



## THE INTERNATIONAL SCHOOL (B) BHD

### JOB DESCRIPTION

<b>Position Title:</b>	<b>HEAD OF ECA PROGRAMME</b>
<b>Line Manager:</b>	<b>EXECUTIVE PRINCIPAL</b>
<b>Line Manages:</b>	<b>ECA ADMIN ASSISTANT</b>
<b>Works in Conjunction with:</b>	<b>CLASS TEACHERS, CLUB LEADERS, HEAD OF PE, FRONT OFFICE STAFF</b>
<b>Responsibility Allowance:</b>	<b>LEVEL 2B</b>
<b>Teaching Load</b>	Maximum teaching load for the Head of ECAs is 70%

#### **Key Responsibility Areas:**

In addition to the core responsibilities of a teacher as outlined in the job description of a teacher:

- Contribute to whole school policy-making and strategic planning as required by the Head of School.
- Organise and promote a balanced and high quality ECA/Clubs programme across Primary and Secondary,
- Ensure that the scope, scale and variety of the ECAs offered enrich the academic curriculum for all ISB students.
- Maintain data about student participation in the ECA programme and create a yearly report for SMT
- Active member of the Middle Leadership Team.

#### **Leadership & Management of Wider Community:**

- Publicise and market the ECA programme, using a variety of communication methods, to all relevant members of the ISB community.
- Manage communication methods with the wider community.
- Oversee and share a balanced and relevant ECA programme.
- Liaise with Primary and Secondary teachers and paid club leaders, to create a schedule for each academic term.
- Keep all parties informed of changes to the ECA schedules.

#### **Leadership and Management of Others:**

- Line manage the ECA Admin Assistant and delegate all relevant tasks.
- Ensure ECA Administrative Assistant is appropriately skilled.

**Management of Resources & Operations:**

- Create online forms for students and parents to select ECA options for each term during the academic year.
- Coordinate payment of fees to club instructors and reimbursement for used resources to class teachers with the assistance of the Accounts Department;
- Organise logistics and costs of clubs run by external providers.
- Ensure front office staff are provided with the relevant information about paid ECAs for billing.
- Liaise with Primary, Secondary and Marketing departments to ensure that facilities bookings are completed for ECAs.

**All ISB staff are expected to:**

- Act as a positive role model.
- Offer at least one Extra Curricular Activity per week as described in the secondary school ECA policy.
- Undertake duties at break and lunchtime in order to ensure the health and safety of our students.
- Attend meetings when required.
- Ensure all CIS requirements are effectively carried out.
- To carry out cover for colleagues when required.
- To take part in school trips and events.
- Secondary teachers may on occasion be asked to undertake paid relief duties within the school’s boarding programme. These duties might take place in the evenings or at weekends.
- To undertake such duties as are reasonably determined by the Executive Principal.

**This job description may be amended at any time after discussion with you, but in any case will be reviewed within one year.**

**Signed ..... Date .....**