

**ASSISTANT HEAD: ENRICHMENT  
FOR SEPTEMBER 2018 OR JANUARY 2019**

**Further Particulars**

The Assistant Head: Enrichment will be responsible for ensuring that all students have the opportunity to participate in a diverse range of extra-curricular and academic enrichment activities across the school.

Student enrichment is one of the core tenets of NLCS, with students in every year group being encouraged to take part in activities, both within the timetable and as part of our vibrant co-curricular programme. There are over 100 student and staff-led societies and activities for students to participate in each week, and the Assistant Head: Enrichment is a vital position in helping to ensure that these societies and activities are well co-ordinated and of a high quality standard.

Key responsibilities include:

- Setting the tone for academic enrichment, by helping to co-ordinate and organise our Senior Societies programme, as well as working with departments to develop their enrichment activities
- Promoting student independent research, through the Extended Project Qualification and in-house research opportunities
- Oversight and planning of extra-curricular activities and societies, working closely with all departments (and Sport, Music and Drama in particular)
- Chairing the Extra-Curricular Committee
- Overseeing the awarding of school colours
- Oversight of residential and non-residential trips
- Coordination and promotion of community activities and charitable work (supported by colleagues who lead each area)
- Coordination and oversight of partnership work, particularly focused on developing our links with local schools
- Coordination of the NLCS Summer Festival

We pride ourselves on the vibrancy of the school environment, and the amount of opportunities that are available to students on a day-to-day basis throughout the year. The Assistant Head: Enrichment will have a key role to play in ensuring that our programme of academic and extra-curricular activities is diverse in scope and of the highest quality in all areas.

The successful candidate will have the expertise, initiative and enthusiasm to promote an academically rigorous and supportive environment for all students, as well as a supportive and productive environment for staff. He/she will be a key part of school life, helping to ensure that balance is achieved in a culture of high expectations.

S/he will also be a member of the Administrative Team which meets weekly to decide operational matters affecting the whole school. S/he will attend Heads of Department and Curriculum Committee meetings and be a member of the staff appraisal team.

The successful candidate will have the necessary expertise, sensitivity and vision to deal with whole school leadership and management issues, and will be able to communicate with confidence and subtlety with colleagues, parents and students.

The Assistant Head: Enrichment is responsible to the Deputy Head (Curriculum).

The Assistant Head: Enrichment would be expected to teach approximately 0.5 of a timetable.

### **Professional Development opportunities**

There is a strong culture of professional development at the School. In addition to the openly advertised internal promotion and professional development posts, the School also offers a number of external opportunities.

Following the opening of two partnership schools, North London Collegiate School, Jeju (in South Korea), and North London Collegiate School, Dubai, staff in the UK have opportunities to be involved in monitoring visits to South Korea and Dubai, and to be involved in the recruitment and training of their staff. A number of exchange opportunities are available to staff, both to Korea and Dubai, as well as to partner schools in the USA and Australia.

### **Applications**

Application should be made in writing to the Headmistress with a letter of application, completed application form and the names and addresses of two professional referees, one of whom should ideally be the Head of the applicant's present school. If applying by email the application form should be sent to Gill Conway, Deputy Heads' PA, who is in charge of teacher recruitment at [deputyheadspa@nlcs.org.uk](mailto:deputyheadspa@nlcs.org.uk).

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment as part of their duties. The successful candidate will be asked to apply to the Disclosure and Barring Service for an Enhanced Disclosure.

**Closing date for applications: 4.00pm on Tuesday 17<sup>th</sup> April 2018.**