SOS-HERMANN GMEINER INTERNATIONAL COLLEGE

TEACHING VACANCY

INTRODUCTION

SOS-Hermann Gmeiner International College (SOS-HGIC) is a dynamic co-educational boarding school located in Tema, Ghana. We offer quality pre-university education for students from SOS children's villages across Africa as well as others from the host country, Ghana, and beyond. For more information about the college, please visit our website at www.soshgic.edu.gh.

SOS-HGIC is an authorised International Baccalaureate (IB) World School offering the MYP (Middle Years Programme), as well as the DP (Diploma Programme). Familiarity with the MYP and DP would be an advantage. Please visit www.ibo.org to familiarize yourselves with the curriculum and information on both programmes.

The school seeks suitably qualified applicants for the role of **Hostel and Form Room Tutor (Male)**.

JOB TITLE – HOSTEL AND FORM ROOM TUTOR (MALE)

ROLE OVERVIEW

The Hostel & Form Room Tutor (Male) is responsible for providing pastoral, academic, and residential support to students within the assigned male or female hostel, while also serving as a Form Room Tutor and contributing to the College's enrichment programme. The role involves supporting students' academic, personal, social, and emotional development, maintaining a safe and supportive residential environment, and delivering enrichment courses such as Reading Seminar, Pan-Africanism, and Approaches to Learning (ATL). The Tutor is working closely with the boarding and academic teams to promote student wellbeing, positive behaviour, independence, and successful engagement with the MYP.

DUTIES

I. Hostel and Pastoral Support

1. Providing appropriate pastoral care and guidance to students within the hostel environment.
2. Supporting students in adjusting to boarding school routines, expectations, and responsibilities.
3. Monitoring student welfare, behaviour, attendance, and general wellbeing within the hostel.
4. Building positive and professional relationships with students while maintaining appropriate boundaries.
5. Supporting the implementation of hostel rules, routines, and behavioural expectations.

6. Reporting concerns relating to student welfare, behaviour, safety, or safeguarding through the appropriate channels.

II. Form Room Responsibilities

1. Serving as a form-room tutor and providing students with regular academic and pastoral guidance.
2. Monitoring student attendance, punctuality, organisation, and engagement.
3. Supporting students in developing effective study habits and approaches to learning.
4. Communicating relevant student concerns and progress to appropriate staff such as Safeguarding Leads, Emotional Counselor etc.

III. Enrichment Programme

1. Planning and delivering enrichment courses such as Reading Seminar, Pan-Africanism, and ATL.
2. Developing engaging learning experiences that extend students' knowledge beyond the formal subject curriculum.
3. Promoting reading, reflection, critical thinking, communication, self-management, and intercultural understanding.
4. Supporting students in developing the ATL skills required for successful participation in the MYP.
5. Connecting enrichment learning to students' experiences, identities, communities, and the wider world.

IV. Safeguarding and Child Protection

1. Promoting and safeguarding the welfare of students at all times and reporting safeguarding concerns promptly in accordance with College procedures.

COMPETENCIES

1. A minimum qualification of a first degree in Education, Humanities, Social Sciences, Psychology, or Guidance and Counselling is required.
2. A minimum of two (2) years of working experience is preferred.
3. Knowledge of effective pastoral care and student support practices.
4. Knowledge of the MYP Approaches to Learning and their application to student development.
5. Knowledge of child safeguarding and student welfare principles.
6. Ability to build positive, professional, and supportive relationships with students.
7. Ability to facilitate engaging enrichment and pastoral learning activities.
8. Ability to mentor and guide students in their academic and personal development.
9. Ability to manage student behaviour fairly, consistently, and professionally.
10. Ability to communicate effectively with students, parents, and colleagues.
11. Ability to work effectively as part of a boarding and academic team.

DIRECT REPORT

The Hostel and Form Room Tutor is line managed by the Senior House Tutor.

HOW TO APPLY

Please submit an application letter and a recent CV to applications@soshgic.edu.gh. The subject should be titled, Hostel and Form Room Tutor (Male). Only shortlisted candidates will be contacted.