

Director of Enrichment (Junior School site)

Job Analysis

The Junior and Senior School, Junior School site, is looking to hire an enthusiastic, hardworking individual in the position of **Director of Enrichment** for the Academic year 2022 – 2023 onwards.

The Director of Enrichment will provide enhanced activities for all levels of learners across the School including but not limited to:

- Afternoon Activities
- Supervision
- Summer School
- Weekend and Holiday Camps

Ensuring a good range of activities that provide sporting and other extracurricular opportunities not available during the school day. Coordinate with respective teams to enrich the experience that our students will have.

The Junior School comprises of an enthusiastic, committed, and energetic team of teachers who offer our students the opportunity to develop through high-quality teaching, become confident, critical and independent thinkers.

Duties and Responsibilities

The duties and responsibilities outlined in the detailed Job Description, are examples of a successful candidate. However, these are not to be construed as exclusive or all-inclusive.

Requirements

- Be able to communicate effectively within a team
- Be a positive, kind, and caring person
- Good behaviour management skills
- Previous experience in a school setting

Location

We are welcoming expression of interest for the Junior School site.

Remuneration

A competitive remuneration package will be offered to the successful candidates, according to qualifications and experience.

Applications

All applications will be treated with the strictest confidentiality. Interested applicants should send their CV to careers@tjss.ac.cy quoting “DoE/05.2022”, until the **16 May 2022**.

Job Description

Position: Director of Enrichment – Junior School site

Duties & Responsibilities

Afternoon Activities and Supervision

Afternoon Activities

- Plan and publish the activities programme in good time
- Publish data for the review of the programme, including numbers of students signing up to different activities, feedback on the programmes available, attendance data
- Quality assure the programme through lesson observations, learning walks, pupil voice and recruitment and retention rates to each activity
- Recruit and retain good outside providers of activities that fit within the school priorities
- Administer the activities programme, ensuring good clear communication between school and parents and students.
- Manage the staff to ensure that registers are kept and that activities are run in an engaging and well-managed way.
- Monitor absences and check up on students in real time
- Remain on site until all the students have been collected following their activities
- Ensure a good spread of activities across the week and aimed at each key stage.

Supervision

The ultimate goal is to develop a dynamic afternoon club including a variety of opportunities for the kids to improve certain skills, achieve potential goals and entertain them in a pedagogical and interesting approach. To lead a vision of enhancement of the supervision programme overall.

Duties will include but not limited to:

- Supervise and monitor the supervision team staff members
- Follow safeguarding rules and ensure the safety of all children in all times
- Quality assure the programme through lesson observations, learning walks, pupil voice and recruitment and retention rates to each activity
- Recruit and retain good staff and seek professional development opportunities for them
- Supervise children and ensure their safety, development, growth, skill achievement, and general well-being
- Interact and engage the students with their academic studies and homework (Y1 onwards).
- Ensure that supervision team staff members keep children busy with a variety of different activities i.e., Arts and Crafts etc
- Support and help students with a range of abilities
- Mediate any children's disputes

Summer School

Organize, implement, and coordinate the Summer School. Be part of the selection process for the Summer School Camp Leader as well as Summer School teachers in coordination with the HR Team. Initiate all necessary processes for prompt coordination and pro-actively book suppliers etc.

Work closely with the **Summer School Camp leader** to ensure that the below actions are in effect in the most possible and accurate way:

- Create, organise and lead in activities, Camp schedules, Staff schedules etc
- Monitor camp staff
- Assist in maintaining accurate programme records
- Organize and run staff meetings
- Communicate with staff
- Supervise children and ensure their safety, development, growth, skill achievement, and general well-being
- Act as a positive role model and leader at all times

Additional Duties

- Apply Emergency Procedure if needed
- COVID-19 related tasks including but not limited to support in (if needed):
 - Measuring the temperature of students / staff
 - Scanning safe-pass of students / staff
 - Tracing and contacting of close contacts in case of a positive case in the School
- Coordination with the food supplier / canteen (if needed) for all of the above
- Staff Cover Management
 - Ensure any staff absences are covered
 - Ensure the legal requirements for staff to pupil ratios are being implemented
- Staff Training and Induction
 - Ensure that all new members of the above-mentioned teams are trained appropriately
 - Constantly keep up to date with team members needs and address them accordingly
 - Set a structured induction programme for all teams

This list includes the main duties and responsibilities of the abovementioned position, however it is not exhaustive. Any additional duties that might be deemed for you to undertake, will be communicated clearly and transparently. All professional staff are expected to undertake other duties and projects as may be reasonably required by the Principal and/or the line manager in accordance with the grade of the post. You might be asked to provide extra support within the office during busy periods, working together in a mutually supportive way towards shared priorities.