



SOS-HERMANN GMEINER INTERNATIONAL COLLEGE - TEMA VACANCY

INTRODUCTION

SOS-Hermann Gmeiner International College is a dynamic co-educational boarding school located in Tema, Ghana. We offer quality pre-university education for students from the SOS-Children's Villages across Africa as well as others from the host country, Ghana, and beyond. For more information about the college, please visit our website at www.soshgic.edu.gh.

JOB TITLE – ASSISTANT CREATIVITY, ACTIVITY, SERVICE (CAS) AND SERVICE ACTION (SA) COORDINATOR

ROLE OVERVIEW

The school aims to create in its students an awareness of the social needs of society and is therefore committed to the whole school programme of Community Service. All students are provided with opportunities to participate in a variety of activities through the school's co-curricular and Community Service programmes. DP Diploma students are also supported to meet their Creativity Activity Service (CAS) obligations as stipulated in the CAS Subject Guide.

The job of the Assistant CAS Coordinator is to assist and support the CAS Coordinator in implementing and maintaining a robust Creativity, Activity, Service (CAS) programme. The role involves assisting with administrative tasks, student guidance, and researching opportunities for new activities, engagement with external contacts and fostering a positive environment for CAS activities in alignment with IB standards, and as assigned by the CAS Coordinator.

The Assistant CAS/SA Coordinator will be the lead for Service Action (SA) Projects under the MYP and will work with both the DP and MYP Coordinator as well as the CAS Coordinator.

DUTIES AND RESPONSIBILITIES

A. Administrative Support:

1. Assisting the CAS Coordinator in maintaining accurate and up-to-date CAS records and documentation.
2. Helping manage the CAS/SA budget by tracking expenditures and supporting budget planning.
3. Assisting in the preparation of reports on student progress and CAS implementation for the DP Coordinator and other stakeholders.
4. Supporting the development and updating of the CAS handbook and related resources.
5. Aiding in preparing and distributing materials to familiarize students, staff, and parents with the CAS/SA programme.
6. Preparing the relevant student data for input into decision making and publications.

B. Student Support and Guidance:

1. Assisting students with understanding CAS and SA requirements, including the learning outcomes and the significance of reflection.
2. Conducting or assisting with CAS/SA interviews and support students in setting personal and group goals.
3. Monitoring student progress by reviewing CAS portfolios and providing feedback for completion under the CAS Coordinator's supervision.
4. Supporting CAS Advisors to guide students in developing CAS experiences that promote ethical considerations and international-mindedness.

C. Communication and Collaboration:

1. Managing the CAS Team email account based on agreed communication protocols within the department.
2. Assisting in coordinating meetings, workshops, and training sessions for CAS/ SA advisors and supervisors.
3. Helping facilitate communication with external CAS providers and ensuring safety and child protection measures are in place in line with school procedures
4. Assisting in promoting student achievements in CAS through the Communications Office in newsletters, social media, and school events.

D. Programme Enhancement:

1. Supporting the CAS Coordinator in developing and maintaining CAS policy statements.
2. Helping gather data and feedback to support programme evaluation and continuous improvement.
3. Participating in professional development opportunities related to CAS/SA and sharing insights with the CAS team.

Clubs and Societies Management

1. Working with the CAS Coordinator to coordinate and manage all clubs & societies as well as school-wide activities.
2. Maintaining a database to track and ensure equitable student participation and proper supervision.
3. Liaising with staff and instructors to plan, support, and evaluate extracurricular programmes.

COMPETENCIES

Technical:

1. Bachelor's degree (preferably in education, social work, or a related field).
2. At least two (2) years post-degree experience.
3. Experience in student support, programme coordination, or a similar role within an educational environment.
4. Familiarity with the IB Diploma Programme and CAS requirements is an advantage.
5. Previous involvement in extracurricular or service-based activities is highly desirable.
6. Proficiency in using data management systems and digital platforms for maintaining CAS records.
7. Basic budget management skills to support financial planning and expenditure tracking.
8. Proficiency with office software (e.g., Microsoft Office, Google Workspace) and IB-specific tools (e.g., IBIS).

Personality:

1. Strong organizational skills for coordinating events, tracking progress, and maintaining accurate documentation.
2. Excellent written and verbal communication skills for effective interaction with students, staff, and the community.
3. Excellent facilitation skills to support both individual and group projects across different domains.
4. A collaborative mindset to support teamwork within the CAS coordination team.
5. Attention to detail to ensure accurate record-keeping and adherence to IB guidelines for both CAS and SA.
6. An empathetic and supportive attitude to foster student growth and well-being.
7. Enthusiasm for promoting creativity, physical activity, and community service among students.
8. Ability to motivate and guide students in diverse areas of interest (creativity, activity, service, and action).
9. Strong understanding of experiential learning principles.

DIRECT REPORT

The Assistant Creativity, Activity, Service (CAS) Coordinator is line managed by the CAS Coordinator.

HOW TO APPLY

Please submit an application letter and a recent CV to applications@soshgic.edu.gh. The subject should be titled, Assistant Creativity, Activity, Service (CAS) and SA Coordinator.