

WELLINGTON COLLEGE SHANGHAI JOB DESCRIPTION

POSITION: Director of Co-Curricular Activities and Enrichment

ABOUT US

Wellington College Shanghai represents a marriage of traditional values and progressive education. Our Wellington values of Kindness, Courage, Integrity, Respect and Responsibility are as pertinent today as they were more than 160 years ago when Wellington College was founded. Our vision is to inspire pupils to become intellectual, independent, individual and inclusive, our Wellington identity. This will be based on a model of holistic education and pastoral provision that establishes the values, aptitudes and knowledge needed to be an effective global citizen. We aim to prepare pupils for success during and beyond life at the College. To this end, we are seeking a team of motivated, dynamic and forward-thinking professionals who will add something special to this exceptional educational setting

BASIC INFORMATION:

JOB TITLE	Director of Co-Curricular Activities and Enrichment
DEPARTMENT	Whole School Office
SUPERVISOR	Master
OBJECTIVES	

Wellington College Shanghai is seeking an experienced Director of Co-Curricular Activities and Enrichment to lead the CCA, Academy Programme and weekend programmes, and to support the Master and Bursar in creating a meaningful, sustainable programme that enhances the experiences of students at Wellington College Shanghai.

The Director of Co-Curricular Activities and Enrichment will foster a good relationship with different divisions of the school, government and outsourced vendors to extend co-curricular activity options for pupils. The remit will include interaction with children, parents and staff and exposure to sensitive information requiring the considerable use of tact, diplomacy, discretion and judgment. The role requires strong communication, organisation and interpersonal skills.

KEY RESPONSIBILITIES:

1. Have overall responsibility of the Enrichment (CCA & paid programmes) programme on the main campus

- To help develop the philosophy and strategic planning of a high value CCA programme
- Ensure meticulous planning and rollout of logistics related to the running of the CCA programme, including communication with parents, pupils and staff
- Liaise with Directors of Sport, PA and Academics across the school to develop a coordinated programme that meets the needs of the pupils
- Set the calendar for scheduling of the programmes to ensure that activities are prioritised accordingly in preparation of the overall programme
- Liaise with HoS to ensure that the aims and objectives of the enrichment programme are met and maintained
- Liaise with outside agencies and vendors to ensure that the enrichment programmes are well resourced and comply with health and safety regulations
- Liaise with school Directors and SLT to ensure that facilities are best utilised to support the CCA programme
- Lead in the preparation of the budget to ensure that the programmes are well supported and resourced
- Seek feedback from parents and students to ensure that the overall quality of the programme is meeting their needs

2. Have overall responsibility for creating the philosophy and direction of paid programmes

- Liaise with outside vendors and the Directors of Sport and PA to monitor paid programmes (Saturday) in terms of QA, Curriculum and staffing

3. Establish, revise and update rules, regulations, policies and procedures relating to the daily operational requirements for CCAs and paid programmes

- With the support of the Head of Safeguarding, make sure that all vendors comply with and abide by the school's safeguarding policies and protocols
- Liaise with the Legal department to ensure that vendor agreements are fit for purpose and follow WCC standard policy
- Lead the paid programmes Finance reporting

4. Manage and review the Enrichment team appraisal processes, leave and other logistics

5. Perform other duties as necessary in support of school objectives

JOB QUALIFICATIONS

BASIC QUALIFICATION	Bachelor's degree with a major related to education / Finance / laws and regulations
EXPERIENCE	<ul style="list-style-type: none">• Experience in a similar setting is essential
EXPERTISE	<ul style="list-style-type: none">• Strong interpersonal and communication skill and pleasant disposition• Open, proactive, patient and caring• Enjoy meeting people and possess the passion to serve• Advanced knowledge of Microsoft Office applications (Outlook, Word, Excel, PowerPoint)• High level motivation and patience with a keen sense of personal organization and responsibility
PREFERRED APTITUDES	<ul style="list-style-type: none">• Perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions• Demonstrating practice that always represents the five core values of Wellington (courage, integrity, kindness, respect and responsibility)• Strong passion for the education industry• Strong track record of solving complex problems, strategic thinking and delivering significant impact• Personal Integrity, accountability and credibility• Strong mind-set for continuous improvement to meet or exceed expectations

To apply for this position, please complete the application form, and attach a CV and covering letter.

WCIS is committed to safeguarding the welfare of children and expects the same from its employees. All new staff will be subject to enhanced pre-employment clearance, including identity checks, criminal background checks, qualifications checks and employment checks to include an exploration of any gaps in employment.