



Vienna International School Job Description

Job Title: **Extra-Curricular Activities Coordinator**

Responsible to: The Director

Responsible for: The Extra Curricular Activities Assistant

Allowance: Scale 4

Time Remission: Please see the time requirement under "General" category below. Full time position, the equivalent of up to 28 periods per week applies.

Job Summary: The Extra Curricular Activities Coordinator is expected to:

- take charge of the organisation and coordination of all programmes and activities extra to the curriculum within the school
- assure that extra-curricular programming is conducted in accordance with the school's child protection and safeguarding practices and the school's code of conduct
- provide overall leadership, vision and direction of extracurricular programming so that all students have the opportunity to reach their full potential
- take responsibility for the supervision and organisation of all external and internal Sports and Activities

Personnel Specification	Essential	Desirable
Minimum Qualifications	<ul style="list-style-type: none"> - Current registration to teach - Current training in basic Child Protection principles and practices 	<ul style="list-style-type: none"> - Leadership training/qualifications - An advanced qualification appropriate to the level
Professional Experience	<ul style="list-style-type: none"> - Experience in setting up and maintaining a broad-based programme of activities, both sporting and non-sporting to enhance the School's curriculum - Experience in organising travel and logistic arrangements for sporting teams 	<ul style="list-style-type: none"> - Experience with digital systems that can be used to promote and manage activities - Experience of running a school wide extra-curricular programme - Experience with large scale, multi school international sport events
Professional Understanding and Knowledge	<ul style="list-style-type: none"> - Knowledge and understanding of the sensitivities associated with students travelling to compete in sports. - Understanding and experience in risk assessment and mitigation. 	<ul style="list-style-type: none"> - Understanding and experience accommodating students with special needs - Knowledge of Austrian Verein- and labour laws
Professional Competencies	<ul style="list-style-type: none"> - A high level of interpersonal skills enabling effective communication, collaboration, team building and leadership - Organised and detail-oriented - The ability to provide consultation, coaching and support to other staff - Student centred 	<ul style="list-style-type: none"> - The ability to evaluate a programme
Beliefs and Values	<ul style="list-style-type: none"> - A strong commitment to the beliefs and values of the three IB programmes - A strong commitment to the belief that all children can be successful - A willingness to support and promote intercultural understanding and international mindedness - A willingness to actively promote Diversity, Equity, Inclusion and Justice - A commitment to harness learning and teaching technologies in order to support inquiring, inspired and involved lifelong 21st century learners 	



SPECIFIC RESPONSIBILITIES

Principal accountabilities

The Extra Curricular Activities Coordinator is expected to:

- Construct by late May each year, an overall activities calendar for the forthcoming year, having liaised with the Secondary and Primary Principals and appropriate Department Leaders and Coordinators in both schools.
- Encourage the development of new activities in both the Primary and Secondary sections.
- Hold regular meetings with all persons involved in the Extra Curricular Activities programme.
- Coordinate with all clubs, including but not limited to the DoEiA, Model UN, F1, Choir and Orchestra Coordinators, Extended Day Programme, VISMA, After School Activities and Sports, etc when putting the after-school activity schedule together.
- Take responsibility for the organisation of internal School Sports and other Activities outside of the regular timetable including events hosted at VIS.
- Develop, maintain and share a list of students and the activities they are enrolled in including contact details, meeting times and meeting rooms.
- Chaperone and supervise students on trips, including travel on bus, train, plane etc, when required.
- Ensure risk management procedures are followed for all extra-curricular activities trips.
- Assure consistent quality practice and programming with an emphasis on care, safeguarding, equity and inclusion.
- Communicate and collaborate with sectional leadership teams on matters of behaviour and discipline.
- Communicate relevant information to all stakeholders in a timely way.
- Oversee the Activities budget
- in compliance with school regulations and Austrian law, be responsible for the correct payments and the related contractual documentation of all Extra Curricular Activity Providers, in liaison with the Business- and Finance Office (non-employees), and with the Human Resources department (staff members)

A. Resources

The Extra Curricular Activities Coordinator is expected to:

- Present a budget to the Director that reflects the needs of EC Activities development.
- Liaise with the appropriate Department Leaders and external service providers for the use of facilities and certain equipment.
- Collaborate with all stakeholders to provide opportunities for the maximum use of all school facilities, and in this respect, keep a timetable of usage.
- Liaise with Austrian private and governmental organisations for the use of facilities and specialist skills.
- Coordinate with Principals and Deputy Principals on Dome usage and supervision.
- Prepare, maintain and make available inventories of equipment to support extra-curricular activities.

B. Staff and external activity leaders

The Extra Curricular Activities Coordinator is expected to:

- Encourage and motivate teaching staff, parents and external activity leaders to offer time and skills, on behalf of students, outside the normal timetable. Give all staff the opportunity to assist with the Extra Curricular Activities programme, and encourage them to do so. Allocates time, facilities and equipment as and when required.



The Extra Curricular Activities Coordinator is expected to (cont.):

- Hold a full and appropriate induction programme for all coaches, volunteers and outside providers that includes expectations that are aligned with the mission and core values of VIS.
- Ensure that all coaches and activities leaders, including all external providers, are trained in child protection and safeguarding practices and have confirmed they understand the expectations before they begin any on-campus activities
- Advise staff and external activity leaders of students with special needs or requirements with regards to activities within the boundaries of confidentiality.

C. Students

The Extra Curricular Activities Coordinator is expected to:

- Encourage all students to participate in some aspect of the extracurricular activities programme.
- Provide opportunities for students to exercise agency and ownership in the development, leadership, and/or implementation of extracurricular and enrichment activities and programming in line with the school's mission.
- Encourage senior students to work with the younger pupils in the school.

D. Communications

The Extra Curricular Activities Coordinator is expected to:

- Bring to the students' attention all recreational opportunities, both within and outside the school, through newsletters, Primary and Secondary bulletins and notice boards, and communication to the Deputy Principals.
- Liaise with the CAS, SA and CAA Coordinators in the development and promotion of a broad EC programme.
- Liaise with the Performing Arts Department Leaders to encourage lunchtime concerts and dramatic performances.
- Liaise with organisers of major events in case school facilities are involved.
- Liaise with Sports and Activities Coordinators at local and other international schools to promote a positive and collaborative atmosphere between teams and model appropriate behaviour in terms of competition and respect for opponents.
- Ensure all participant lists are sent to the deputy principals as soon as teams are formed.
- Highlight special achievements and performances of students through appropriate channels in a timely manner.
- Submit outcomes of events on the day following the event to the Deputy Principals.
- Liaise with the medical team and communicate medical incidents during Extra Curricular Activities and VIS sponsored trips to families and school leadership in a timely fashion.

D. Miscellaneous

The Extra Curricular Activities Coordinator is expected to:

- Manage the Student Sports Council
- Liaise with Austrian businesses for promotion and sponsorship of VIS hosted events
- Ensure that accompanying staff is instructed and present on all trips
- Perform regular risk assessments for all aspects of the program
- Lead daily lunchtime activities for all secondary students
- Organise end of year sports awards to recognize student participation by VIS student athletes
- Provide leadership as part of the DVAC and ISAA International Sports Leagues



General

The Extra Curricular Activities Coordinator is expected to:

- be present after school when the Extra Curricular Activities are taking place, and in case of weekend events or Sports trips, also on weekend days. Therefore, the daily working hours as outlined in the TSWA ('core day') do not apply, while the overall working days and working hours shall not be exceeded. Working days on the weekend are compensated by days in lieu in the following week; working hours late afternoon and evenings are compensated by a later start.
- supply to the Director, the Principals and HR, not later than on the first of the month, a calendar of working days for the coming month.
- be available in August with other Scale 4 positions to attend Middle Leader planning meetings and to support the onboarding process of new teachers.
- Attend meetings throughout the year outside the school core day if required.
- Support community related activities in the promotion of the 'life of the school'
- Support other activities as deemed appropriate by the Director or Senior Leadership team within the scope of responsibilities as Extra Curricular Activities Coordinator.
- Perform any other duties that may, from time to time, reasonably be required within the general level of responsibility of the post.

Review

This Job Description will be reviewed as part of the School's Appraisal Process. It may also be reviewed by mutual agreement outside such a cycle at the request of either the Director or the post holder.

Framework

To support the post holder in the fulfilment of the terms of this Job Description, Vienna International School undertakes to provide, within the limitations of available resources:

- A full and appropriate induction programme
- Ongoing Professional Development opportunities, linked to the Strategic Plan and agreed school objectives and personal goals
- Personal and professional support as appropriate
- The best possible facilities, within the resources available, to enable the post holder to fulfil the agreed duties
- Equality of opportunity in career progression