed including the summary dot points
- please ensure you use the correct spelling and grammar and that IB programmes are called by their proper names.

IB programmes should use the correct spelling and capitalisation. For example:

- Primary Years Programme NOT Primary Years Program (programme is spelled incorrectly in the second example).
- Middle Years Programme NOT Middle years programme (Years and Programme need to be capitalised)

5) The requested position will be checked and then approved. In the unlikely event we have any questions I will email or call you to discuss.

My School has multiple campuses – how do I post jobs for a different campus?

When you sign up to the website you will choose one campus to be linked to.

To specify a different campus for the job advertisement, please type the preferred campus name in the organisation box and save it with the job advertisement. On approval, I will change the campus name to the secondary campus.

Choose either a school or the name of an organisation

School

Australian International Academy, Ca ↕

Organisation name

King Khalid Campus ⓘ

I have forgotten my password, what do I do?

If you have forgotten your password you can recover your password on the sign in page.

Home / Sign in

Administrative login

*** Email**

**** Password**

Remember me

Forgotten your password?

Not to worry. Fill in the form and we'll try to get you back on track. If your email has changed, please [email the office](#).

Email

We have filled our position and need to close the advertisement. What do I do?

If you have filled your position early (great news!) then you can close off the advertisement, by adjusting the closing date to the day prior and it will no longer appear on our website.

Many schools also like to update the advertisement by removing the closing date in the text and to state something along the following:

Thank you for your interest in this role. Applications are now closed.

Once you have completed this step please email me at office@ibaustralasia.org, so that I can delete the ad from our employment Bulletin as this is compiled at the time of approval.

Please note: we are working on an automatic tick box process so you won't need to email separately, but in the meantime your assistance is appreciated.

We haven't filled our position and need to extend the advertisement. What do I need to do?

We recommend you update the original advertisement with the new closing date and any other details required. This will ensure anyone who previously clicked the link can see that the role is still open.

Once you have made your required changes this please email me at office@ibaustralasia.org, so that I can ensure that the advertisement is

included in upcoming bulletins and so we can do an additional round of social media posts for your role.

Please note: we are working on an automatic tick box process so you won't need to email separately, but in the meantime your assistance is appreciated.

We have multiple people in our HR department, do we share a sign in or have separate ones?

It is up to your school as how you would best like to manage this process.

By having one email signup it means your whole team can see all the advertisements together that you have listed. However, it is important that you can all access this same email address if you choose this route as if one team member forgets the password they will need to be able to update the password in the link sent to the email address.

Alternatively, your school can choose to have as many admin accounts as required.

How do you advertise roles on Social Media?

I look forward to working with you to make 2021 a very successful year! Should I be able to assist you further please email me at office@ibaustralasia.org or call me on my mobile +61(0)407 325 735.

With kind regards,

Bec Hammond
Executive Assistant
IB Schools Australasia