

Job Description CAS Coordinator

Reporting to the Head of Activities

i.e. acting as the College's CAS (Creativity, Action and Service) Co-ordinator for the IB Diploma programme

This involves meeting the requirements of CAS Co-ordinator as specified by the IB Organisation.

In particular, it involves

- keeping up to date on all developments in CAS requirements
- ensuring that students and teaching staff are aware of the IBO's CAS requirements
- ensuring appropriate records are kept of students' CAS participation
- representing the College at meetings relating to CAS
- proposing ideas and suggestions on the development of the CAS programme
- working with colleagues involved in CAS activities on administration associated with CAS
- continue to develop the application of IT associated with recording and advertising CAS

This will involve close co-operation and liaison with the:

- IB Coordinator in relation to IBO regulations and guidelines for CAS
- Dean of Students in relation to student compliance with expectations in relation to CAS
- Head of IT in relation to IT use in the recording and advertising CAS