

AFTER SCHOOL & ACTIVITIES COORDINATOR JOB DESCRIPTION

LOCATION	The Village School - Houston, TX
JOB PURPOSE	The After School Programs and Activities Coordinator at The Village School supports the After School Programs and Activities Manager, directly coordinating the after school and summer staff and the after school and summer programs.
REPORTING TO	Director of Athletics and Activities
DIRECT REPORTS	N/A
OTHER KEY RELATIONSHIP	N/A

KEY RESULT AREA	MEASUREMENT OF PERFORMANCE
Functional Expertise	
<ul style="list-style-type: none"> Experience working with young students, preferably with some experience with an international population 	<ul style="list-style-type: none"> In control of classes and activities
Operational Expertise	
<ul style="list-style-type: none"> Experience with the Schools buddy Registration site or similar platform for after school and summer programs Prior experience in a coordinator's role leading a team of assistants Experience with online communication with parents and staff, such as Parent Square Experience with Canva designing online marketing flyers, newsletters, and brochures, or similar platforms. Experience with coordinating after school and summer classes 	<ul style="list-style-type: none"> Efficient on all Village School platforms
Other Responsibilities	

<ul style="list-style-type: none"> Other duties as assigned 	
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PERSONAL SPECIFICATIONS – Skills Knowledge and Experience

<ul style="list-style-type: none"> College Degree in a related field 	Preferred
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Personal Attributes

- High levels of personal integrity
- Conscientious and able to focus on completing work to a consistently high standard
- Flexible and positive approach to work
- Excellent organisational and time-management skills; high attention to detail
- Ability to work to tight deadlines and able to prompt others to ensure deadlines are achieved
- Adaptable to working in a fast paced ever changing environment
- Ability to work under pressure and remain calm
- Proactive and willingness to take on multiple tasks
- Self-motivated and enthusiastic
- Ability to work independently
- Must be a team player, willing to help and be flexible
- Continually strive for improvement

Other

- Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.
- Compliance with visa requirements for working in [Location].
- A commitment to safeguarding and promoting the welfare of all pupils. And the willingness to undertake appropriate child protection training when required

PHILOSOPHY AND VALUES

We are ambitious for our students, our people and our family of schools. We believe that:

- There is no limit to what every person can achieve.
- Creativity and challenge help us get better every day.
- Learning should be personalised.
- Unique global opportunities enhance the learning experience.

The NAE Commitment

At Nord Anglia Education, we work every day to inspire our schools, our students and our employees to be the best they can be, and we are ambitious for them all to achieve more than they thought possible in their personal, social and academic endeavours. Within our family of schools, this aspiration is underpinned by a commitment to always act with **respect, integrity, openness, courage and ambition**. These qualities are the foundation of how we approach our work and roles within NAE and are shared by everyone in our global family.

Promote and embodies *The CORE 7 Leadership Capabilities*:

- **Accountable** – Establishes a high performing culture and accepts accountability for organisational performance.
- **Strategic** – Leads opportunity and is committed to continuous improvement aligned with the organisational vision and direction
- **Collaborative** – Works collaboratively with others to achieve organisational outcomes
- **Entrepreneurial** – Creates organisational value for diverse stakeholders and achieves commercial success
- **Enabling** – Drives excellence through valuing and developing others
- **Agile** – Achieves personal and organisational success within a changing, dynamic and complex environment
- **Resilient** – Demonstrates personal resilience within a demanding environment of high expectations

- Role-model the 'Be Ambitious' philosophy each day

- Feedback as a valued member of the team and the wider organisation