

Director of Experiential Learning

Job Description

Role Summary	As a Member of the FOCUS Team (senior leadership team) of the College; this role includes leading and developing the “Experiential Learning” activities
Main Accountabilities	<p><u>Experiential Learning</u></p> <ul style="list-style-type: none"> ▪ Visionary for the implementation of the UWC Mission within the realm of Experiential Learning. ▪ Lead the Experiential Learning domain of the College which includes Quan Cai; China Week; Project Week; Social Action Projects; Sports Team and any activity that occurs “outside of the classroom” ▪ Collate, prioritise and administer the Experiential Learning operating and capital budgets ▪ Prepare and implement the Experiential Learning Development Plan, ensuring that this meets the strategic goals of LPCUWC. ▪ To implement (and where appropriate review) the College policies in relation to Experiential Learning, particularly “Travel Outside of Hong Kong”, “Policy on Outdoors” and “Fundraising”. ▪ To work with outside agencies to facilitate the Experiential Learning activities. ▪ Chair the Experiential Learning Committee. ▪ Facilitator for Orientation Week (and Camp) ▪ Coordinator for Cultural Evenings; staffing, performance dates & budget. ▪ Oversee Experiential Learning budget. <p><u>Quan Cai (possible ‘IB CAS Coordinator’ post)</u></p> <ul style="list-style-type: none"> ▪ Schedule activities in co-ordination with the FOCUS team, including the calendaring of events over the year. ▪ Approve funding for new Quan Cai activities arising from student or staff initiative in the course of the academic year. ▪ Discuss with the Principal and relevant staff the staffing requirements for the programme. ▪ Encourage the development by staff of new elements to the programme which are in line with development objectives and the overall aims of Quan Cai. ▪ Ensure IB CAS participation and administrative requirements are met including the administration of ManageBac. ▪ Facilitate the participation of students in interschool competition including the registration of students each semester (HKSSF Sports master) <p><u>China Week/Project Week/Trips & Mission postholders oversight</u></p> <ul style="list-style-type: none"> ▪ To oversee the work of the Trips Coordinator ▪ The Trips Coordinator manages the work of the Trips Committee, which includes staff allocation to China Week/Project Week; decisions on trips taking place and the overall risk assessment of such activities.

	<ul style="list-style-type: none"> ▪ The Trips Coordinator post currently includes that of Mission Coordinator, developing and overseeing initiatives relating to the Peace and Sustainability aspects of the UWC Mission, including facilitation of UWC Day and Peace/Sustainability Change of Pace Days. ▪ Oversee and develop Outdoor activities <p>The accountabilities/posts above are subject to change/redistribution depending on the qualities and experience of the successful candidate.</p>
Typical reporting relationship	School Principal
Minimum typical education	Graduate Teaching Qualification
Minimum typical experience	<ul style="list-style-type: none"> ♦ Some experience and/or tertiary qualification relating to the development and delivery of philanthropic initiatives and management. ♦ Experience and enthusiasm for fundraising.

Core Professional / Technical competencies required	<p><u>Abilities</u></p> <ul style="list-style-type: none"> ♦ Ability to make decisions, use initiative and take responsibility for tasks. ♦ Strong organizational and management skills. ♦ Ability to work cooperatively in a team and take responsibility for individual projects. ♦ Strong ICT skills. ♦ Ability to effectively communicate publicity, in person and in writing. ♦ Share the vision and values of the UWC movement. <p><u>Knowledge</u></p> <ul style="list-style-type: none"> ♦ Some knowledge and understanding of Experiential Education ♦ Knowledge of the IB Diploma CAS requirements.
Core Soft / Transferable Competencies required	<ul style="list-style-type: none"> ♦ Positive can-do attitude. ♦ Positive Leadership attributes ♦ Able to handle sensitive and confidential information tactfully and with integrity. ♦ Excellent time management, organizational and prioritization skills with the ability to juggle a wide range of competing demands and deliver to deadlines.
Development / Training to support role competencies	<p><u>Development activities</u></p> <p>To be negotiated as part of the appraisal process.</p> <p><u>Relevant courses</u></p> <p>To be negotiated as part of the appraisal process.</p>
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