



SOS-HERMANN GMEINER INTERNATIONAL COLLEGE - TEMA

TEACHING VACANCY

INTRODUCTION

SOS-Hermann Gmeiner International College 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](http://www.ibo.org) to familiarize yourselves with the curriculum and information on both programmes.

The school seeks suitably qualified applicants for the role of Biology Teacher (Part Time).

JOB TITLE – BIOLOGY TEACHER (PART TIME)

A. ROLE OVERVIEW

The role involves planning, implementing, and delivering Biology Courses in MYP and DP to enable students to gain a thorough knowledge of the subject and to excel in both the internal and external assessments to facilitate access into tertiary institutions or to pursue other avenues of learning or careers.

B. DUTIES & RESPONSIBILITIES

1. Teaching and Curriculum Planning:

- Teaching MYP and DP Biology courses in line with IB-approved guides
- Developing Unit and Lesson plans for effective teaching
- Drawing up a teaching programme/Scheme of work for syllabus implementation
- Setting and marking assessment tasks classwork and internal examinations according to the school's assessment policy
- Maintaining discipline in and out of the classroom
- Fostering, implementing, and upholding the objectives and philosophy of the College
- Drawing up lists of books and equipment required for teaching the subject. The lists are handed over to the Head of Department.

2. Assessment and Evaluation:

- Setting and marking classwork and internal examinations according to school's assessment policy
- Completing semester and other reports

3. Project Supervision & Extracurricular activities:

- Supervising projects and coursework, including IB DP extended essays and MYP Projects
- Supervise CAS/SA, extracurricular activities, and other school functions in and out of normal school hours

4. Administrative Tasks:

- Attending all required meetings, including staff and departmental meetings, as well as compulsory school events
- Performing any other duties as required by the Principal for the benefit of the College

5. Professional Development:

- Attending and completing workshops and courses as required by the school for ongoing training in the subject and syllabuses

C. COMPETENCIES:

1. EDUCATIONAL

- Minimum qualification - first degree from a recognized University in Biology
- A Master's degree in Biology and exposure to the IB curriculum is an added advantage.

2. OTHER

- A graduate subject specialist preferably with a teaching certification
- A minimum of 5 years of teaching experience in a reputable institution is preferred although 3 years of experience under certain circumstances will be acceptable.
- Knowledge of the IB DP and MYP syllabi will be a bonus.
- Candidate must be open to learn, passionate about teaching and learning, collaborative and supportive of students

D. DIRECT REPORT

The Biology teacher is line managed by the Head of Science Department.

E. HOW TO APPLY

Please submit an application letter and a recent CV to applications@soshgic.edu.gh.

The subject should be titled, **Biology Teacher (Part Time)**.

Application deadline: Friday, 7th March, 2025

Only shortlisted candidates will be contacted.