

Dear Mr(s),

**Re: IBDP Coordinator Vacancy at the International School of Anywhere**

I am a Search Associates registered candidate, and invite you to view my full file on the Search Associates database. Please accept this email as my formal application for the position of **International Baccalaureate Diploma Coordinator** at the International School of Anywhere.

I am a **highly experienced IB DP History and ToK teacher**, with an excellent understanding of the vision, aims and requirements of the DP. I currently work at a British school in Switzerland; before this I spent 4 years at an IB World School in Namibia and prior to that I was at an IB World School in Vietnam for 5 years. In all schools I taught MYP Individuals and Societies and IB SL and HL History.

In my current position, I hold the position of **Head of Department for Humanities**, and have learned how to lead others collaboratively, supportively and towards a shared vision for excellence. Our department is made up of 4 teachers – each specializing in a different area of humanities, giving me a feel for leading a multi-disciplinary IB Programme team. To further develop my leadership skills, I have spent additional time studying for my **Masters in Educational Leadership and Management** at the University of Somewhere Very Academic (USVA).

Presently I hold the position of **Extended Essay Coordinator**, which has taught me much about the logistics of coordinating a Core programme, working with a variety of stakeholders and the importance of being able to communicate effectively with all involved. I have worked alongside the Diploma Coordinator to build our current Extended Essay programme, and it has now evolved into an organized, streamlined process with clear expectations of both students and supervisors. This has included creating a timeline with a set of internal deadlines for students and staff, and I am currently in the process of building a website that is dedicated to the Extended Essay. The website will be a “one-stop shop” for students and supervisors, and contain key information such as the relevant extracts from the Extended Essay Guide, the proposal process, deadlines and so on.

Further to my direct experiences, I have also **been involved in both preparation for IB evaluation and accreditation and visits**. NEASC and the IB have recently joined forces to create the Collaborative Learning Protocol, and my IB World School in the UK was one of those schools chosen as part of the pilot for this venture. I note from your website that ASI is in the process of preparing for re-accreditation and I feel that my skill set would be ideal to assist in the work that goes into this.

The relationships I have built with both students and colleagues have been extremely positive, and feedback from students states that I am approachable, fair, supportive and set high standards. I believe I could make a significant contribution to the growth, organization and development of the IB programme at ISA and would welcome the opportunity to interview with you for the position at your convenience.

Sincerely,

A Great Candidate