HYMERS
COLLEGE

DIRECTOR OF CO-CURRICULAR ACTIVITIES (Sept 2018)

Job Description

The Director of Co-Curricular Activities at Hymers College will be line-managed by the Headmaster and is expected to work closely with him, the Deputy Head (Management) and the extended SMT to promote a holistic approach to education: supporting the education of the whole individual, in line with the school's educational philosophy.

We are looking for a dynamic and well-organised manager to take responsibility for directing and organising extra-curricular and outreach activities throughout the School. This role is a new position and requires a motivated, pro-active individual, able to work well with and draw together a variety of key departmental areas. The school runs an ambitious programme of sport, music, drama, community service, societies and outdoor activities. It means that the planning and timetabling of the co-curriculum, and the quality and monitoring of students' involvement, are paramount.

The successful candidate will lead and be responsible for the co-curriculum of over 750 students in the Senior School, boys and girls. He or she will be responsible for the communication and implementation of co-curricular policies and procedures. The Director of Co-curriculum is a key member of the management team, which comprises the Head, Director of Finance, Deputy Head (Management), Deputy Head (Pastoral Care), Head of Junior School and Director of Learning and Teaching.

The Director of Co-Curricular will be expected to:

- Organising a programme of events and activities to ensure a wide a range of opportunities are accessible to boys and girls throughout the School;
- Timetabling a balanced provision of extra-curricular activities, including lunchtime and after-school clubs;
- Overseeing the provision of information for the pupils, parents and staff;

- Liaising with the Deputy Head (Management) to ensure a co-ordinated, streamlined approach for the pupils and staff;
- Working with the Heads of Year to ensure a dynamic and effective enrichment programme is available to all pupils throughout the Senior School;
- Working with colleagues on SMT to co-ordinate School events and activities throughout the year;
- To ensure all staff are making a contribution to the co-curricular life of the school;
- To develop community service as a central experience, especially in the Sixth Form;
- To develop outreach and community relations through the student co-curriculum;
- To liaise with the Director of Sport, Director of Music, Head of Drama and all other stakeholders;
- To ensure calendaring is effective and that communication is clear between all areas of the school;
- To liaise with the Development Department to ensure the school celebrates its many successes in the co-curricular area;

When not taking charge of an activity, the Director of the Co-Curricular is expected to support the pupils at concerts, productions and on Saturdays at matches.

Person Profile

We seek someone with ideas, the ability to put them into practice and the personal presence to persuade others of their value. Above all, the person appointed must be approachable and a good listener. They will also have energy, commitment and enthusiasm. There will be plenty of opportunity to do new things and the chance to experience at close-hand the many facets of leadership and management in an academic day school.

The successful candidate is likely to have had some managerial experience either as a as a Head of Department, Housemistress or Housemaster, or Head of Year, and will be hoping to move on to a Headship in due course.

The new Director of Co-Curricular will teach around 18 lessons but no particular subject area is sought.

Salary

Salaries are in accordance with the scales laid down by the Governors, which are in line with the current National Salary agreement, plus the Hymers allowance. The salary is negotiable and dependent on experience.

Fee Concession

The children of members of staff attending Hymers College receive a 50% fee concession. However, all pupils must pass an entrance examination.

Appointments Procedure

There is an application form which should be accompanied by a letter outlining why the candidate is drawn to the post. A CV may also be sent.