

## ASSISTANT HEAD JOB DESCRIPTION

<b>Job Title:</b>	Assistant Head (Whole School)
<b>Line Manager:</b>	Head Master/Mistress

### Purpose of Job

- Establish, evaluate and develop the strategic aims and standards of a Whole School ethos in partnership with students, staff, governors, HIMS personnel and parents
- Act as the Designated Safeguarding Lead for the Whole School
- Lead the development of the Boarding programme and support boarding staff as required
- Support the Head Master/Mistress and Heads of School in regards to health and safety matters arising
- Assist the Head Master/Mistress in establishing and maintaining a vibrant and thriving school
- Line manage the Head of Inclusion
- Lead and oversee the extracurricular activities programme for the Whole School and ensure it is of a high quality and takes place in a safe, positive and healthy learning environment

### Duties and Responsibilities

#### Overall Responsibilities

- Promote high standards in all aspects of school life, particularly in student progress
- Actively support the vision, ethos, culture and policies of the school
- Inspire and motivate students, teachers and other school employees
- Comply with the professional duties of the Harrow staff Code of Conduct
- Contribute to a school culture which is positive, purposeful and professional
- Engage positively in the school Appraisal process and performance management arrangements
- Are committed to safeguarding and to promoting the welfare of children and young people

#### Strategy and Direction

- Work with the Head Master/Mistress and Senior Leadership Teams to provide strategic leadership to shape, deliver and actively promote the environment and school culture that is consistent with the ethos and expectations of Harrow School and Harrow International Schools
- Contribute to the development of the overall Harrow vision and values and ensure that students, staff and parents all understand and subscribe to the vision and values
- Monitor and ensure the effectiveness and integrity of all school policies and working procedures, which are created, updated and implemented consistently with the Harrow ethos and expectations

#### Administration and Infrastructure

- Coordinate with all key leaders across the school, develop the whole school calendar and manage the on-going approval and overview of events throughout the school year
- Manage the calendar built on a MIS and system approval process and identify and resolve clashes
- Ensure clear and efficient policies and procedures are in place within a safe, transparent and compliant framework and are tracked and updated in accordance with the policy review schedule

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- Support the Heads of School in the day-to-day running of both schools
- Manage and liaise with both Heads of School in producing and managing student supervision rotas

### **Child Protection and Safeguarding**

- Act as the Designated Safeguarding Lead to ensure full safeguarding provisions are in place
- Liaise closely with the Heads of School on all child protection and safeguarding matters
- Work with the Operations team in the coordination of all Health and Safety matters at school to:
  - ensure compliance with the local and external requirements
  - implement and review regularly the Health and Safety policy including the co-ordination of arrangements for critical incidents and the drills for fire and lock down
  - ensure a rolling maintenance programme is in place and keep all Risk Assessment records up to date
- Working with the Head of Human Resources, ensure that the central register of staff safeguarding checks is up-to-date and that there is due diligence with checks on external staff providers

### **Boarding**

- Working with the Head of Upper School, support the management and administration of boarding, pastoral and disciplinary procedures
- Working with the House Master/Mistress, ensure that the school's safeguarding policies on child protection and health and safety are implemented effectively in the House
- Working with the Operations team and House Master/Mistress to prepare and maintain Boarding policies and procedures in accordance with the policy review schedule
- Support the House Master/Mistress in developing a boarding environment in which each student can develop their talents and interests to the full and can exhibit and develop leadership qualities while contributing positively to the House and School community

### **Extra Curricular Activities**

- Oversee and support high-quality ECA programmes across the Whole School, including the off-campus trips and the organisation of school sports fixtures and tournaments
- Work with the Heads of School to ensure effective planning and staffing of Lower School and Upper School expeditions, including the production of an annual list of expeditions published to parents
- Provide opportunities to showcase excellence or celebrate development and achievements in the wide range of activities and events at school
- Oversee the timetabling and line management of all the peripatetic music teachers, in liaison with key academic staff
- Keep up to date with local and international initiatives related to extra-curricular activities, and advise the Head Master/Mistress and Governors on developments and policies as appropriate

### **Communications and Public Relations**

- Actively establish good relations with parents and all other visitors to the school
- Present a coherent and accurate account of the school's performance in formats appropriate to a range of audiences
- Oversee the organisation of and attend academic parents' evenings and be available to meet parents as required
- Oversee the production of reports, working with the Heads of Phase and Key Stage Leaders and ICT Services.

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- Communicate closely with parents and ensure that student progress is regularly reported, and relevant data is always available
- Support and attend all major school events
- Work to maintain effective partnerships with the community, promoting and representing the school at local, national and international level
- Operate effective communication channels throughout the school in establishing a 'Whole School ethos'
- Work with the Heads of School in coordinating transition programmes for students between phases

## Requirements

### Education, training and qualifications

- Appropriate degree, with UK PGCE, or other teaching qualification giving QTS
- Evidence of relevant and challenging continuing professional development
- Qualifications (e.g. coaching) in fields that add value to an extra-curricular programme
- Working knowledge of the National Curriculum of England including EYFS, KS1, KS2, KS3, IGCSE/GCSE and A Levels as appropriate

### Knowledge and experience

- At least 4 years teaching experience
- Experience of leading or coordinating teams in relation to curriculum or pastoral matters
- Experience of working in a boarding environment
- Experience of effective coordination of an extracurricular activity programme
- Experience in managing performance of staff, especially senior or middle level managers
- Experience in highly effective relationship management with a variety of stakeholders

### Personal qualities

- Have the ability and willingness to inspire others; leading by example, role modelling the school's vision statement: Leadership for a better world
- Be a role model for the Harrow Staff Code of Conduct
- Be flexible and capable of managing change and instilling high standards
- Be highly motivated, ambitious and collaborative and willing to take the initiative
- Have high levels of honesty and integrity in aspects of their role
- Demonstrate empathy, humility and genuine care about staff and students, taking time to support, guide and motivate them
- Be able to think strategically and drive improvements in student welfare and their wider learning experiences
- Be flexible and able to manage change
- Have excellent organisational, communication and interpersonal skills
- Demonstrate strategic leadership and the ability to lead and manage a team to deliver the school development plan effectively

### Other

- A clean enhanced Disclosure and Barring Services check or police check (for applicants who have never worked in UK) and no question regarding suitability to work with children

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Education is an ever-changing service and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.