



Job Description

Deputy Headteacher (Whole School): Enrichment, Engagement and Outreach

JOB TITLE: Deputy Headteacher (Whole School): Enrichment, Engagement and Outreach

RESPONSIBLE TO: Vice Principal

RESPONSIBLE FOR: Development and evaluation of the Co-Curricular, Enrichment and Outreach provision within the school and the wider community.

Role Summary:

The A/DHT for Enrichment, Engagement and Outreach is directly responsible to the Vice Principal. The postholder leads on the Co-Curricular offer and ensures that the provision becomes an essential feature of ICS' educational offering. He or she will oversee the design and implementation of the Co-Curriculum Development Plan, in liaison with the Senior Leadership Team.

Co-curricular, enrichment and outreach at ICS supports our vision "Where every child can thrive": Through a vibrant, engaging and demanding programme of opportunities and experiences our children can thrive.

This role will ensure all students experience a world class programme of opportunities based on the five pillars of

1. Sport;
2. Creativity;
3. Performance;
4. Service and Action;
5. Academic Enrichment.

This is achieved through a wide variety of programmes in school, including but not limited to:

1. Co-Curricular activities (CCA) programme;
2. Trips and visits programme;
3. Visiting speakers and lectures schedule;
4. Thematic celebratory and/or awareness (national and international) days;
5. Community (Jordanian) and overseas (international) partnerships;
6. Collaborating with our PSA.

Payscale/Allowance as applicable: This role will be appointed to the Deputy and Assistant Head Payscale.

Last updated October 2021



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Principal Alun Yorath

Teaching contact time: Deputy Headteachers are expected to teach 8 lessons per week.

Main Responsibilities:

The postholder will be expected to:

Core attributes:

- Be accountable for the Co-Curricular offer throughout the school, working with staff to support the development of processes and procedures;
- Publicise the Co-Curriculum to parents and students and work with the Marketing Department to ensure that its successes are communicated to the benefit of the school and its students;
- Manage the Enrichment, Engagement and Outreach budgets effectively;
- Communicate areas of success and development to SLT, seeking support where necessary.

Strategic development:

- Develop and chair the Co-Curriculum Committee (operational);
- To provide a highly visible leadership presence around the school at all times, attending a wide variety of events, including at evenings and weekends;
- Plan and oversee the Enrichment, Engagement and Outreach calendar liaising with a range of staff on the planning and scheduling of key events;
- Taking a lead on the Outreach programme and ensuring that ICS positions itself as a positive and responsible member of the local and international community;
- Develop, monitor and update all policies and risk assessment procedures relating to the Enrichment, Engagement and Outreach provision on offer;
- Liaise with a variety of external third parties and community stakeholders to enhance community cohesion and broaden the school's sphere of influence, and further raising its profile and enriching its provision through meaningful partnerships which provide educational value. For example, working with local providers for Service and Action offered within and through the school;
- Through a variety of activities and initiatives, actively promote citizenship throughout the school to ensure students and staff take their social responsibility seriously both now and in the future;
- Take responsibility for the cultural development of Enrichment, Engagement and Outreach provision in the school;
- Take responsibility for the development and delivery of the Enrichment, Engagement and Outreach action plan that is drawn from the school's SDP;
- Collaborate with staff on short, medium and long term planning to develop our provision for Enrichment, Engagement and Outreach provision in relation to: Resources, Continuous Professional Development of staff and aims of the school, including its

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policies and practices and the School Development Plan;

- Working with the Director of Finance, to develop the use of the school and its facilities during the holidays for the benefit of the school, its students and the wider surrounding community. To oversee and report on the effectiveness of such use;
- Advising the Heads of School on the CCA requirements for the recruitment and retention of the finest teachers available.

Teaching and learning:

- Plan and deliver a range of CCAs and lead by example for students and other staff;
- Develop a broad range of activities, clubs and societies so that, where possible, all interests and passions are catered for, and that they fulfill the ambitions of a broad-ranging education to include cerebral societies such as debating, World Scholar's Cup, MUN, Young Enterprise, etc, and ensure there are sufficient opportunities within the offering, specifically for the older students and sixth form.

Leading and Managing Staff

- Exhibit exemplary practice in the areas of Enrichment, Engagement and Outreach, and in professional conduct;
- Liaise with the other Deputy Heads to ensure that the curriculum and co-curriculum work together and that staff loadings across the areas are fair, equitable and manageable;
- Distribute resources to meet the aims and objectives of the school in relation to the School Development Plan;
- Ensure staff involved in the CCA provision feel valued for their time and enthusiasm, and inspired and supported so the quality of provision is of the highest standard possible;
- Lead and manage the Enrichment, Engagement and Outreach Coordinator to be responsible for the staffing of all relevant activities as well as for their quality, and to manage the appointment and subsequent supervision of specialist staff and outside providers;
- Have oversight of staff training and INSET for the development of the Co-Curricular offer.

Other professional requirements

- Establish and maintain effective working relationships with professional colleagues across the school;
- Participate in meetings with professional colleagues and parents in respect to the duties and responsibilities of the post;
- Undertake any other duty as specified by the Vice Principal not mentioned in the job description.

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SIGNED..... POST HOLDER

SIGNED.....VICE PRINCIPAL

DATE

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