



Job Description

The Role	
Role	Assistant Head (School Community & Student Experience)
Employer	Reigate Grammar School Riyadh
Place of employment	Riyadh
Reporting to	Deputy Head of Prep
Direct reports	Head of Years
Last revised	February 2026

Purpose of the Role

The Assistant Head (School Community & Student Experience) plays a key leadership role in shaping the day-to-day rhythm and lived experience of the school.

The role is focused on ensuring that the school operates as a safe, well-ordered and vibrant learning community — where routines are purposeful, events enrich learning, and students and staff feel supported.

This is a leadership position concerned with culture, coherence and continuity, rather than administration or facilities management.

Strategic Contribution

The Assistant Head will:

- Contribute to whole-school leadership and strategic planning
- Promote a strong sense of belonging and community across the school
- Support the Head in ensuring that school life reflects the values and ethos of an English National Curriculum education
- Help ensure that systems and routines enable high-quality teaching and learning to flourish



Key Responsibilities

1. School Community & Culture

- Lead on the planning and oversight of key community events, celebrations and school occasions
- Ensure that events support student development, identity and engagement rather than existing as standalone activities
- Strengthen connections between students, staff and families through meaningful school experiences
- Promote a positive and inclusive school culture aligned with the school's vision

2. Student Experience & Daily Life

- Oversee the effectiveness of daily routines that support a safe and purposeful school environment
- Provide leadership oversight of duties and supervision to ensure consistency and presence across the school day
- Support staff in maintaining clear expectations for student conduct and behaviour
- Contribute to systems that ensure continuity of learning and stability across the school

3. Continuity of Learning

- Provide leadership oversight of internal cover arrangements to ensure minimal disruption to learning
- Support departments in maintaining continuity during staff absence
- Work with senior leaders to ensure that cover systems remain educationally purposeful

4. Staff Leadership

- Line manages relevant staff with responsibilities linked to student life and school routines
- Support the development of staff confidence in managing routines, expectations and student engagement
- Model visible and supportive leadership presence across the school



Qualifications and Requirements

- Bachelor's degree and/or PGCE/PGCEi in Education for 3 to 11 year olds.
- Leadership experience in a school setting, preferably in a role related to curriculum. development or instructional coaching (desirable, not essential).
- Excellent communication, collaboration, and organisational skills.
- Ability to analyse data and make data-driven instructional decisions.
- Commitment to equity, diversity, and inclusion in education.

Note: The job description may vary depending on the specific needs and priorities of the school.

Review

This job description is current at the date below, but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Signed

Signed

(Employee)

(Head of School)

Date: _____

Date: _____