



## Service Learning Coordinator – Job Description

<b>Faculty:</b>	Enrichment
<b>Job Title:</b>	Service Learning Coordinator
<b>Reports To:</b>	Assistant Principal (Enrichment)
<b>Main Purpose of Job:</b>	
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.	
<b>Main Responsibilities and Duties:</b>	
<p><b>Whole school SL responsibilities include:</b></p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Support and further develop established community partnerships both in Singapore, across the region, and globally</li> <li>• Lead the logistical organisation of Service Learning programmes in each Grade, and additional whole school projects and initiatives</li> <li>• 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</li> <li>• Support the Heads of Grade and CASL Coordinator in launching the Service Learning programme at the start of each academic year</li> <li>• Evaluate the impact, effectiveness and value (and quality assure) of Service Learning opportunities at each grade level and initiate change as required each year</li> <li>• Ensure that appropriate correspondence/information is shared with parents/guardians for each Service activity</li> <li>• Ensure that the Health and Safety measures in each activity are robust and proportionate to participation</li> <li>• Maintain a Service Events calendar and ensure that it is integrated into the school calendar</li> <li>• Coordinate the selection of beneficiaries and collate the paperwork for the application for fundraising permits for overseas charities twice a year</li> <li>• 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</li> <li>• Promote and coordinate sustainability initiatives with staff and students</li> <li>• Attend training as a commitment to own professional development in Service Learning</li> </ul>	

**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
- Arrange relevant safeguard training for students working with our service partners.
- Work with HR and Enrichment officer to ensure all external staff are Avanz 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 student leaders of student-led service learning groups

**Collegiality**

The role involves working closely with the following stakeholders –

1. Students and Parents
2. Pastoral Team
3. CASL Coordinator
4. OE Coordinator
5. Senior Leadership Team
6. Service partners (in Singapore and with international partnerships)
7. Heads of faculty and subject teachers (to support the integration of SL in the curriculum)
8. Compliance and Risk Manager
9. Parent Support Group

<b>General</b>
<p>1. 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.</p> <p>2. Professional development is an integral part of the post. The post will be subject to an annual process of Professional Growth.</p> <p>This job description is current as of July 2024. 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.</p>
<b>Remuneration and Contractual hours.</b>
<p>2-point management allowance. The post holder will teach 9 lessons out of 25 lessons per week <b>(all subject disciplines considered)</b>.</p>
<b>Agreement.</b>
<p>It is agreed that the Job Description is a fair and accurate statement of the requirements of the post:</p> <p>Job Holder: ..... Date: .....</p> <p>Line Manager: ..... Date: .....</p>

## Service Learning Coordinator – Job Specification

Key Criteria	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent written and oral communication</li> <li>• Shows initiative and is flexible, well-organised, and able to work under pressure</li> <li>• Proactive, resourceful and creative</li> </ul>	
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Experience working with service learning partners (voluntary sector)</li> <li>• An understanding of what authentic Service Learning is</li> <li>• Ability to forge a network of contacts who provide scope for global learning and service opportunities</li> <li>• Knowledge of safeguarding issues in a school environment</li> <li>• Experience of working with students</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in setting up a Service Learning Programme in a school</li> </ul>
<b>Complexity and Creativity</b>	<ul style="list-style-type: none"> <li>• Creativity when producing and designing Service Learning opportunities based on a limited brief</li> <li>• Work with autonomy and lead the development of high-quality service learning opportunities inside and outside of the curriculum</li> </ul>	<ul style="list-style-type: none"> <li>• Provide detailed analysis of Service Learning and present evaluative reports as requested by Senior Staff</li> </ul>
<b>Communication Skills</b>	<ul style="list-style-type: none"> <li>• Communicates effectively with all stakeholders, particularly students, teachers, staff, and parents</li> <li>• Ability to adapt and prioritise workload according to need.</li> <li>• Able to work collaboratively with a wide range of stakeholders, to implement and monitor service programmes</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to speak more than one language relevant to the demographics of Singapore</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• QTS and Degree (or above)</li> <li>• CPD in Service Learning</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of continuous professional development in CAS and global issues</li> </ul>