



# Marden High School

## JOB DESCRIPTION

**TITLE OF POST:**           **Extracurricular Coordinator**

**REPORTS TO:**           **Deputy Head Teacher**

**This role will be for 1 year in the first instance and the post holder will receive a bursary to the value of £1,500.**

---

The role would include building on our already extensive extra-curricular provision and identifying opportunities to enhance it: such as the range of activities offered before and after school. In addition, the post holder would explore where activities could be offered during lunchtime in the areas students go for their lunch e.g. the basketball court or cafe.

The post holder would also monitor the uptake of activities by students, analysing the engagement by key characteristics e.g. year group, PP and SEND. As a result of this, core groups of students or individuals may be encouraged to take part in extra-curricular activities.

The postholder will demonstrate a high degree of flexibility as this role will involve lunchtime working and working after school hours.

### **General**

All school staff are expected to:

- Undertake other reasonable duties as may be required from time to time
- Work towards and support Marden's vision and values
- Support and contribute to school's policy for safeguarding
- Work within the school's Single Equality Plan to promote equal opportunity for all students and staff
- Maintain high professional standards of punctuality, appearance and conduct and maintain positive and courteous relations with students, parents and colleagues
- Engage actively in the performance review process
- Adhere to school policies and procedures as set out in the staff handbook or other documents available to staff