

A woman in a colorful patterned dress and a woman in a white lab coat and blue headscarf are looking at a document together. The woman in the lab coat is wearing glasses and has a blue headscarf. They are both smiling and appear to be in a laboratory or classroom setting. The background is blurred, showing other people in white lab coats.

AFRICAN SCIENCE ACADEMY

PHYSICS LABORATORY TECHNICIAN & TEACHING
ASSISTANT



“

Science and technology
can have an
extraordinary impact.
We want to help drive
Africa's development by
inspiring and unleashing
the next generation of
female scientists and
engineers.

”

Tom Ilube CBE, Chair of African Gifted Foundation and Founder of African Science Academy. Tom is a technology entrepreneur and educational philanthropist. He is currently CEO of Crossword Cybersecurity, Board Member of the BBC, Advisory Fellow of St Anne's College, Oxford, Honorary Fellow of Jesus College, Oxford. In 2017, he was voted Britain's most influential person of Afro-Caribbean descent

The mission of ASA is to educate a generation of brilliant young women and develop Africa's future STEM leaders who will transform their continent.

A message from the Chair of African Gifted Foundation Ghana

As Chair of the African Gifted Foundation Ghana (AGFG), I look forward to welcoming an outstanding Administration and Communications Officer who will play a key role in helping to manage non-academic life at the school.

I am very proud to be part of the African Science Academy (ASA) and to lead AGFG. ASA students are some of the most exceptional young women I have come across and I truly believe will go to make a profound impact in Ghana and across Africa.

In just a few short years, ASA has developed an enviable reputation. We have hosted leading academics, entrepreneurs, politicians, authors and executives from across Africa and around the world.

We have identified and educated 100 outstanding, gifted young African women from across the continent and, after studying at ASA, almost all of them have been awarded full scholarships to study at leading universities worldwide.



Over the next few years, we will expand the school to provide a platform for a whole generation of incredibly gifted young women from all across Africa to launch their careers in science, technology engineering and mathematics.

By joining ASA, you will have the opportunity to be part of this exciting vision and help us develop Africa's future STEM leaders.

Rosalind Kainyah MBE

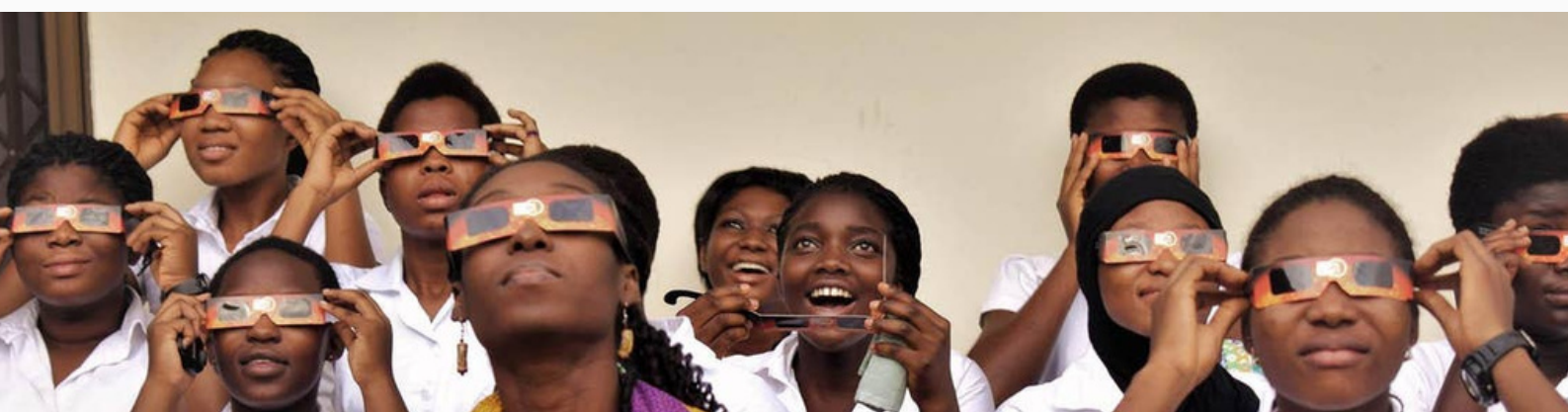
About African Science Academy

The African Science Academy (ASA) is a private, not-for-profit school, founded in 2016 by UK-based charity, the African Gifted Foundation (AGF) to provide brilliant young African women with a world-class STEM (Science, Technology, Engineering and Mathematics) education. ASA was founded on the core belief that science and technology will drive Africa's reinvention. We believe that women and girls should be at the forefront of this reinvention and will lead Africa's STEM future. The school is the brainchild of Educational Philanthropist and Technology Entrepreneur, Tom Ilube CBE - Chair of the African Gifted Foundation and Founder of the African Science Academy.

ASA develops the potential of gifted students and provides them with the support and confidence they need to be future STEM leaders. We scour the continent for Africa's brightest young women (generally aged 16 - 18 years old) and select 25 outstanding students to join us for an intense one-year STEM programme. In just one academic year, our students study the Cambridge International A-Levels in Maths, Further Maths and Physics. Alongside this, our students study robotics, computer programming, a range of extra-curricular activities and are instilled with the skills they need to become leaders in their fields.

Our students also hear from and have access to a range of high-profile speakers at our weekly guest speaker series. Through our speaker series, we aim to inspire our students to become innovative leaders who will go on to transform the continent. Speakers have included leading academics, entrepreneurs, politicians, authors and executives from around the world.

Our students are truly exceptional and 90% receive full scholarships to attend leading universities across Africa and around the world. We are seeking an exceptional Teacher of Mathematics to help build future STEM champions.



Our Vision

High-quality STEM education at the secondary school level is vital to unlocking their potential and showcasing that Africa is rich when it comes to STEM talent. As a leader in STEM education aimed specifically at African girls, ASA is uniquely positioned to address the gender disparity in STEM and the urgent need to develop STEM education in Africa.

ASA is already one of the most high-profile schools in Africa. It has received global coverage in the media on the BBC, CNN, as well as leading newspapers. Last year, we received over 500 applications from 12 African countries for our 25 places.

As we reach our five-year anniversary, we plan to develop the school into a hub for STEM education for girls from across Africa and increase our cohort from 25 to 100 students per year. We want to harness the immense potential of young women in Africa to take charge of the development of their countries and become the STEM leaders of tomorrow.

British Council PSGN
Overall Best in Ghana

**AS & A
LEVEL
SCHOOL
2022**

British Council PSGN
Overall Best in Ghana
MATHEMATICS

**AWARD
2022**

British Council PSGN
Overall Best in Ghana
MATHEMATICS

**AWARD
2022**

"ASA isn't levelling up the playing field in STEM, it's tipping it in favour of girls."

Dr Tom Tagoe, Ghana Scientific

The Role

Physics laboratory technician and teaching assistant (Full-Time)

Fixed-term one-year contract (with the possibility to extend, if mutually agreed)



Tema

Start date: Immediately

Reports to: Lead teacher of physics

Job purpose:

The physics laboratory technician and teaching assistant is responsible for offering support as directed by the lead teacher of physics in the physics classroom and during physics practicals to ensure effective teaching and learning of the course

Main Duties and Responsibilities

- Set up and prepare class demonstrations and experiments working from knowledge of the subject area and reference materials
- Demonstrates and provides instruction to students in proper use and care of laboratory materials and equipment
- Assists in maintaining security of laboratory equipment and materials.
- Cleans up after each lab session
- Trialling practical activities
- Performs related duties as required.
- Helping Teachers with lesson preparation, including collecting materials and setting up equipment
- Reviewing lessons with students on a one-on-one basis or in small groups.
- Supervising students in class and field trips.
- Tracking attendance, grading assignments and calculating grades
- Giving extra help to students who are struggling with a concept
- Assisting students with special learning requirements
- Attending departmental meetings
- Collaborating with the Teacher to identify students' issues and recommend solutions

Administrative

- Participate in the duty rota;
- Communicate and cooperate with other staff;
- Attend staff meetings as and when called; and
- Attend pre-term meetings or induction days.

Involvement in School Community

- Foster, by example, a spirit of academic enquiry in the school. Read and share books, articles etc. ;
- Provide inspiration and motivation to the school community;
- Help with contributions to parent-teacher meetings, Open Days etc;
- Support all activities within the School, including extra-curricular activities;
- Support all school events;
- Share in evening and weekend duties; and
- Maintain good discipline within the classroom, the School and its facilities by carrying out the School Policy on: punctuality, respect for others, manners, appearance etc.

Student Well being

- Make sure that you are aware of special circumstances affecting students; e.g. home background etc. ;
- Be aware of those students who are struggling, experiencing special difficulties, or need stretching etc. and offer appropriate support;
- Liaise with appropriate pastoral staff when problems involving specific students arise;
- Act as a tutor as and when advised;
- Safeguard students health and safety;
- Help build a school culture based on the Academy's key values and making the and;
- School environment welcoming to all students from many different backgrounds.

Personal Qualities:

- Exemplary communication skills
- A confident and articulate individual, comfortable acting as a source of authority
- Enthusiasm, conviction, initiative and personal commitment to education
- Excellent team working skills
- Enduring resilience
- Consistency and accountability
- Leading learning innovation
- Able to work under pressure and to deadlines
- Ability to help maintain a secure, safe and healthy school environment
- Good organisation and able to prioritise tasks and make decisions
- Good time management
- Flexibility
- Seeking advice and support when necessary

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

To apply for this opportunity please submit the following documents to gifty.ghansah@afriangifted.org and jennifer.mensah@afriangifted.org.

- A letter of application (no longer than two pages), briefly outlining why you wish to apply for this position, what specific skills, qualities and experience you can offer the school and would make you suitable for the role.*
- A current CV (no longer than 3 pages)*
- The names and full contact details, including the current email addresses of two referees. Please also indicate the relation to the referees.*

African Gifted Foundation Ghana is committed to the safeguarding of our students. The appointment will be subject to an enhanced child protection screening appropriate to the post. Please note that you may be required to provide additional documentation as proof of your identity and qualifications.