



**Job Title:** Boarding House Activities Coordinator and House Tutor

**Employer's Name:** International Community School

**Employment Start Date:** 1st September, 2026

**Job Type:** Full Time

**School/Campus:** Accra Campus

### **ABOUT THE SCHOOL:**

International Community School Ghana is a world-class institution providing students with an inclusive holistic and international education needed to succeed in college/university and become patriotic leaders. We educate confident, responsible and engaged learners from pre-school through to high school. Our students take the Cambridge International Exams, IGCSE and the AS/A Level Exams.

### **THE POSITION:**

At our esteemed boarding house, we believe in fostering a holistic and enriching experience for our learners. We are committed to creating a vibrant, supportive environment where students thrive academically, socially and personally. As a result, the school seeks to recruit a creative and enthusiastic Activities Coordinator and Boarding House Tutor to join our residential team. If you are a female passionate about shaping the lives of young students and committed to building community through meaningful engagement, this is your role.

### **BENEFITS:**

ICS ensures that its teachers/staff are well catered for by offering them incentives and benefits as much as the resources of the school would allow.

These benefits are as follows:

1. Competitive Remuneration
2. Bursary/Scholarship for staff wards (Maximum of 2 kids)
3. Continuous Staff Training and Development for professional growth.

4. Social Security Contribution (Tier 1)
5. Enterprise Trustees Contribution (Tier 2)
6. Provident fund Contribution (Tier 3)

### **KEY RESPONSIBILITIES:**

As the Activities Coordinator, you will have the exciting responsibility to:

- Design & deliver diverse activities that cater for varied interests and age groups
- Manage logistics for events, including budgeting, scheduling and coordination with staff
- Build community through inclusive programming that strengthens bonds among residents
- Mentor students by modeling leadership and encouraging participation
- Collaborate with house tutors to ensure activities align with residential values
- Document & assess program outcomes to continuously improve offerings

In addition to coordinating activities, you will also serve as a House Tutor:

- Ensuring the well-being, safety, discipline and pastoral care of all boarders.
- Supervising efficiently the day-to-day routines of normal boarding school life, including (leaving the boarding on time in the morning and evening, light outs, prep, dining, entertainment, chapel etc.)
- Ensuring that bedrooms and common rooms are kept clean and tidy and liaising with the Head of Boarding over maintenance, laundry, cleaning, furniture and furnishings
- Helping to organize and supervising the extra-curricular life of the students to ensure that they are able to discharge their academic and other obligations efficiently.
- Liaising with the Head of Boarding and other boarding and medical staff over general concerns and in emergencies
- Being available at certain times to accompany students on hospital appointments during the day.
- Serving as tutor-on-duty and tutor-on-weekend duty as assigned
- Working with prefects to ensure that the rooms are secured at all times
- Supervising Saturday's cleaning and inspection of rooms

- Supervising the work of prefects assigned to the floor/wing
- Helping the Head of Boarding to maintain good relations and communications with all parents
- Supporting the Head of Boarding to plan and co-ordinate the annual weekend programme for all boarders
- Showing a lot of concern and interest in the students' life and activities
- Working with other resident tutors to maintain a pleasant but secured environment for all boarding students

## **PERSON SPECIFICATION:**

### **Requirements**

- Preferably be educated to degree standard with experience of pastoral work, preferably in a
- school setting.
- Experience of working with young people up to the age of 18
- Knowledge of Child Protection and Safeguarding
- Strong communicator who works well independently and with a team
- Conflict resolution skill
- Great Human Relations
- Have a can-do attitude.
- Have a high-level integrity
- Ability to articulate views and decisions and stick to them
- Ability to conduct self in a manner which elicits trust, respect and confidence

### **Application Process:**

Kindly submit your CV, a cover letter, certificate(s), a letter of recommendation from your current head and contact of two references who will be contacted if shortlisted. Only shortlisted applicants would participate in the interview. The International Community School is totally committed to safeguarding the welfare of children and young people and expects the same from its employees. All new staff will be subject to enhanced pre employment clearance including identity checks, criminal background checks, qualification checks and employment checks to include an exploration of any gaps in employment and two satisfactory employment checks.



Submit queries, if any and your completed application to [hr@icsghana.info](mailto:hr@icsghana.info)