

ARIS LEAD (Learn, Engage, Act, make a Difference) Programme Coordinator

Position Overview

The **Leadership and Service LEAD Programme Coordinator** at Al-Rayan International School (ARIS) will oversee developing and implementing a **comprehensive leadership and service programme**. This role will ensure that students engage in structured, meaningful **leadership, service, and experiential learning opportunities** that align with ARIS's vision and values. The coordinator will also be responsible for staff training, mentoring student leaders, supporting athletic coaches in leadership development, and fostering a culture of leadership, sportsmanship and service.

Working relationships:

- Reporting to and working with the ARIS Director and primary and secondary HOS.
- Collaborate with:
 - PYP, MYP, DP and CP Coordinators
 - Varsity Director
 - University and Career counsellors
 - Head of Students Affairs
 - Wellbeing Department

Key Responsibilities

1. Leadership & Service Programme Development

- Design and implement the **ARIS Leadership and Service Programme** using the ARIS Student Leadership Visioning & Design Report framework.
- Develop a **sequential leadership curriculum** that integrates service learning, mentorship, and experiential learning.
- Align the programme with the **ARIS identity and leadership values** (e.g., Eagles Leadership Programme, LEAD Initiative).

- Collaborate with faculty to integrate leadership development across various subjects and activities.

2. Student Leadership & Mentorship

- **Mentor and support the ARIS Student Representative Council (SRC)** to enhance their leadership skills and impact.
- Develop **mentorship structures** for student leaders, pairing them with faculty and alumni mentors.
- Organize leadership training sessions, including workshops on **public speaking, decision-making, teamwork, and ethical leadership.**
- Establish a **student-led feedback and reflection system** to track growth and leadership impact.

3. Staff Training & Support

- Train faculty and staff on **mentoring student leaders** and facilitating leadership development in their roles.
- Provide **professional development** on leadership models, coaching techniques, and experiential learning methodologies.
- Support **athletic coaches** in integrating leadership training within sports programmes, focusing on teamwork, sportsmanship, and ethical conduct.

4. Service Learning & Experiential Education

- Oversee the **service learning calendar with the IB Coordinators**, ensuring students participate in **community engagement projects** that align with global citizenship goals and IB programmes requirements.
- Develop structured **reflection and evaluation frameworks** for student service initiatives.
- Establish **local and international partnerships** to expand service learning opportunities.

5. Leadership in Sports & Athletics

- Work closely with the **Athletics Director** to ensure student-athletes develop **leadership and teamwork skills**.
- Implement a **Varsity Team Captains Leadership Framework**, training student-athletes in responsibility, collaboration, and ethical sportsmanship.
- Provide regular **coaching clinics** on leadership in sports.

6. Overseeing the School House System & Calendar

- Manage and oversee the ARIS House System, ensuring it fosters leadership, collaboration, and school spirit.
- Plan and coordinate House events, competitions, and activities throughout the academic year.
- Support House leaders (students and staff) in developing leadership skills and promoting positive team dynamics.
- Align House initiatives with ARIS leadership and service learning goals.
- Track and report House points, student participation, and impact to encourage student engagement.

7. Programme Evaluation & Continuous Improvement

- Establish key outcomes to measure **programme effectiveness**.
- Collect and analyze **student feedback, participation data, and leadership outcomes**.
- Continuously refine the leadership and service curriculum based on **student and faculty input**.

8. Mentorship & Advisorship Programme Development

- Design and implement a **structured mentorship and advisorship programme** to support student leadership growth.
- Develop **training modules for staff** to equip them with the skills needed to serve as effective mentors and advisors.
- Establish a **mentor-mentee pairing system**, ensuring that each student leader is connected with a suitable faculty or community mentor.

- Conduct **ongoing training sessions** to enhance mentorship skills, including active listening, goal-setting, and leadership coaching.
- Create **evaluation metrics** to assess the effectiveness of the mentorship programme and ensure continuous improvement.

Qualifications & Experience

- Bachelor's or Master's degree in **Education, Leadership, Social Sciences, or a related field.**
- Experience in **student leadership development, service learning, or experiential education.**
- Strong facilitation skills and experience in **mentoring students and staff.**
- Ability to design and implement **training programmes** for educators and students.
- Experience working in **international schools** or IB settings preferred.

Key Competencies

- **Leadership & Mentorship:** Ability to inspire and develop leadership potential in students and staff. Crisis and conflict management skills are a plus.
- **Programme Management:** Strong organizational and planning skills to manage multiple initiatives.
- **Collaboration:** Works well with students, staff, and external partners to create impactful experiences. Passion for Youth Empowerment.
- **Communication:** Excellent verbal and written communication skills, including public speaking and facilitation.
- **Innovation:** Ability to **design engaging leadership experiences** using creative and experiential learning approaches.

Application Process

- Interested candidates should submit a **resume and cover letter** detailing their experience and vision for student leadership at ARIS.

- A list of at least three references with current phone numbers and email addresses.
- All applications should be sent to: recruitment@aris.edu.gh
- Application deadline is April 7, 2025