



# ST. JOSEPH'S INSTITUTION INTERNATIONAL SCHOOL

**Job Description:** Assistant Principal (Enrichment)

**Starting date:** July 2021

**Responsible to:** Principal

**School section:** Whole School (Grades 7 to 12)

**Management level:** 5

**Teaching load:** 7 lessons per week

## **Overall Purpose of this Post:**

To provide whole school leadership of the Enrichment Programme (Service, Co-curricular Sports/Activities, and Outdoor Education) at SJI International.

## **General description of the post**

All post-holders at SJI International are to ensure that the school's vision, ethos and values are embedded in the day-to-day and long-term running of the School.

The holder of this post is expected to carry out the professional duties as **Assistant Principal (Enrichment)** as described below.

The **Assistant Principal (Enrichment)**, working with others, is responsible for evaluating the School's performance to identify the priorities for continuous improvement and raising standards; ensuring equality of opportunity for all; developing policies and practices and ensuring that resources are efficiently and effectively used to achieve the School's values, aims and objectives.

## **Major Objectives:**

**All post holders will strive, in all that they do, to uphold and promote the key school values: spirituality; mutual respect; internationalism; leadership; experience; and service.**

1. To ensure a whole school high quality, safe, cost efficient and sustainable Enrichment programme
2. To develop a whole school policy for the SJI International Enrichment Programme, and a clear set of procedures to ensure that the programme operates effectively.
3. To line manage and provide leadership to the following: Head of Sports/activities; Head of Service; CAS Coordinator; and Head of Outdoor Education, in order to ensure continuity and consistency within and between the various enrichment activities.
4. To line-manage academic team(s) where instructed to do so.
5. Foster good school-community relations by ensuring that all stakeholders receive regular and effective communication about the school's enrichment programme. Act as primary

communication/public relations liaison regarding issues or inquiries related to the Enrichment Programme from staff, parents and students.

6. Lead the implementation of quality assurance measures to ensure that the Enrichment Programme meets its strategic objectives effectively (in line with objectives set in the SIP), and is delivered appropriately. To evaluate the quality of the Enrichment Programmes and to ensure that all aspect of the programmes support the School's Mission and Values.

### **Summary of job tasks:**

This job description serves as an initial outline of the possible expectations. However, it is highly likely that there will be a review of this job description, based on the strengths and experiences of the appointee.

### **Strategic leadership, including H&S and Safeguarding**

- Formulate and implement a whole school Enrichment Policy in consultation with staff, parents and students, and regularly keep it under review.
- Collaborate with staff to ensure that all procedures are transparent, effective and well publicised to all stakeholders.
- Ensure that the Head of Sport, Service Coordinator, Outdoor Education Specialists have all the documentation in place that is required to reflect safe and best practice, and that specific risk assessment procedures are secure across all activities.
- To oversee the safeguarding process for CCAs, Sport and trips – working with HR, trip providers and the enrichment team to ensure all staff/companies have completed background checks as part of our Safeguarding policy.

### **Curriculum Development**

- In collaboration with others, devise and maintain a progressive development plan for all areas of Enrichment, which complements the school priorities as articulated in the school improvement plan (SIP).
- Coordinate a broad and balanced range of activities and initiatives and assist in the process for adding or deleting activities from the enrichment programme (SOCS).
- To oversee the SOCS programme and to ensure the sign-up process each term is well organized and communicated (working alongside Head of Sport/Activities).

### **People and Relationships Management**

- Lead regular line management meetings to ensure that personnel are managed and supported appropriately, including chairing regular team meetings with staff who lead aspects of the Enrichment Programme.
- To support and line-manage Admin assistants who support the Enrichment programme as part of the Admin Appraisal programme.
- Oversee the newly developed programme with Nanyang Tech University (NTU) in Singapore, supporting student interns who may join the PE/Enrichment team in each academic year.
- Organise regular meetings with key leaders in the ES, in order to align ideas and vision between both schools for CCA programming, sport, and trips.
- To support the PE department with the organization of our annual Sports Day.
- To oversee and support faculties who want to organize any overseas trips (budget/itineraries/letter checks/information evenings etc.).

- To work with Head of OE, Student Support and relevant HOG to ensure all pastoral needs are met for each overseas grade trip. Action plans for students with specific needs have to be communicated and shared with parents, relevant staff and external vendors (where appropriate to do so).
- Contribute to the interview process for new students

### **Self-Evaluation**

- Lead quality assurance observations (Looking for Learning in the Enrichment Programme) to ensure that activities are delivered well.
- Oversee the reporting programme (attendance/participation levels/wellbeing) generated from our SOCS platform for HOG and tutor teams.
- Provide a termly (twice a year) report to the Senior Leadership Team concerning the progress and outcomes of the Enrichment Programme.
- Respond to enquiries or concerns expressed by stakeholders that have been referred via the Heads of Sport/Activities, Service, and Outdoor Education.

### **Resource Management**

- Establish and regularly review job descriptions and person specifications for the Head of Sports/Activities; Head of Service, CAS Coordinator; and Head of Outdoor Education.
- To oversee the contract process for all external coaches, working alongside the HR team to ensure terms and conditions are correct and checked.
- To produce a whole school budget for the Enrichment Programmes offered at SJI International and to provide direction for accountability and accounting of all financial resources according to principles of best value.
- Develop a specific budget for the provision of Sport and after-school commitments to ACSIS league sport.

### **Communication**

- To support and raise the profile of Enrichment at SJI, including the management of publications such as the @490 publication (which is created and published once per term).
- To regularly present at trip information evenings, transition evenings, award assemblies, service celebrations and our annual Sports Award ceremony.

### **Student leadership**

- Support student and service councils with initiatives and proposals, and to share such plans in SLT meetings for further consideration.

### **General Duties**

- Contributing to the establishing the core values of the leadership team and their practical expression.
- Supporting the Principal in providing a clear direction for the development of the school including contributing to management decisions on all aspects of policy, development and organisation by playing a significant role in the preparation, implementation and monitoring of the school's improvement plan.
- Leading the school in the absence of the Principal, if required.

- Taking on specific tasks related to the day-to-day administration and organisation of the school as requested by the Principal.
- Attending SLT meetings as required, and report back to staff when necessary.
- Taking on any additional responsibilities that might, from time to time, be determined.
- Supporting the Principal and staff in the review, implementation, development and monitoring of whole school policies and procedures which promote the school's values, aims and objectives.
- Overseeing relevant aspects of the school organisation and management, including preparing agendas, chairing meetings and producing minutes, in order to ensure that school policies and practices are being delivered.
- Ensuring that all staff have a clear understanding of their roles and responsibilities and to ensure staff share the aims of the school in promoting a high quality of learning in the classroom.
- Supporting the performance management process as required and use the process to develop own personal and professional effectiveness as well as those staff members assigned.
- Assisting in the recruitment and appointment of staff, as requested, and their deployment in the timetable to make most effective use of their skills, expertise and experience. Identifying and engaging in appropriate training opportunities to promote professional effectiveness in this role.
- Leading by example as a teacher and as a manager, achieving high standards of pupil attainment, behaviour and motivation through effective teaching.
- Being an excellent example to pupils, staff and parents through their professional presentation and conduct in order to promote pupils' personal development.
- Supporting the Principal in leading the development of the personalised learning agenda, raising achievement and improving the quality of teaching, learning and support across the school.
- Treating people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
- Supporting the Principal to build a collaborative learning culture within the school, sustaining effective, positive relationships with all staff, pupils, parents and the local community and to look for ways to actively engage with other schools to build effective learning communities.
- Working collaboratively and managing innovation and change.

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