

Extra-Curricular Activities Support Job Description/Profile

Scope: Primary School

Reporting to: Director of Athletics & Activities

To support and assist the Director of Athletics & Activities ensuring the smooth and safe running and organisation of the Primary School activities program.

Qualifications and Experience.

- 1.1 Possess qualified teacher status appropriate to the teaching duties to be undertaken.
- 1.2 Have a strong background and/or passion in extra-curricular activities

Knowledge and Skills.

- 2.1 Demonstrate alignment with the ISL Qatar values of belonging, grit, kindness, and integrity.
- 2.2 Possess excellent communication skills, with the ability to effectively communicate in English within an international school setting.
- 2.3 Experienced and recent training in technology platforms such as Microsoft 365, iSams, Seesaw, ManageBac, Schools Buddy and similar platforms

Responsibilities.

- 3.1 Purposefully developing a balanced and holistic Co-Curricular Activities (ECA) Program
- 3.2 Recruiting, developing, and retaining high quality activity leaders from ISL Qatar staff to lead a variety and comprehensive activity program.
- 3.3 Collecting, using, and reporting on various data points ranging from student interest, types of activities offered, attendance, etc.
- 3.4 Ensuring the program supports and drives the values and mission of the school.
- 3.5 Ensure good communication with students, parents, faculty, and the Director of Athletics & Activities Director.
- 3.6 Ensure proper child safety protocols and practices are taking place across the Primary program. Coordinates with activity leaders for any absences and cover needed for activities.
- 3.7 Develops and implements a plan for start and end time of activities and parent pick-up.
- 3.8 Promote and foster team spirit within the school and develop strong connections with colleagues across various school departments.
- 3.9 Support and contribute to school community service and global citizenship goals.