



IHS Job Description Director Co-Curricular & Outreach

IPSWICH HIGH SCHOOL
WOOLVERSTONE HALL
SUFFOLK, ENGLAND

Job purpose	<p>Ipswich High School places great importance on the provision of a balanced, high quality, all round education for all its pupils. The person appointed will lead the development of all aspects of the co-curricular and outreach programmes.</p> <p>The Director Co-Curricular & Outreach will support the school in providing effective education for all pupils (day and boarding) as well as develop activities to promote the school externally.</p>
Accountable to:	Deputy Head/Junior Head/Head of Boarding
Accountable for:	<p>Line Management of:</p> <ul style="list-style-type: none"> - Sport Department - Performing Arts Department - Any other key activity coordinators
Accountabilities	<ol style="list-style-type: none"> 1. Oversee school visits and the associated paperwork and advise staff on trips procedures; be the School's Educational Visits' Coordinator 2. Be responsible, working with the Sport Department, Performing Arts Department and other HoDs, for the smooth running, continuing development and full participation of pupils and staff in the extensive co-curricular (enrichment) programme 3. Regularly review the enrichment programme to ensure that activities are varied and popular; monitoring pupil engagement 4. Oversee the compilation of the termly calendars, managing clashes where necessary in consultation with the Heads of Department 5. Be responsible for the House system 6. Develop an Outreach Programme with the local and wider community including partnerships with other schools and agencies; continue to build on growing links in Suffolk and local schools etc. 7. Develop a new programme of activities for Boarders in conjunction with the Head of Boarding 8. To attend a wide range of events and activities relating to the role
Review and amendment	This job description should be seen as enabling rather than restrictive and will be subject to regular review.

Person Specification

Skills Required

Excellent interpersonal skills including the ability to relate well to people on all levels, to resolve conflicts in a sensitive manner, to encourage and motivate.	Essential
Ability to work effectively as a member of a leadership team, to show initiative and imagination, to have vision and the ability to inspire others.	Essential
First class organisational and administrative skills, including ICT, with the ability to remain calm under pressure and work to tight deadlines, managing competing priorities.	Essential
Strong analytical and problem solving skills, combined with a proactive and positive approach to change management.	Essential
Effective and energetic leadership in instigating and implementing change.	Essential
Ability to maintain a high work rate and to juggle a range of tasks and issues at the same time.	Essential
Excellent written and spoken English.	Essential
Ability to interpret statistical data, and manage budgets.	Essential

Knowledge Base

Awareness of the local community and networking opportunities	Desirable
A clear understanding of recent developments in co-curricular opportunities.	Essential

Attainment

Educated to graduate level and professional in outlook and conduct	Essential
Qualified Teacher	Essential

Experience

Substantial and successful experience of curriculum or pastoral leadership and management, likely to have been gained as Head of Year, Head of Department, Key Stage Co-ordinator or an equivalent role.	Essential
Successful experience of strategic planning and leading change.	Desirable
Experience of working in more than one educational setting.	Desirable

Personal Attributes

Articulate and creative with excellent communication and interpersonal skills	Essential
Flexible in attitude and approach, able to work at a strategic level yet also in a hands-on capacity	Essential
Resilient, cheerful and well organised	Essential

Teaching Time: Approximately 24 periods / 2 weeks

Pay: ML4

	Minimum	Mid-point	Maximum
ML4	£44,085	£50,237	£56,388

February 2018