

Job Title	:	Head of Extra-Curricular Programmes
FTE	:	Full time (1.0 FTE) with working hours of 10:00am - 6:00pm
Department	:	Whole School
Date	:	September 2023

Organisation Context

Line Manager

Principal (Initially)

Purpose of the Job

The primary role of the Head of Extra-Curricular Programmes is to be responsible for organising and overseeing various activities that take place outside of the regular academic curriculum for pupils across the whole school (Early Years, Junior and Senior Schools). The post holder will strive to provide a diverse, vibrant and engaging range of activities that enrich the educational experience for all pupils in the school, while promoting the development of important life skills such as leadership, teamwork, and creativity. They support the Management Board and Supervisory Board in further advancing a leading international school that is *Forward Looking, Forward Thinking*.

Vision

Vision: Forward looking, forward thinking: the best that British international education can offer. A thriving school community which nurtures, inspires and empowers everyone to be the very best they can be.

The Head of Extra-Curricular Programmes is responsible:

- To actively support and promote the vision, ethos and positive culture of The British School of Amsterdam.
- To seek opportunities to develop and embed the vision's 'three pillars' with all stakeholders: To nurture; To inspire; and To empower.
- To encourage pupil voice to promote the vision of The British School of Amsterdam.

Roles and Responsibilities

- Develop and implement a diverse range of extra-curricular activities that cater to the interests and abilities of all pupils in the school, such as clubs, sports teams, cultural events, and community service projects.
- Develop international programs and connections for sport, music, art, and other areas of competition and interest.

- Create and maintain a comprehensive and accessible calendar of events and activities throughout the school year, and communicate this information to pupils, parents, and staff through various channels (e.g., website, newsletters, social media).
- Collaborate with school staff, external providers, and volunteers to facilitate the extra-curricular activities, and ensure that all necessary resources and equipment are available and maintained.
- Lead, guide and support staff in planning trips and visits, including appropriate protocols, risk assessments, health and safety checks, and logistical arrangements.
- Ensure that all extra-curricular activities are conducted in a safe and responsible manner, and that safeguarding procedures are in place and followed rigorously. This includes working closely with the HR team to ensure that all relevant background checks and training are completed.
- Manage the budget for extra-curricular activities effectively, including seeking external funding and sponsorships where appropriate, and providing regular reports to the leadership team.
- Develop and implement clear policies and procedures related to extracurricular activities, such as eligibility requirements, participation guidelines, and behavioural expectations, and ensure that these are communicated effectively to all stakeholders.
- Support and advise Senior School staff who are leading the Key Stage 3 enrichment programme, to provide additional opportunities for pupils to explore their interests outside of the classroom.
- Foster a positive and inclusive culture that encourages all pupils to participate in extracurricular activities, and ensure that opportunities are accessible to all pupils regardless of their background or abilities.
- Build strong partnerships with external organisations and community groups to enhance the extra-curricular programme and create new opportunities for pupils, and support pupils and parents in connecting with local clubs for specific sports.
- Support the development of pupil leadership programmes within the extra-curricular programme to help pupils develop key life skills and enhance their overall educational experience.
- Coordinate and oversee age appropriate community service projects that allow pupils to give back to the local community
- Curate and administer a varied schedule of guest speakers aimed at inspiring, motivating, and challenging pupils.
- Line manage the Duke of Edinburgh's Award coordinator, supporting them and the pupils in the completion of these awards
- Support the Model United Nations (MUN) staff and performing arts staff in their activities and events, ensuring that all necessary logistics and resources are planned, and that safeguarding procedures are in place and followed rigorously.

- Take an active part in the life of the school, attending staff meetings, contributing to school-wide initiatives, and engaging with parents and other stakeholders as required.
- Support the designated safeguarding lead in creating a safe and nurturing learning environment for all pupils, and ensure that safeguarding procedures are embedded throughout the extra-curricular programmes.
- Quality assure extra-curricular activities by:
 - Establishing clear goals and objectives that align with the overall vision and values of The BSA. These goals and objectives should be communicated to all stakeholders involved in the programmes.
 - Regularly evaluate the effectiveness of the extra-curricular programmes using a range of qualitative and quantitative methods, and use this feedback to make continuous improvements to the programme. This includes setting clear goals and objectives, collecting and analysing data, holding staff accountable, and implementing best practices in programme design and delivery.
 - Develop evaluation criteria to measure the success of the extra-curricular programmes. These criteria could include participation rates, pupil satisfaction, skill development, and academic performance.
 - Implement best practices in extra-curricular programming and implement these practices in the school. This could include professional development opportunities for coaches and staff, attending conferences and workshops, and staying informed of new trends in education and pupil engagement.
 - Use the data collected from assessments and evaluations to make continuous improvements to the extra-curricular programmes. This could include adjusting the programme offerings, revising the evaluation criteria.
- Any other duties required by the Principal, which is in the scope of the post.
- Promote equality and enable the educational and social inclusion of all pupils.
- Exhibit genuine passion and belief in the potential of every pupil.
- Demonstrate warmth, humour and total commitment to young people.
- Take full part in the life of The British School of Amsterdam.
- Support the work of the Designated Safeguarding Lead and create a safe learning environment for all.
- The post holder is required to be a role model for others and is required to act at all times in accordance with the school's policies and procedures.

This job description provides a summary of the expected roles and responsibilities of the post holder. These responsibilities are not an exhaustive list. Schools being vibrant organisations, the detailed duties of the post holder may change as the school and the role develop. The post holder will, therefore, be required to be a champion for innovation and continuous improvement and, with it, demonstrate a flexible approach to their role.

Safeguarding

The British School of Amsterdam is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The offer of the role will be made subject to receipt of satisfactory references, proof of relevant qualifications, identification checks and other safeguarding checks including background checks overseas (where appropriate).

Diversity, Equality and Inclusion (DEI)

The British School of Amsterdam is committed to a culture of equality, diversity and inclusion. We believe that a diverse staff body reflects and supports the diversity of our pupils and wider society and leads to a cognitive diversity which promotes excellence in all areas.

PERSON SPECIFICATION

Essential experience, skills and abilities

- Degree level qualification
- An understanding of safeguarding requirements within a school setting
- Excellent communication skills with good verbal and written communication skills
- Good organisational skills and able to prioritise and work with competing deadlines and able to work quickly and accurately under pressure
- Excellent attention to detail
- Able to establish credibility with all pupils, parents and staff
- Able to establish positive relationships with stakeholders
- Set high standards
- Be a positive and professional role model
- Sensitive, caring and responsive to the needs of young people

Desirable experience, skills and abilities

- Qualified teacher status
- Experience of leading extra-curricular activities in a British school
- Proficiency in the use of ICT and the software programmes used in schools, particularly iSams