



Creativity Activity Service Learning & Lasallian values Coordinator (CASL) – Job Description

Faculty:	Enrichment
Job Title:	CASL coordinator (Grade 7-12)
Reports To:	Assistant Principal (Enrichment)
Main Purpose of Job:	
To lead and support the continuous development of a progressive whole-school CASL Programme (including the planning and delivery of non-sporting CCAs) for students across Grades 7-12 and to strengthen the profile of CASL as a core characteristic of the SJI International education programme. Work collaboratively with the Service Learning Coordinator and Outdoor Education Coordinator to deliver enriching opportunities for all students.	
Main Responsibilities and Duties:	
<p>Whole school responsibilities include:</p> <ul style="list-style-type: none"> • Lead a coordinated and progressive Creativity, Activity, Service Learning & Lasallian values programme across Grade 7-12, ensuring that students have a clear pathway to improve knowledge, skills and performance in all areas as they progress through the school • Develop publicity and celebratory resources and activities to champion CASL at SJI International • Forge stronger and sustainable Service links with the Lasallian network in SE Asia and worldwide • Collaborate with the Faith team to ensure our Lasallian Values are integrated into all initiatives • Liaise with Heads of Grade and Learning Coordinators to ensure that the CASL programme is organised and implemented according to an agreed schedule, and is well resourced • Launch the CASL programme at the start of each academic year in conjunction with Heads of Grade and Head of Service Learning • Design with all Heads of Grade & Learning Co-ordinators to input and evaluate a meaningful reflection process for students from Grade 7-12 • In conjunction with the designated administrator, oversee the attendance and student participation in each Grade and feed this back to each Head of Grade • Adopt strategies and monitor CASL teaching and learning activities to support individuals with SEN/EAL in line with school policy, as guided by the Learning Support team • Introduce the IB learner profile language into curriculum and co-curricular activities from Grade 7-12 • Evaluate the impact, effectiveness and value (and quality assure) of CASL opportunities at each grade level and initiate change as required each year 	

- Work with the Elementary School CASS Coordinator to ensure that the High School programme builds upon the CASS experience of students in the Elementary School
- Maintain a CASL calendar and ensure that it is integrated into the whole school calendar
- Ensure the CASL programme is accessible to all and support individuals with SEN/EAL in line with school policy, as guided by the Learning Support team
- Work with all colleagues on the administration associated with CASL and offer training where necessary
- Ensure the safeguarding of all students by complying with relevant policies and creating Risk Assessments where necessary

IBDP responsibilities include:

- Support the Outdoor Education Coordinator
- Collaborate with the Head of Service Learning and the Senior School Pastoral Team to quality assure all CASL proposals
- Collaborate with Service Learning Coordinator to provide students with service learning opportunities and advertise these on a regular basis
- Oversee the monitoring and recording of IBDP students' CAS participation
- Ensure records are kept of students' CAS participation using a well designed, robust monitoring system to ensure students in Grades 11 & 12 are effectively using the designated virtual learning environment (VLE)
- Liaise with the Assistant Principal (IBDP Coordinator) to keep up to date on all IB developments in CAS
- Ensure that students and teaching staff are well-informed of the IBDP CAS requirements

CCA responsibilities include:

- Lead the logistical organisation of Non-Sporting CCAs in each Grade and communicate this effectively to parents, students and staff
- Work closely with the Head of Sport and Enrichment officer to plan, promote, organise and facilitate the CCA and Sport programme for Grade 7-12
- Collaborate effectively with the Head of Sport and Head of Service Learning on the timetabling of CCAs and ensure all staff are contributing to the programme
- Ensure that appropriate correspondence/information is shared with parents/guardians for each CCA activity (including paid for activities)
- Work with relevant Enrichment officer to ensure all activities are placed on the school's attendance software in a timely manner and money is collected where necessary
- Work with HR and Enrichment officer to ensure all external staff are safeguard security checked
- Ensure that the Health and Safety measures in each activity are robust and proportionate to participation

Collegiality

The role involves working closely with the following stakeholders:

1. Students, Parents & Staff
2. Pastoral Team

3. Coordinator of Service Learning and Deputy to Coordinator of Service Learning 4. Outdoor Education Coordinator 5. Senior Leadership Team 6. Heads of Grade & Learning Coordinators 7. Heads of faculty and subject teachers (to support the integration of CASL in the curriculum)
General
1. The appointment is subject to the general conditions of service for SJI International teachers. 2. 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 December 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.
Remuneration and Contractual hours.
2 point management allowance. Post holder will teach 13 lessons out of 25 lessons per week (all subject disciplines considered, a teacher of History would be considered an advantage).
Agreement.
It is agreed that the Job Description is a fair and accurate statement of the requirements of the post: Job Holder: Date: Line Manager: Date:

CASL 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 of working in an IB school Ability to forge a network of contacts to grow the whole school CAS programme Knowledge of the CAS framework 	<ul style="list-style-type: none"> Experience of leading CAS in a school Experience of developing a whole school CAS framework Knowledge of Lasallian values

	<ul style="list-style-type: none"> • Knowledge of safeguarding issues in a school environment • Experience of working with students 	
Complexity and Creativity	<ul style="list-style-type: none"> • Creativity when producing and designing CAS opportunities • Work with autonomy and leading the development of high quality CAS opportunities inside and outside of the curriculum 	<ul style="list-style-type: none"> • Provide detailed analysis of CAS programme, 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 CAS programmes 	
Qualifications	<ul style="list-style-type: none"> • QTS and Degree (or above) 	<ul style="list-style-type: none"> • Evidence of continuous professional development in CAS