



## JOB DESCRIPTION

### Director of Lettings and Wider Curriculum

**REPORTING TO:** Deputy Head (Co-curricular and Partnerships)

**PURPOSE OF JOB:**

- Lead on the day-to-day operational management of the School's Lettings Programme.
- Lead on the day-to-day management and administration of the daily operations of the Wider Curriculum, including the Duke of Edinburgh Award Scheme and assisting with the coordination of the Worth Week programme.

**Direct Reports:**

- Lettings & Wider Curriculum Administrator

## KEY RESPONSIBILITIES

- 1) Assist the Deputy Head (Co-Curricular and Partnerships) in the planning and management of the School lettings programme, including oversight of in-term and holiday lettings, and leading on the day-to-day operational function of the Lettings Programme.
- 2) Lead on the "customer care" for the lettings groups including:
  - a) Meet and check-in all residential lettings groups (at evenings/weekends as required) and ensure all Health & Safety requirements are explained on check-in, including fire procedures, and sharing of other appropriate risk assessments etc.
  - b) Manage all lettings groups when on site including daily checks of facilities to ensure appropriate use and no damage.
  - c) Resolve day to day problems and issues arising both in and out of term.
  - d) Support the Marketing Department to promote Worth School as a venue, including production of appropriate literature, e.g. website promotion, Lettings' brochure, weddings' brochure etc.
- 3) Lead on the planning and implementation of all site-based and external School activities and service opportunities for Worth students including clubs and societies, for week day evenings and weekend-based activities.



- 4) Lead on the deployment of staff to all activities within the Wider Curriculum, according to set allocations, ensuring the accountability of staff in securing the appropriate progress for all students.
- 5) Oversee the collation of all insurance and risk assessment documents for all activities involving Worth School pupils, on and off-site.
- 6) Support the marketing of the Wider Curriculum for the whole School including the development of the webpages of the Wider Curriculum programme, and attendance at Parents' Conferences and Open Days.
- 7) Manage the Lettings & Wider Curricular Administrator ensuring that they are recruited, inducted, trained, monitored, and appraised in line with Worth policies and procedures.
- 8) Manage the operation of the School's Activities Programme ensuring that all aspects of Activities, including social outreach, partnerships and community service reflect and develop the School's Mission including:
  - a) Coordination and overall management of staff participation in the wider curricular life of the School.
  - b) The allocation and oversight of staff to evening activities during the school week.
  - c) The allocation and oversight of staff to Saturday morning and weekend activities.
  - d) The monitoring of budgets and related finance in relation to all areas of the co-curriculum, involving liaising with the Finance Bursar.
  - e) Plan, staff and organise the annual calendar of events, liaising with the Calendar and Priorities Committee to ensure as few clashes as possible with other activities, events, etc.
  - f) Being an active member of the Calendar and Priorities Committee and managing the Calendar to ensure that it is kept up-to-date, and that potential clashes are identified and addressed, so that the Calendar provides a complete record of School events.
  - g) Assist in the marketing of the Co-Curriculum for the whole School.
- 9) Oversee delivery of the Bronze, Silver and Gold Awards, including recruitment, retention and training of students and staff, ensuring high completion rates. Leading on the delivery, monitoring, and evaluation of the Duke of Edinburgh Award Scheme including:
  - a) Form good relationships with students that promote enjoyment of the D of E programme and are in line with the values, aims, policies and development plan of the School.



- b) Encourage, support, and motivate those staff working within the D of E programme by personal example.
  - c) Manage the recruitment, deployment, training, communication, and operational organisation of staff involved in the delivery of the programme, including expeditions.
  - d) Liaise, communicate, and work with the national and local D of E authorities as required. Keep up to date with D of E developments and regulations and implement changes as appropriate.
  - e) Oversee and attend D of E expeditions, ensuring that procedures are implemented, including letters and consent forms for parents, briefing notes for leaders and supervisors. Ensuring that Adventure Activity Providers (AAPs) are vetted appropriately.
- 10) Plan and manage the School's Social Outreach and Partnerships programme, charity activities and community work, in consultation with the Deputy Head (Co-curricular and Partnerships), and to ensure that all fundraising is carried out appropriately adhering to proper budgetary requirements.
- 11) To liaise with the Head of Development and Deputy Head (Co-Curricular and Partnerships) on matters relating to Partnerships.
- 12) To liaise with community groups and others looking to use Worth School's facilities to enhance organisation or related good causes and, in doing so, to ensure our full engagement with the world of charitable giving, the wider community and other aspects of the School's public benefit provision, in keeping with our Catholic and Benedictine ethos.
- 13) Plan and co-ordinate the Worth Week Programme and oversee the management including bookings and documentation for the week.
- 14) Be an excellent role model, exemplifying a high standard and promoting high expectations for all members of the community.
- 15) Lead on the production, reviewing and updating of School policies relating to the Co-Curriculum provision on an annual basis.
- 16) Oversee and ensure high quality communication with pupils, parents, staff and other stakeholders on Co- Curriculum matters, including internal communications, external communications and live gatherings such as assemblies and through meetings.
- 17) Be responsible for and able to evidence own personal development by undertaking relevant training, attending meetings, conferences and events ensuring that you are updated in all matters relevant to the role.



- 18) Carry out additional duties and tasks that may be required within the range of the responsibilities of the post.

#### GENERAL REQUIREMENTS

- 1) Adhere to and always ensure compliance with the school's Child Protection and Safeguarding Policy. If, while carrying out the duties of the post, the post-holder becomes aware of any actual or potential risk(s) to the safety or welfare of children in the school, these concerns must be reported to the school's Designated Safeguarding Lead or the Head Master.
- 2) Ensure the provision of a safe and secure working environment, in keeping with legal requirements. Maintain discipline in accordance with the School's procedures and encouraging good practice regarding punctuality, behaviour, standards of work and homework.
- 3) Comply with both Worth School and Worth Abbey and departmental Health and Safety policies, procedures, and risk assessments.
- 4) Actively contribute to the continuous improvement process and the ongoing development of a quality culture, for example, changing behaviour and identifying and implementing improvements to processes and activities, and encourage others to do the same.
- 5) Conduct from time to time, any other duties as may be required but within the scope of this job description.



**PERSONAL SPECIFICATION**

Area	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A good standard of Education</li> <li>• Evidence of continued professional and personal development</li> </ul>	<ul style="list-style-type: none"> <li>• D of E Award Assessor and Supervisor qualifications</li> <li>• ML (Mountain Leader) qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of managing a Duke of Edinburgh Scheme, or other relevant scheme</li> <li>• Experience of Customer Care</li> <li>• Demonstrable and sustained success in Leadership of a team</li> <li>• Track record of developing, leading and maintaining effective relationships with colleagues.</li> <li>• Effective leadership of whole school developments using up to date knowledge of new learning and teaching developments and strategies.</li> <li>• Being a positive role model with a highly professional and visible presence.</li> <li>• Demonstrable experience of improving student outcomes.</li> <li>• Willingness to deliver and to be involved in projects to impact the wider school community</li> </ul>	<ul style="list-style-type: none"> <li>• Boarding experience.</li> <li>• Experience of managing complex operations.</li> <li>• Experience in management of aspects of the Duke of Edinburgh Award.</li> <li>• Experience of event management.</li> </ul>
<b>Knowledge / Technical/ Work-based Skills</b>	<ul style="list-style-type: none"> <li>• Commercial acumen and a track record of meeting targets (financial and non-financial)</li> <li>• Excellent knowledge and understanding of current issues in supporting students.</li> <li>• Ability to construct, articulate and effectively communicate a vision for the function and School.</li> </ul>	



	<ul style="list-style-type: none"> <li>• Exceptional written and oral communications skills</li> <li>• Solid observation skills, specifically in discerning comprehension</li> <li>• Understanding of effective administrative procedures.</li> <li>• Be enthusiastic, self-motivated and committed to helping all for whom they have responsibility to achieve the best possible standards.</li> <li>• Have the ability to inspire and promote confidence and foster an enjoyment of their subject.</li> <li>• Form and maintain good professional relationships.</li> <li>• Have a willingness to participate in new initiatives where appropriate.</li> <li>• Willingness to contribute to the wider life of a busy school.</li> <li>• Ability to prioritise effectively and meet deadlines.</li> <li>• Persistence, with the energy to drive things forward, in consultation with others.</li> <li>• Excellent knowledge of using Microsoft Office to an advanced level.</li> <li>• Ability to understand and adhere to Child Protection and Safeguarding legislation.</li> </ul>	
<p><b>General Skills/ Attributes</b></p>	<ul style="list-style-type: none"> <li>• Able to demonstrate a professional, enthusiastic, and flexible attitude towards all customers, whether they are pupils, staff, or visitors.</li> <li>• A clean and smart appearance in keeping with the role.</li> <li>• Ability to influence and manage people in other teams to meet targets and workloads.</li> <li>• Powers of diplomacy and persuasion</li> <li>• An inclusive manner and the ability to inspire team work.</li> <li>• An ability to monitor and evaluate.</li> <li>• A commitment to see a task through from beginning to end.</li> <li>• Exceptional attention to detail and accuracy</li> </ul>	



	<ul style="list-style-type: none"> <li>• Exceptional interpersonal and communication skills, verbal and written.</li> <li>• Ability to act on own initiative.</li> <li>• Ability to prioritise workload and support others to do so.</li> <li>• Commitment to team working with an ability to coach others.</li> <li>• Self-motivated, with the ability to be flexible and adapt to the changing needs and demands of the organisation.</li> <li>• Flexibility, a positive approach to the role, and willingness to work unsocial hours.</li> </ul>	
<p><b>Values</b></p>	<ul style="list-style-type: none"> <li>• A commitment to upholding the School’s Catholic and Benedictine ethos &amp; values.</li> <li>• To uphold and live the School values of:             <ul style="list-style-type: none"> <li>• Community – choose community.</li> <li>• Worship – have an attitude of gratitude.</li> <li>• Humility – keep your feet on the ground.</li> <li>• Stewardship – leave it better than you found it.</li> <li>• Service – serve your heart out.</li> <li>• Silence – listen more than you talk.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• A practising Christian</li> </ul>



## COMPETENCY PROFILE

**Breadth of Vision** - Vision to identify significant trends in the subjects and the ability to communicate these to the department and other Heads of Department.

**Flexible approach to change** – Adapts to meet new challenges in addition to identifying and introducing changes where they are considered necessary.

**Quality** – Set and maintain the quality and standards of work in the subjects and insistence on these standards in others.

**Creativity** – provide creative and practical solutions to meet students' needs and be able to stimulate interest and enthusiasm for the subjects among the community.

**Communication** – ability to communicate at all levels within the school.

**Developing people** – motivates and empowers individuals to take responsibility and develop their skills for the benefit of the school.

**Planning** – uses strategic vision to define priorities and plan time and resources realistically to achieve departmental and overall school objectives.

**Pastoral** – willingness to contribute to the broader life of a thriving boarding school

---

This job description may be altered to meet changing educational context and will be reviewed in consultation with the post holder.

***This job description is indicative of the nature and level of responsibilities associated with this post. It is not intended to be exhaustive, other tasks and responsibilities may be allocated as necessary from time to time.***

Prepared: KJN	Revision: 20210406
Approved: AGM	Date: March 2021