



CANDIDATE BRIEF

Director of Co-Curricular and Enrichment





WELCOME TO SIBFORD

Sibford School is a co-educational, independent day and boarding school for children aged 3-18.

Sibford is a place where we aim to nurture ambitious learners who shape their worlds with their creative, compassionate and questioning minds, where your teaching journey can flourish alongside the growth of our exceptional students.

In our commitment to individuality, we recognise that educators, much like our students, are diverse in their approaches and strengths. At Sibford, you're encouraged to be adventurous, curious, creative, confident, and above all—be yourself.

Rooted in Quaker values, our approach to teaching is grounded in truth, integrity, equality, community, peace, simplicity, and sustainability. These values are not just words on paper but living principles that underpin the distinctive characteristics of Sibfordians.

In the nurturing, safe, and supportive environment we cultivate, you'll find a space where your teaching potential has no limits. Here, there's no ceiling on your ability to inspire and shape young minds, both academically and personally. Tolerance and consideration towards each other are not just encouraged; they are integral to our community ethos.

Our curriculum is as diverse as the talents it aims to nurture. Whether you are joining us to teach

traditional academics, creative arts, technology, or horticulture, you'll have the opportunity to guide students on their unique journeys. In small, dedicated classes, you'll be the mentor, inspiring and stretching each individual, guiding them to discover their own talents and embrace their authenticity.

Beyond the classroom, we invite you to contribute to a myriad of co-curricular activities. These experiences not only foster skill development in the students but also create strong connections based on shared interests, forming a deep sense of belonging within our community.

Sibford is more than just a school; it's a place where educators are partners in the growth and development of future leaders and citizens. If you're seeking a teaching environment that values creativity, agility, resilience, positivity and empathy, we warmly invite you to consider joining us at Sibford.

A candidate pack can only convey so much. Come and meet us in person—experience the genuine warmth and vibrancy that defines our educational community.

Looking forward to the prospect of welcoming you to the Sibford family.

Rebecca Evans, Head





EMPLOYEE BENEFITS FOR TEACHERS

Salary	Sibford Teaching Scale Aims to mirror national teaching pay scales
Pension Employer's contribution	18%
Pension Employee's contribution	5% minimum
Group Life Assurance	4 x annual salary
Group Income Protection	50% of basic salary Payable for up to 3 years
Staff Fee Remission Discount on school fees	66.6% pro-rata'd for part time
Paid Holidays	18 weeks - Including bank holidays
Academic term	34 weeks term time
Sick Pay entitlement	1 month full & 1 month half pay per year of service – up to maximum of 6 months
Free School lunch	Provided on working days
Free car parking	Parking is on the school site
Free use of School Swimming pool for staff	Allocated times



THE ROLE - Director of Co-Curricular and Enrichment

- **Full Time**
- **Competitive Employment Package (depending on experience)**
- **Accommodation available on site**

We are seeking to appoint an inspiring and passionate Director of Co-Curricular and Enrichment to lead and be accountable for the delivery of quality, delivery and effectiveness of the School's co-curricular programme. The Director of Co-Curricular and Enrichment will manage key co-curricular leaders, coordinate staff participation, and support the Deputy Head in the planning and delivery of key School events, ensuring there is a workable and effective School Calendar.

The ideal candidate will bring exceptional experience and knowledge, a passion for motivating and inspiring pupils across all age ranges and a keen desire to be part of the whole school community. The ideal candidate should have:-

- Obtained a good honors degree
- Significant teaching experience (with QTS) at senior school level
- Proven experience of leading and managing innovation and change
- Outstanding track record as a teacher
- Decisive and confident in organisational management
- Evidence of influencing outstanding outcomes in other teachers
- Strong IT skills, especially in data-handling and analysis
- Strong communication skills, with both internal stakeholders and in public

Experience of senior leadership at a school which offers a significant co-curricular programme and/or experience of creating and implementing a varied co-curricular programme, in a co-educational context would be a strong advantage but not essential.



THE ROLE - Director of Co-Curricular and Enrichment

Overall Purpose: To be responsible for the overall strategy, leadership and management of the School's Co-Curricular Programme.

Reports to: Deputy Head

Key contacts: Senior Leadership Team, Heads of Drama, Music & Director of Sport, Educational Visits Coordinator, other teaching and administrative colleagues, pupils and parents, external service providers and venues and Prep schools.

Key Responsibilities:

Operational and Strategic

- Set the strategic vision for the School's co-curricular programme;
 - Develop and co-ordinate the School's enrichment programme, providing pupils with varied, engaging, and challenging opportunities (outside of the academic timetable).
 - Oversee the internal Scholarship and more able Programmes ensuring pupils are supported, stretched, and contribute positively to the School community.
 - In conjunction with the Educational Visits Coordinator, planning and developing an annual programme of trips, ensuring the opportunities for learning outside the classroom are considered strategically and offer opportunities for all pupils
 - Monitoring SOCS modules to ensure sustainable pupil engagement and commitment across the co-curricular programme.
 - Develop strong, tangible, and long-lasting relationships with the local community through the pupil co-curriculum and provision of our expertise and facilities; actively forging links with prep schools; developing service as a central experience for all pupils; promoting pupil engagement in charitable events; in conjunction with the Marketing Department promoting the 'outward face' of the School.
 - Effectively manage budgets, ensuring financial resources are allocated efficiently to meet organisational objectives.
- Line managing the key providers of the co-curricular programme, including the Head of Music, Head of Drama and Director of Sport in the delivery of a fully coordinated structured and sustainable co-curricular programme.
 - Setting and communicating the co-curricular expectations to ensure full staff buy-in and commitment to the vision and values of the co-curricular programme; managing staff commitments and establishing, as far as is reasonably possible, equitable and fair contributions; managing the deployment of staff to match skills, talents, and interests with co-curricular needs; supporting staff training and development; monitoring the effectiveness of co-curricular delivery.
 - Attending Extended Leadership Team (ELT) meetings and contributing to the agenda; advising the Head on all matters pertaining to the co-curricular programmer; supporting school events; developing and implementing overall strategic planning; developing leadership and management skills in other staff, identifying future talent, and ensuring effective succession planning for emergency and long-term purposes.



PERSON SPECIFICATION

Requirements	Essential	Desirable
Educational attainment	Good honors degree	Post-graduate educational degree
Knowledge required	Significant teaching experience (with QTS) at senior school level	
Experience required	Proven experience of leading and managing innovation and change	Leadership at a school which offers a significant co-curricular programme
	Outstanding track record as teacher	
	Evidence of influencing outstanding outcomes in other teachers	Experience of creating and implementing a varied co-curricular programme, ideally in a co-educational context
	Strong IT skills, especially in data-handling and analysis	



PERSON SPECIFICATION

Requirements	Essential	Desirable
Skills and aptitudes required	A team player and the ability to work flexibly with a range of stakeholders	
	Ability to lead and inspire pupils of all ages and levels	
	Excellent communication and interpersonal skills	
	Excellent organisational skills and the ability to prioritise workload and comply with tight deadlines	
Interests	Commitment to continued professional development.	
Personal qualities required	Professional manner, results driven and the desire for continual development and improvement, ensuring excellence.	
	Confidentiality, a sense of humour, organisation, creativity, reliability.	
Circumstances	Participate fully and actively in the boarding life of the school with associated duties and responsibilities. Part time staff are expected to take a proportion of these responsibilities.	



THE APPLICATION PROCESS

Thank you for showing an interest in our school and the vacancy which we are currently advertising.

You can complete the application online via the school website here: [Work With Us | Sibford School](#).

If you have any questions or queries, please contact the HR department: hr@sibfordschool.co.uk or call 01295 781291.

Applications will be reviewed as they are received. The School reserves the right to appoint at any stage of the recruitment process; early applications are therefore encouraged.

Sibford School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All offers of employment are subject to an enhanced DBS check.

We are unable to accept CVs due to Safer Recruitment Practices.

If you are successfully shortlisted, you will be invited for interview at the school.

Closing date for applications:
Tuesday 7th May 2024 at 12pm

Interview date:
Week of 13th May or week of 20th May 2024.

