

JOB DESCRIPTION FOR SCHOOLS DIRECTOR

INTRODUCTION

The Schools Directors, appointed by the Management Board, are responsible to the Convenor of E&T for all matters relating to Summer School and Winter School, or any other UK schools, in the future, run by the RSCDS, and are members of the Education and Training committee. They reports to this committee and liaise with the Convenor of the Education and Training committee on matters relating to schools.

DUTIES

- 1) To speak on matters relating to schools at the Education and Training committee.
- 2) To convene the meetings of the Schools Subcommittee.
- 3) To oversee any working groups or sub-committees set up to work on specific schools projects and to report on their progress to the Education and Training committee at every E&T meeting.
- 4) To maintain and update a list of approved teachers and musicians for schools and to ensure that the list is stored centrally at HQ by the Events Manager .
- 5) To liaise with school Co-ordinators about the staffing and to select the staff for Summer School.
- 6) To respond to enquiries and questions about schools.
- 7) To initiate ideas for new courses and schools and bring them to the Education and Training committee for approval.
- 8) To assist in the preparation of a budget for Summer School and other Society Schools with the Convenor of Education and Training and submit to the Office Manager for approval.

NB :

The Winter School Co-ordinator is responsible for the budget for Winter School and will submit the budget to the Convenor of Education and Training.

The Spring Fling budget is the responsibility of the organiser in conjunction with the Convenor of Youth Services.

- 9) To submit an annual report to E&T on Summer School at the first meeting of E&T after Summer School.

- 10) To complete an Activities H&S Assessment for Summer School or other schools organised by E&T.
The Winter School Co-ordinator will produce this Assessment for their event and forward a copy to the Schools Director.
The Spring Fling organiser will produce this Assessment for their event and forward a copy to the Convenor of Youth Services.
The AGM Co-ordinator will produce this Assessment for their event and forward a copy to the Schools Director.

- 11) Ensure that all E & T Schools activities comply with -
 - the Society's Policies and Procedures
 - Local and National Legislation.

- 12) Ensure that master files of all records databases etc are kept in HQ.

- 13) The Events Manager will provide an update report on the AGM to the Schools Director prior to each Schools Working group meeting.

- 14) The AGM co-ordinator will also provide the Schools Director and the Events Manager with a copy of their budget.