



ST JOSEPH'S INSTITUTION INTERNATIONAL

Job Description

Service Learning Coordinator – Job Description

Faculty: Enrichment

Job Title: Service Learning Coordinator

Reports To: Assistant Principal (Enrichment)

Main Purpose of Job:

To lead and support the continuous development of a progressive whole-school Service Learning Programme for students across Grades 7-12 and strengthen the profile of Service Learning as a core characteristic of the SJI International education programme. Work collaboratively with the CASL Coordinator and Outdoor Education Coordinator to deliver enriching opportunities for all students.

Main Responsibilities and Duties:

Whole school SL responsibilities include:

Lead a coordinated and progressive Service Learning programme across the whole High School that will place SJI International at the forefront of Service Learning integration in South-East Asia

Develop publicity and celebratory resources and activities to champion Service Learning at SJI International

Support and further develop established community partnerships both in Singapore, across the region, and globally

Lead the logistical organisation of Service Learning programmes in each Grade, and additional whole school projects and initiatives

Liaise with Heads of Grade and CASL Coordinator to ensure that the programme of Service Learning is organised and implemented according to an agreed schedule and is well resourced

Support the Heads of Grade and CASL Coordinator in launching the Service Learning programme at the start of each academic year

Evaluate the impact, effectiveness and value (and quality assure) of Service Learning opportunities at each grade level and initiate change as required each year

Ensure that appropriate correspondence/information is shared with parents/guardians for each Service activity

Ensure that the Health and Safety measures in each activity are robust and proportionate to participation

Maintain a Service Events calendar and ensure that it is integrated into the school calendar

Coordinate the selection of beneficiaries and collate the paperwork for the application for fundraising permits for overseas charities twice a year

Ensure the SL programme is accessible to all and support individuals with SEN/EAL in line with school policy, as guided by the Learning Support team

Promote and coordinate sustainability initiatives and issues in coordination with staff and students

Attend training as a commitment to own professional development in Service Learning

Responsibilities for Service Learning through CCAs & OE include:

Oversee a broad, enriching and sustainable programme of Service Learning opportunities for students in Grades 7 to 12 (co-curricular)

Communicate evolving programme aims to community partners and collaborate on designing and facilitating meaningful service learning opportunities for students

Work with the Elementary School Service Learning Coordinator to ensure that the High School Service Learning programme builds upon the Service experience of students in the Elementary School

Collaborate with CASL Coordinator and the Senior School Pastoral Team to quality assure Service projects and Challenge Week proposals

Facilitate and leverage connections with Outdoor Education and trips to maximise student learning

In conjunction with the designated administrator, oversee the attendance and student participation in each Grade and feed this back to each Head of Grade

Arrange relevant safeguard training for students delivering Service Learning to students in the Elementary School

Work with HR and Enrichment officer to ensure all external staff are Avvanz security checked

Facilitate a community of practice to foster global education conversations, share best practices and global learning resources and development opportunities

Responsibilities for SL in the curriculum include:

Oversee a broad, enriching and sustainable programme of Service Learning opportunities in the curriculum for students in Grades 7 to 12

Support subject teachers in developing units of work when integrating service learning inside the curriculum

Responsibilities for student-led SL initiatives include:

Oversee the work of the Service Learning Council (a student body focused on developing Service Learning opportunities), including the review and approval of student Service Learning initiatives, including referral to the Senior Leadership Team, if required

Support the growth and development of leaders of student-led service learning groups

Collegiality

The role involves working closely with the following stakeholders –

Students and Parents

Pastoral Team

CASL Coordinator

OE Coordinator

Senior Leadership Team

Service partners (in Singapore and with international partnerships)

Heads of faculty and subject teachers (to support the integration of SL in the curriculum)

General

The appointment is subject to the general conditions of service for SJI International teachers. Please see SJI International Contract of Employment for Teachers for details.

Professional development is an integral part of the post. The post will be subject to an annual process of Professional Growth.

This job description is current as of June 2023. It is not necessarily a comprehensive definition of the post, and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Remuneration and Contractual hours.

2-point management allowance. The post holder will teach 13 lessons out of 25 lessons per week (all subject disciplines considered).

Service Learning Coordinator – Job Specification

Key Criteria	Essential	Desirable
Skills	<ul style="list-style-type: none">• Excellent written and oral communication• Shows initiative and is flexible, well-organised, and able to work under pressure• Proactive, resourceful and creative	
Knowledge and Experience	<ul style="list-style-type: none">• Experience working with service learning partners (voluntary sector)• An understanding of what authentic Service Learning is• Ability to forge a network of contacts who provide scope for global learning and service opportunities• Knowledge of safeguarding issues in a school environment• Experience of working with students	<ul style="list-style-type: none">• Experience in setting up a Service Learning Programme in a school

Complexity and Creativity	<ul style="list-style-type: none"> • Creativity when producing and designing Service Learning opportunities based on a limited brief • Work with autonomy and lead the development of high-quality service learning opportunities inside and outside of the curriculum 	<ul style="list-style-type: none"> • Provide detailed analysis of Service Learning and present evaluative reports as requested by Senior Staff
Communication Skills	<ul style="list-style-type: none"> • Communicates effectively with all stakeholders, particularly students, teachers, staff, and parents • Ability to adapt and prioritise workload according to need. • Able to work collaboratively with a wide range of stakeholders, to implement and monitor service programmes 	<ul style="list-style-type: none"> • Ability to speak more than one language relevant to the demographics of Singapore
Qualifications	<ul style="list-style-type: none"> • QTS and Degree (or above) • CPD in Service Learning 	<ul style="list-style-type: none"> • Evidence of continuous professional development in CAS and global issues