

## Job Description

### Deputy Head - Co-Curriculum and Community

Job Title	Head of Co-Curriculum and Community
Line Manager	Principal
Needed for:	For August, 2021

<b>Purpose and Mission : To support the following Amity International Strategic Priorities</b> <p>The purpose of this role is to drive the strategic development of the Co-curriculum and the promotion of Community values through the implementation of new, and enhancement of current initiatives. This is a means to end to help the school continue its journey towards becoming a leading 3-18 not-for-profit school in the Middle East. The person appointed will be integral to helping the school achieve this aim.</p> <p>All Staff are expected to work collaboratively to further the school's development and achievement of its strategic aims (see attached)</p>
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<b>Key Performance Indicators</b> <ul style="list-style-type: none"> <li>• High quality co-curricular provision throughout the school inclusive of community focussed initiatives</li> <li>• An efficiently run and well-coordinated programme of activities and events that are aligned with the school's holistic education and community values</li> <li>• An annually produced account of the achievements of the school in the form of a publication that celebrates the achievements of the school across the year</li> <li>• A detailed and well-communicated school calendar</li> <li>• Attainment and achievement in a range of externally certified programmes (e.g. Lamda or RADA drama awards, inter-school sport, ABRSM, Trinity, World Scholars Cup etc)</li> <li>• Pupil and Parent feedback indicating that there is a high satisfaction with the level of challenge, support, and progress</li> </ul>
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<b>Values</b> <ul style="list-style-type: none"> <li>• <b>Inspiring Excellence:</b> The pursuit of excellence is encouraged in all areas of school life.</li> <li>• <b>Celebrating Diversity:</b> Our community is culturally rich and a source of benefit for all learners.</li> <li>• <b>Collaboration:</b> Working together, we are more effective.</li> <li>• <b>Togetherness:</b> An Amity education is done with and for our pupils rather than to them. Respect based on a culture of integrity, accountability, compassion and sense of fairness means that collectively, the school works together to ensure that the School fulfils its commitment to its community in the best way possible.</li> </ul>
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<b>Duties and Responsibilities</b> <p>The Deputy Head of Co-Curriculum and Community is a member of the School's Extended Leadership and Management Team. He or She reports directly to the Principal and shares management responsibility for the smooth and efficient running of the School.</p> <p>The Deputy Head of Co-Curriculum and Community leads the programme of co-curricular activities across the whole school and has the responsibility of timetabling and staffing all the varied activities that occur on a weekly basis. Assisting the Co-curriculum Office is a team of bus coordinators, administrators, receptionists and colleagues within the academic team.</p> <p>He or She is also responsible for ensuring that the school remains a hub in the community. They will liaise with the parent communities to establish initiatives the promote a sense of 'togetherness' and citizenship, both within the pupil body, but also in the community as a whole, by realizing the potential of our extensive campus and facilities. To this end, there will be close liaison with the Pastoral leaders in the school.</p> <p>This role involves liaison with the school's operation and compliance team and the school's regulator, the Abu Dhabi Education and Knowledge Department. Although most responsibility for school trips lies with trip organizer, the coordination, compliance and approval will lie with co-curricular office.</p> <p>The Deputy Head of Co-Curriculum and Community has overall responsibility for ensuring that the Co-Curriculum is ambitious, and delivers a high quality provision aligned with school's development aims (see end).</p>
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In addition, specific responsibilities will include:

- Leadership of the Co-Curricular Activities programme with executive responsibility for staffing, resourcing and scheduling.
- Promoting the importance of community service to pupils, colleagues, parents and the wider community and supporting students in understanding ethical concerns, international-mindedness, and global citizenship
- Ensuring a fairness of activity distribution for each member of staff, taking into account their other responsibilities.
- Liaison with the Heads of Schools in respect of the careful balancing of the co-curricular programme within the life of the School.
- Management of the Co-curricular budget
- Oversight and responsibility for all educational visits in the UAE and overseas,
- Oversight and final sign-off on the Year Book
- Attendance at Management Meetings and other relevant meetings as agreed with the Principal
- Management of the School calendar and chair of the calendar committee, ensuring calendaring is effective and that communication is clear between all areas of the school.
- Quality assessment and appraisal of co-curricular activities and events
- The organization of major events such as Prize-Giving ceremonies, Graduation, and Sport Celebration evenings
- Assistance with the Scholarship assessment process
- Assistance with staff recruitment
- Assistance with the annual appraisal process, especially with respect to co-curricular involvement
- Participation in the induction process of new teaching staff by introducing co-curricular policies and practices as necessary
- Contribution to the School Evaluation process and the development and implementation of the School Improvement Plan
- Establishment, in consultation with Pastoral staff, of an ethos of leadership opportunity for all pupils, especially with respect to community service
- Establishment and maintenance of links and contact with organisations and local schools with regard to social and other enrichment opportunities
- Establishment of links with local and international extra-curricular providers and government agencies
- Oversight of the annual update of all policies and documentation in relation to trips and co-curricular activities to ensure that international best practice and legislation is followed and that all teachers are familiar with and comply
- In consultation with the Heads of School, the professional development of staff in relation to co-curricular skills and qualifications.
- Awareness of and the enacting of safeguarding practices as they relate to co-curricular activities
- Liaison with the School Nurse on all matters relating to illness and injury.
- Liaison with the Government Relations Executive and, as necessary, the Abu Dhabi Educational and Knowledge department in order to lead the approval process for all external visitors, trips and events.
- Evaluation of the use of resources and equipment
- Encouragement of parental interest in their child's progress within the co-curriculum
- Liaison with the Operations Manager on matters relating to external providers
- Liaison with the Operations Manager and Facilities team with regards the coordination and budget for the regular use of external venues and transport coordination
- Line management of the International Award Coordinator and the Amity Diploma coordinator
- Production of the termly co-curricular activity booklet.

All academic staff are also expected to adhere to the following duties and responsibilities:

*Personal and Professional Conduct*

- Always maintain high standards of ethics and behaviour, within and outside School
- Ensure that pupils are always treated with dignity in order that a culture of mutual respect is maintained. A tolerance and respect for the rights of others is core to the school's ethos.
- Staff should always be mindful of observing appropriate boundaries in order that the teacher's professional position is not compromised in any way
- Adhere at all times to the School's Safeguarding policy and procedures and regard the child protection and well-being of paramount importance
- Support and encourage the values and aims of the UAE including tolerance of those with different faiths and beliefs and being mindful of sensitive topic areas
- Have proper and professional regard for the ethos, policies and practices of the School and maintain high standards in their own attendance and punctuality

#### *Other responsibilities*

- Attend staff meetings, open evenings, parents' evenings, morning assemblies and staff morning briefings unless on duty.
- Follow all agreed School Policy and procedures as shared and as per the Staff Handbooks
- Undertake other reasonable duties as the Principal deems necessary for the effective operation of the School

#### **Skills and Character**

##### *Essential:*

- The ability to think strategically, work collaboratively and to present to parents, pupils and colleagues a warm, engaging and approachable personality
- Good personal Administration and Organisation skills
- A high level of professionalism
- Self-awareness and reflection, personal drive and resilience
- Capacity to realise opportunity and manage and implement change
- Good written and oral communication
- An ability to work and contribute in a team
- Passion for teaching and commitment to educating the whole child and achieving outstanding outcomes of pupil learning and achievement
- Creativity and capacity for innovation
- Optimism in order to be a positive influence on pupil achievement and progress
- A commitment to the safeguarding and well-being of young people
- A commitment to continuous professional development, personally and for others.
- A working understanding of how a range of factors can inhibit students' physical, social and intellectual development of children and all-round learning and a capacity to adapt teaching to support pupils' education at different stages of development
- Respect for all members of a school community, irrespective of position, gender, age and ethnic background

#### **Qualifications and Experience**

##### *Qualification:*

- Bachelor's degree in education OR other relevant field with a teaching qualification appropriate for the age range

##### *Knowledge/experience:*

- The successful candidate for this challenging and rewarding position will have at least three years' experience of managing a well-functioning department or team

#### **Other Requirements**

- Appropriate references from current and previous employer, corroborated by personal phone calls made to each referee
- Acceptable police checks (or equivalent) from the country of origin and from all other countries in which the applicant has worked and unquestionable suitability to work with children

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended following discussion between the line manager and member of staff. This might, for example, follow an appraisal process, and will be varied in the light of the needs of the school.

Amity International School is committed to safeguarding and promoting the welfare of children and young people. It expects all staff, volunteers and any third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Signed: ..... Name (Print): ..... Date: .....

# Amity International School

## Strategic Aims and Mission

Across the following areas, by September 2022, the School will have:

<b>Community</b>
<ul style="list-style-type: none"> <li>Enhanced engagement through the Friends of Amity for the benefit of Students, Parents, and Staff</li> <li>Maintained a strong and happy multinational community of parents, students and staff</li> </ul>
<b>Academic</b>
<ul style="list-style-type: none"> <li>An enhanced culture of academic ambition, with inspirational teaching and high expectations for all students, allowing students of all abilities and curriculum strengths to progress at appropriate rates of learning</li> <li>Reviewed and developed its flexible and innovative curriculum rooted in a love of learning</li> <li>Achieved public examination results that demonstrate strong 'Value Added' at all levels</li> <li>A more diverse curriculum at all levels</li> <li>Embedded Arabic within the cross-curricular provision throughout the school</li> <li>Established effective programmes for online-learning and opportunities to collaborate in academic projects beyond Amity</li> </ul>
<b>Pastoral</b>
<ul style="list-style-type: none"> <li>Built on our reputation for excellence in pastoral care, ensuring that our students are happy and safe at school</li> <li>Developed the class teacher/tutor provision to deliver outstanding support to all students in partnership with parents</li> <li>Established stronger partnership with parents through enhanced communication about student welfare and progress</li> <li>Established sector-leading counselling and wellbeing services integrated within the overarching pastoral care of students</li> </ul>
<b>Co-Curricular</b>
<ul style="list-style-type: none"> <li>A culture and practice where all members of the teaching staff and students are actively involved in an appropriate and balanced range of activities</li> <li>A proven reputation for excellence in the creative and performing arts, with increased participation and/or performance opportunities</li> <li>Increased opportunities for encouraging community service and charitable giving</li> <li>Developed outstanding sports provision, ensuring equal standards for boys and girls</li> <li>Established joint ventures with a wide range of external partners across the co-curricular spectrum</li> </ul>
<b>Organisation</b>
<ul style="list-style-type: none"> <li>Established a reputation as a leading private school in Abu Dhabi</li> <li>Enhanced its personalised and differentiated approach to all-round education, offering excellent added value in all areas</li> <li>Developed outstanding provision of advice and preparation for life beyond school in its widest sense</li> <li>Increased its provision of means-tested financial support to widen access to an Amity education</li> <li>Built a network of partnerships offering enhanced opportunities for collaboration, community service, ECA providers, and work experience beyond Amity</li> <li>Developed innovative use of IT in teaching and learning, communications and administration</li> <li>Operating an even more efficient bus service that benefits a greater proportion of the student body</li> <li>Enhanced value for money through increased efficiency in purchasing and procurement across the School's operations</li> <li>Evaluated opportunities and established strategies for the generation of new revenue streams to address the challenge of affordability</li> </ul>
<b>Admissions and Marketing</b>
<ul style="list-style-type: none"> <li>Grown applications whilst maintaining a balance of genders and a similar diversity in nationalities</li> <li>Asserted our existing academic entry requirements, whilst selecting on character, attitude, curriculum accessibility, and potential for happiness</li> <li>Established a competitive brand value for 'extraordinary education' and for delivering excellence across the breadth of the school's full education provision</li> <li>An even higher proportion of families choosing Amity as a first choice for all their children</li> <li>Outstanding and distinctive marketing through all media, closely reflecting our ethos and strategic aims</li> </ul>

**Staff**

- An efficient staffing structure with very high levels of staff morale and job satisfaction and a sense of common purpose
- Widespread understanding of responsibilities and accountabilities, strong and innovative internal communication and broad engagement in strategic planning and school evaluation
- An established staff well-being programme committed to the enhancement of staff morale and job satisfaction
- A culture of professional review and development and leadership training
- Extensive training programmes and an established range of opportunities to collaborate with teachers across disciplines, and across the city or country

**Facilities and Campus**

- Established a clear and deliverable framework for further campus development to support the School's co-curricular and curriculum expansion and strategic aims
- Maintained and develop a campus with infrastructure and services that can respond to the ongoing needs of the School fast expansion
- Established a long-term sustainability projects and initiatives that not only model best environmentally-friendly practice to our students but help lower the School's carbon footprint and impact on the local environment.