



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).

GRADUATE TRAINEE PROGRAMME

OVERVIEW OF THE PROGRAMME

The Graduate Trainee Programme offers an opportunity for young individuals who aspire to become lifelong educators to be mentored by experts in the field. Trainees will work closely with teachers in their respective departments to support student learning. Responsibilities include assisting with lesson planning, creating instructional materials, providing one-on-one and small-group support to students, and helping to manage classroom behaviour. As part of their professional development, Graduate Trainees may be required to teach at some point in the programme.

Please note that we are selecting **six (6)** candidates for the programme, one from each of the following areas:

- English Language & Literature Department (*One Graduate Trainee*)
- Science Department - Chemistry, Physics or Biology. (*One Graduate Trainee with interest in any of the subject areas*)
- Individual and Societies Department - Anthropology, Economics, Geography, History, or Business Studies. (*One Graduate Trainee with interest in any of the subject areas*)
- Arts Department - Music, Visual Arts or Performing Arts. (*One Graduate Trainee with interest in any of the subject areas*)
- Mathematics Department (*One Graduate Trainee*)
- Modern Languages Department (French, Spanish, or Swahili). (*One Graduate Trainee with interest in any of the subject areas*)

DURATION OF THE PROGRAMME

The Graduate Trainee Programme is scheduled to commence in August 2025, coinciding with the start of a new academic year, and will conclude in June 2027. Upon enrolment, participants are expected to commit to completing the programme within the specified timeframe.

BENEFITS

Some benefits that the Trainee will receive include, but are not limited to, the following:

1. A monthly salary with Tier 1 and Tier 2 payments covered.
2. A professional working culture and an opportunity to be guided on their career journey.
3. Access to school facilities, including a gym, swimming pool, basketball and tennis courts, etc.
4. A reference from the Principal of the College.

DUTIES & RESPONSIBILITIES

1. Collaborating with the subject teacher to plan lessons.
2. Providing one-on-one and small group support to students who need additional help with academic content.
3. Assisting with supervising course work, grading assignments, tracking student progress, drawing up schemes of work and maintaining accurate records of student performance.
4. Managing classroom behaviour, including monitoring student behaviour, enforcing classroom rules, and intervening when necessary.
5. Assisting with creating and organizing instructional materials, such as lesson plans, handouts, and visual aids.
6. Attending staff and departmental meetings, professional development sessions, and other school-related events as required.
7. Supervising extra-curricular activities, community service and other school functions in and out of normal school hours.
8. Assisting with administrative functions in your department such as but not limited to completing reports.

COMPETENCIES

Technical:

2. Bachelor's degree in any of the advertised subject areas:
 - English Language & Literature,
 - Science (Chemistry, Physics or Biology)
 - Individual and Societies (Anthropology, Economics, Geography, History, or Business Studies)
 - Arts (Music, Visual Arts or Performing Arts)
 - Mathematics
 - Modern Languages (French, Spanish, or Swahili)
3. Either completed or about to complete their National Service.
4. Experience (whether National Service placement or internship) in a Teaching practice is an added advantage.

Personality:

1. Ability to work effectively with high school students.
2. Ability to demonstrate excellent oral and written communication skills.
3. Ability to work collaboratively with colleagues and contribute positively to the community.
4. Ability to manage time efficiently and stay organized.
5. Passion for teaching: Demonstrate enthusiasm and dedication to educating and inspiring students.

DIRECT REPORT

The Graduate Trainee will be supervised by and report to the Head of the Department in their respective subject area.

HOW TO APPLY

Please submit an application letter, motivation letter and a recent CV to applications@soshgic.edu.gh. The subject heading should be titled, **Graduate Trainee Programme (your subject area of interest)**. For example, Graduate Trainee Programme (Mathematics) or Graduate Trainee Programme (Arts) or Graduate Trainee Programme (Individual and Societies) etc.

DEADLINE

Application deadline is **Friday, 28th March 2025**. Only candidates who are shortlisted will be contacted for the next phase, which includes a selection test and an interview.