Dear HR Directors,

We are pleased to announce that you (or your colleagues) can now advertise Employment Opportunities directly on our website. This will avoid the double handling of completing the form and then this information being uploaded manually to our website. We hope this will assist schools in advertising positions more quickly and with greater accuracy.

Please note all member schools are eligible to advertise as many positions as required to support their IB programmes.

We will continue advertising all employment opportunities through our Facebook and LinkedIn pages and in our weekly Friday bulletin.

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.

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

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

4) I will aim to approve all requests within 2 working days, however as I expect a number of requests to come through please email me through the Employment Opportunities form for any positions that need to be posted urgently.

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.**

### 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’**

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**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 endor...
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 Bec will email or call you to discuss.

I look forward to working with you to make 2020 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