



THE BRITISH SCHOOL JOB DESCRIPTION

Job Title: Assistant Head of Enrichment	Department: Admin
Reports to: Head of Enrichment Programme	
Role: The position holder will assist driving forward our vision of becoming a community hub offering a broad, balanced, challenging and enjoyable range of enriching learning experiences for the school community.	
Enrichment Programmes: <ul style="list-style-type: none">☐ Afternoon Activities: 2.10pm – 3.10pm☐ Afterschool Activities Programme 3.30pm-4.30pm: New programme to be developed involving teachers and external facilitators.☐ Evening Programme – 5:00pm-8:00pm for students and the wider community.☐ Summer Programme – for students and wider community. <i>These programmes are designed to:</i> <ul style="list-style-type: none">☐ Enrich the academic or non-academic provision for all students.☐ Build achievement pathways to enable our students to thrive, believe and succeed.☐ Strengthen or foster a deep sense of community by opening opportunities and facilities for our wider school community and creating a community hub. Key Accountabilities: <ul style="list-style-type: none">☐ Assist develop a strong pedagogical and pastoral framework for the programme.☐ Assist in providing inspirational and dynamic leadership to develop a high quality whole school enrichment programme that makes optimal use of school facilities.☐ Assist design, implement, publicise and effectively communicate age appropriate programmes that have course descriptions and measurable learning outcomes.☐ Assist recruit all facilitators including where appropriate TBS Staff in accordance with all HR policies.☐ Monitor the content and quality of each programme.☐ Make presentations to students and parents and advertise a viable, varied enrichment	

- ☐ Ensure creation and maintenance of database of students, other participants and facilitators enrolled in programmes on a continual basis.
- ☐ Work with all relevant school teams (eg. Security, Estates and HR) to ensure optimal quality of facilities and provision in accordance with health & safety requirements.
- ☐ Assist and monitor students and activity staff during programme hours.
- ☐ Continue to develop links with outside agencies to enable progressive performance pathways to be established for students to be lifelong learners.
- ☐ Ensure that instructors are provided with all necessary requirements for their activities.
- ☐ Assist in establishing and implement feedback or review mechanisms to monitor and improve quality and provision.

Competencies:

- ☐ Will follow middle leader's competencies.

Personal Attributes:

- ☐ Integrity, passion for education, excellent communication skills.
- ☐ Active listener, collaborative, team player.
- ☐ Innovator and doer, ability to lead & inspire his/her team.
- ☐ High Energy, enthusiastic, motivator.
- ☐ Communication skills- written and verbal and network ability.
- ☐ Attention to detail.
- ☐ Good organisation and planning skills.
- ☐ Creativity and writing skills.
- ☐ Commercial awareness.
- ☐ IT skills

Qualification:

- ☐ Graduate degree, masters preferred

Experience:

- ☐ 4 years' experience in a reputed International School.
A teaching background would be preferred.



This Job Description does not define all duties and responsibilities of the position and the school may assign other tasks from time to time.



The school may review and modify or amend the Job Description as needed after discussion with the position holder.

Safeguarding Information

The British School and all its personnel are committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo comprehensive child protection screening including but not limited to checks with past employers.

Line Manager's Signature:

Date:

Job Holder's Signature:

Date: