

Job Title:	Director of Co-Curricular and Enrichment
Responsible to:	Deputy Head
Contract:	Permanent, Full-time
Salary:	Leadership scale, 16-period release time a week to complete the role.

Purpose of the role

To be the senior leader who, in conjunction with the Deputy Head, is accountable for the quality, delivery and effectiveness of the School's co-curricular programme. The Director of Co-Curricular and Enrichment manages key co-curricular leaders, co-ordinates staff participation, and supports the Deputy Head in the planning and delivery of key School events and ensuring there is a workable and effective School Calendar.

Key Duties and Responsibilities

Operational and Strategic

- With the Deputy Head setting the strategic vision for the School's co-curricular programme; ensuring the quality of the provision is second to none; developing a range of activities that offer cultural, intellectual and sporting opportunities; analysing provision so that the programme serves the interests of all pupils (irrespective of gender, age or ability); implementing a fully safeguarded and coherent management system for delivering the 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.) Including before-school, after-school, boarding and lunchtime activity provisions.
- 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.
- Working with the Community Development Manager and Charities Coordinator to 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

Management

- 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.

Other

- 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.
- Lead by example, setting the bar high for professional standards and inspiring colleagues to do the same.
- You are required to carry out any reasonable task commensurate to your post as directed by the Head.

Safeguarding Responsibilities:

- To know the identity of the School's Designated Safeguarding Lead and Deputies.
- Proactively be alert to indicators of potential safeguarding issues and report these immediately in accordance with the School's procedure.
- Be aware of the School's Safeguarding and Child Protection Policy and to follow its requirements.
- Attend training relating to Safeguarding of Children provided by the School as required.
- Engage in safe practice and professional conduct to safeguard children to mitigate against the potential for misunderstandings or situations being misconstrued.
- The School is fully committed to safeguarding the welfare of all pupils and expects the same from its volunteers, employees and representatives.

All roles employed to work at Sibford School are subject complete an Enhanced DBS check.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good honours degree • Significant teaching experience (with QTS) at senior school level 	<ul style="list-style-type: none"> • Post-graduate educational degree
Skills and experience	<ul style="list-style-type: none"> • Proven experience of leading and managing innovation and change – • Outstanding track record as teacher – • Evidence of influencing outstanding outcomes in other teachers • Strong IT skills, especially in data-handling and analysis 	<ul style="list-style-type: none"> • Experience of senior leadership at a school which offers a significant co-curricular programme • Experience of creating and implementing a varied co-curricular programme, ideally in a coeducational context
Personal qualities	<ul style="list-style-type: none"> • Strong communication skills, both interpersonal and in public • Decisive and confident in organisational management 	