

Enrichment and Enhancement Eagles' Programme (EEEEP) Manager

The EEEEEP Manager will lead and manage the Enrichment and Enhancement Eagles' Programme, ensuring the effective implementation of the personalized learning programme across the primary and secondary schools. This role is integral to fostering inclusion, supporting students to achieve their fullest potential, and aligning with the school's SEN and inclusion policies. The EEEEEP Manager will design a comprehensive Talent Development model for the after-school programme, introduce innovative courses and clubs that reflect students' passions, and work collaboratively with school leadership. They will supervise the Afterschool Programme Coordinator, collaborate with the Athletics Manager/Coordinator on sports-related matters, and work closely with the Wellbeing Manager and counselors to address students' social, emotional, and mental health needs.

Key Responsibilities

1. Programme Leadership and Coordination

- Oversee the personalised learning programme across primary and secondary schools.
- Supervise and guide the work of the primary and secondary EEE Coordinators, ensuring alignment with school-wide goals.
- Collaborate with the heads of primary and secondary schools and IB Coordinators to integrate enrichment and enhancement strategies into academic and extracurricular activities.

2. Afterschool Programme Development

- Supervise the Afterschool Programme Coordinator, ensuring the programme meets diverse student needs.
- Collaboratively design a well-rounded after school programme incorporating academics, creative arts, sports, leadership, and service-learning opportunities.
- Regularly assess the effectiveness of after school activities and make improvements informed by feedback.

3. Collaboration on Sports and Wellbeing

- Work closely with the Athletics Manager/Coordinator to ensure sports offerings align with student interests and overall school goals.
- Collaborate with the Wellbeing Manager and counselors to address the social, emotional, and mental health needs of students, integrating these supports into the EEE framework.

4. SEN and Inclusion Implementation

- Lead the implementation of the SEN, GT and inclusion policy and guidelines.
- Develop strategies to support diverse learners, ensuring equitable access to learning opportunities.
- Provide professional development for staff to strengthen inclusive practices.

5. Talent Development and Enrichment

- Design a Talent Development model to guide the creation of enrichment programmes.
- Establish innovative courses and clubs that reflect students' interests and passions, fostering creativity, leadership, and academic growth.
- Evaluate the effectiveness of enrichment activities and refine strategies based on feedback and outcomes.

6. Strategic Development

- Contribute to the development and review of the school's inclusion policies to support all students effectively.
- Monitor and evaluate the overall impact of the EEEP on student outcomes and community engagement.
- Stay informed about current trends in education, inclusion, and talent development to inform programme improvements.

7. Communication and Reporting

- Act as the primary liaison between the EEE programme, after school programme, athletics, wellbeing initiatives, and school leadership.
- Provide regular reports on the programme's progress, challenges, and achievements to the Director.

Qualifications and Skills

Educational Background

- Bachelor's degree in Education, Special Education, or a related field (Master's preferred).
- Specialized training in inclusion, SEN, GT or talent development is highly desirable.

Professional Experience

- Minimum of 5 years in educational leadership, inclusion, or programme management roles.
- Experience designing and implementing enrichment or personalised learning Programmes.

Skills and Competencies

- Strong leadership and team management abilities.
- Exceptional interpersonal and communication skills.
- Expertise in developing inclusive practices and supporting diverse learners.
- Ability to collaborate effectively with multiple stakeholders, including athletics and wellbeing teams.
- Creative thinking and problem-solving capabilities.
- Proficiency in programme evaluation and data analysis.
- University Pathways and Transcripts

Key Attributes

- A passion for student success, inclusion, and holistic development.
- A commitment to fostering creativity, teamwork, and lifelong learning.
- A collaborative approach to working with diverse teams and stakeholders.

Candidates who wish to apply should submit the information below:

- A letter of application, explaining your suitability for the position and why you are interested in the position,

- A current resume,

- A list of at least three references with current phone numbers and email addresses.

Please send your applications to: recruitment@aris.edu.gh

Application Deadline is January 31, 2025