

## **JOB DESCRIPTION**

**Post:** IB CAS Leader

**Reporting to:** Senior Leaders

CAS is a requirement for all Diploma students and is an essential part of the Diploma. The CAS Leader should embrace and model the concept of experiential learning and have a manifest and demonstrable commitment to Community Service. The post holder will need to be aware of IB MYP C & S and consult with the MYP Leader and collaborate with Heads of House and many outside agencies to ensure that students can access CAS. The post holder will attend at the School's expense such CAS workshops and conferences as appropriate.

### **General expectations:**

- In line with our Duty of Care, act with due consideration for the health safety and welfare of everybody involved with the community of the school. This is defined in the Health and safety Policy ([appendix 1](#)) in the general section and the post specific section.
- Play an active and directional role in the school, lead by example motivating others in the fulfilling of the school mission and guiding statements.
- Create enthusiasm for participation in and actively support extra-curricular and supplementary activities organised by Haut-Lac and its PTA.
- **Core tasks specific to this post, in this section:**
  - lead and manage staff involved in CAS
  - ensuring that staff, parents and other students are kept informed about CAS
  - ensure that all Diploma candidates fulfil their CAS requirements
  - ensure that the School fulfils the IBO's requirements for CAS
  - liaise closely with the CAS team
  - developing and maintaining policy statements
  - training activity supervisors
  - supervising the professional development of CAS advisers

- publicizing achievements
- ensuring that students are prepared for the challenges they will face (actual preparation/training to be provided by an appropriate person)
- reporting student achievement to parents via the reports
- reporting student achievement to the IB Diploma Coordinator for references
- reporting student achievement to the IB, as required by the *Handbook of procedures for the Diploma Programme*.
- establish and maintain contact with outside individuals and agencies
- consideration of safety issues
- record keeping
  
- **Mentoring/advising**
- Coordinate with the CAS Team student interviews to be conducted on a termly basis to review progress in CAS
- monitoring the range and balance of activities undertaken by individual students
- developing students' powers of reflection through group discussion and individual consultation
- supporting students in their consideration of ethical concerns
- reading/responding to diaries/journals
- helping students to make connections, for example, local activity to global concerns