



St George's

WEYBRIDGE

Candidate Information Pack

ASSISTANT HEAD: CO-CURRICULAR & COLLEGE ENTRY

"WHERE WE CAN ALL BE THE BEST VERSION OF OURSELVES"



About St George's Weybridge

St George's Weybridge is a leading independent co-educational Catholic day school in Surrey for girls and boys aged 3-18.

Founded in 1869, with its distinctive Josephite ethos, St George's Weybridge has become the largest independent Catholic school in the country. Academically autonomous, the Junior School and College work together as one school, educating over 1,600 students across the two school sites. Both Schools had full ISI inspections in December 2019 and rated excellent in all categories.

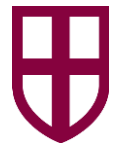
St George's is proudly and unequivocally a 3-18 co-ed school where children can learn and grow into kind, considerate adults who make a positive contribution to society. There is a perfect balance between the Junior School and the College, between academia, creativity and sport. Together with our Josephite ethos, these are what make St George's unique – and what makes the children who leave us exceptional.

The distinctive ethos upheld by St George's encourages a strong sense of family where all students are valued and encouraged to fulfil their potential in an atmosphere of mutual respect and compassion. This atmosphere is extended to all families, our alumni (Old Georgians), staff, the local community and the wider world.

St George's Weybridge welcomes students from all faiths and none, whilst maintaining our strong Catholic identity. It is our wish that during their time at St George's, our boys and girls will grow up within a community where Christian beliefs and principles are a guide for all that we do. This is evident in the liturgical life of our Schools and in the many ways we have of reaching out beyond our community. Thank you for your interest in joining the staff at St George's Weybridge. We are delighted that you are considering our School.



“WHERE WE CAN ALL BE THE BEST VERSION OF OURSELVES”



Working at St George's Weybridge

At St George's Weybridge, we employ a number of full and part time staff in a wide range of teaching and business posts. Our salaries are competitive and we offer a range of excellent employee benefits. Staff will undertake a full induction programme on joining St George's, and continuous professional development is actively encouraged and supported.

St George's prides itself on offering a harmonious and supportive environment for all staff and the Josephite ethos of "Coming home to school" is experienced not only by our pupils but extended also to our staff. We have clear policies about equal opportunities and do not tolerate any form of harassment or bullying.

Facilities

The grounds of St George's Weybridge are stunning, with the College sitting in 100 acres of park land and the Junior School on a 52 acre site. Both schools are supported by great road and public transport links.

The facilities offered at both schools are exceptional with many more exciting developments underway. Recent developments include:

- Activity Centre - a 6-court sports hall, climbing wall, fitness suite, dance studio, and flexible multi-use spaces.
- The Ark – a dedicated space for our Early Years pupils including modern classrooms and resource areas, IT suite, assembly room, and outdoor learning areas.
- Henderson Centre – a classroom block providing first-class teaching facilities, as well as a dedicated Common Room and classrooms for Sixth Form students.

"Joining St George's was like coming home, there is a huge sense of community. Staff are so welcoming and friendly, nothing is too much to ask. Staff always have time for you and no question is a silly one!"

Joe

"Since the first day, I've been made to feel very welcome which has enabled me to settle in very quickly. I am really happy that I now consider myself to be part of the Georgian family".

Lauren



"Recently leaving a FTSE 100 company after 16 years to join St George's Junior School was unnerving at first, however it has been the best decision I've made by far! The excellent capabilities of all the staff and wonderful facilities encourage the pupils to thrive. This in turn pushes me to stretch my strengths and abilities. The warm and welcoming culture here motivates me to always give my best!"

Leila



Job Description

Assistant Head: Co-Curricular & College Entry

From September 2023 or January 2024

Job Title:	Assistant Head: Co-Curricular & College Entry
Line Manager:	Deputy Head (Operations)
Contract:	Permanent, Full Time

CO-CURRICULAR RESPONSIBILITIES

STRATEGY & INITIATIVE

- To be responsible for the strategic development of co-curricular activities within the College and beyond.
- To ensure a balanced and wide range of co-curricular opportunities are available to all students.
- To be responsible for the co-curricular section (within the curriculum policy).
- To be responsible for the trips & educational visits policy.
- To work closely with Heads of Departments and Heads of Year to develop leadership opportunities for students in different activities.
- To represent SGC at Trinity Group and other meetings of Co-curricular Leads.
- To keep records of all co-curricular offerings and be responsible for the completion of this area for ISI inspection documents.
- To oversee and develop the College's programme of educational visits and trips, both domestic and overseas.
- To develop outreach and community relations through the student co-curriculum.
- To liaise with the Director of Admissions & Marketing and Director of Development to ensure the school celebrates its many successes in the co-curricular sphere.
- To promote the College's co-curricular programme to current and prospective parents eg at Open Morning.
- To follow up on the selection and interview process of all staff, identifying their co-curricular offering.
- To contribute to the development of community links through the co-curriculum.



PLANNING

- To work with the DH Operations in coordinating the College calendar of activities.
- Leading on the termly Diary meeting to co-ordinate
- To take overall responsibility for the co-curricular department budgets.
- To ensure that all co-curriculum documents are kept up to date, e.g. awarding of colours.
- To Line Manage the Directors of Art, Drama, Music and Sport, and liaise with all other stakeholders.
- To decide on the co-curriculum timetable and work with the Assistant Head Pastoral to balance the competing demands for time from different areas of the co-curriculum.
- To work with SLT, and in particular the Deputy Head Academic, in determining the weekly routine and reviewing this structure.

MONITORING

- To oversee the day-to-day running of the co-curriculum.
- To monitor student and staff participation and achievement within the co-curriculum.
- To support students and staff through attendance at a wide range of events activities.
- To liaise with the Assistant Head Pastoral in resolving competing activities for individual students in accordance with the perfectly balanced policy.
- To keep abreast of all new developments and regulatory requirements and guidance relevant to the co-curricular programme.
- To correspond with parents on matters to do with the co-curriculum.
- To maintain and update knowledge and skills in line with legislation relevant to the co-curriculum.

COLLEGE ENTRY RESPONSIBILITIES

ENTRANCE EXAMINATIONS

- To be responsible for the organisation of the College entrance examination processes at 11+; 12+; 13+ and to oversee all scholarship assessments for these groups.
- To review information on each candidate in advance of testing, including references and any other information relevant to their application.
- To be responsible for the assessment process for Common Entrance applicants.
- To analyse and provide results of exams in readiness for decision meetings.
- To attend all decision meetings at 11+; 12+ and 13+.

COLLEGE ENTRY EVENTS

- To be responsible for the organisation of College events pertaining to College entry, such as Orientation Days, Induction Day and parental visits.
- To assist Marketing in the organisation and execution of Open Mornings, particularly with regard to student guides.



RELATIONSHIPS WITH FEEDER SCHOOLS

- To review and develop methodologies for attracting children into the College.
- To be aware of, maintain and develop links with feeder schools.
- To work with the Junior School to maximise Year 6 transfer and the feeling of 'one school, two sites'.
- To attend relevant Junior School events.
- To attend feeder school exhibitions and promote entry to the College.
- To have overall responsibility for promoting and developing College links with other schools through events such as SGC Experience Afternoons and taster events.
- Work with State School Liaison Officer.
- Tracking final outcomes and reporting back to feeder schools.

OTHER

- To request pastoral handover information from feeder schools and to work with HoY on creation of new tutor groups in First Year and Third Year.
- To create and maintain documents for all areas of responsibility and events, for succession planning.
- To periodically review Admissions pages on College website and update information with Marketing.
- To manage the Pre-Entry Budget.
- To submit dates of all events relating to College Entry for inclusion in the College Calendar.
- To work with the Extension Programme Co-ordinator to evaluate the impact of the Extension Programme on Academic Scholars. Involvement in review of Admissions Policy.
- To have responsibility for the administration and testing of the First and Third Year using GL CAT4 tests.

AS A MEMBER OF SMT

- To contribute to the overall strategic leadership of SGC, including attending strategy meetings, contributing to whole-school initiatives, leading events, and sharing in other whole school events.
- To help select and interview applicants for all teaching posts.
- To attend school functions and events as often as possible and to support students and staff in their activities and endeavours.
- To work with colleagues on SMT to co-ordinate College events and activities throughout the year. To be responsible for appraising an allocated Middle Manager.
- To teach a reduced timetable, likely to be 6 periods per week.

The nature of the post will require some work to be undertaken in the College during the school holidays, notably reviewing all 11+ applicant references during October half term and being available during the Easter holidays and at the end of the summer break for co-curricular planning and any Admissions queries.



Conditions of Service

Salary is dependent on experience and qualifications. The College participates in the Teachers' Pension Scheme and adheres to statutory retirement procedures. Accommodation may be available.

Appointment procedure

Please send a completed application form and brief covering letter to Phyllida Bell, PA to the Headmistress, St George's College Weybridge, Weybridge Road, Addlestone, Surrey KT15 2QS or via email to: headmistress@stgeorgesweybridge.com.

The closing date for applications is by 12 noon on Monday 22 May. Interviews are expected to take place on Friday 26 May.

St George's employs personnel who are best qualified for the post without any discrimination in favour of race, colour, gender or national origin. All staff must be able to support the Mission Statement of the school.

This job description is indicative of the nature and level of responsibilities associated with this post. It is not intended to be exhaustive. Other reasonable tasks and responsibilities may be allocated as necessary from time to time.



Benefits



Pension

Teaching staff have access to the Teachers' Pension Scheme.

Flexible Working

Depending on the nature of your role, we sometimes can provide flexible working arrangements as a way to meet your needs as an employee. This can include having flexible start and finish times, compressed hours, working from home or working part time.

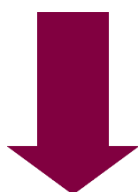


Medical Support and Employee Assistance Programme

Benenden provides accelerated access to many aspects of private healthcare in the event of delays to NHS provision, as well as a free confidential counselling and GP helpline available 24/7.

Holiday Camps & Local Retailer Discounts

Discounts are available to all permanent staff for Junior School wraparound care, in the Georgian Shop, for holiday camps and activities hosted at St George's Weybridge. In addition, a number of local shops and retailers offer discounts to staff at St George's.



Fee Remission

All staff are eligible for School Fee Remission for employees' child(ren) attending either St George's College or St George's Junior School. The children of employees are subject to the same admissions assessments as other children and employment in no way guarantees that an offer of a place for your child will be made. The entitlement commences from the beginning of the first full term following commencement of employment and is not contractual. Full details of the scheme are available from the HR Department.

Life & Personal Accident Insurance

Life insurance is provided through MetLife or Teachers Pensions, whereby a named beneficiary would be eligible to four times annual salary. In addition, insurance is in place in the event of an accident leading to permanent disability or injury.



Meals & Parking

Staff are provided with lunch in the dining room, as part of the Student Supervisory Policy. Parking is provided free of charge when at the College campus.



Employee Loans

Staff can apply for interest free loans in the case of hardship or for training, travel costs or purchase of



Conditions of Employment

Initial Period of Employment

Teaching Staff: Two Terms

During the Initial Period of Employment, sick pay will be paid in accordance with current legislation.

Notice Period

One week on either side during the Initial Period of Employment, thereafter, One Term

Pre-Employment Vetting Checks

It is a condition of employment at St George's Weybridge that every applicant who accepts the offer of a job will be subject to criminal background checks through the DBS and will be required to provide documentary evidence to confirm their identity and right to work in the UK. The checks will be carried out at the School's expense. References will be taken up, including those from previous employers.

Safeguarding Children

The post-holder's responsibility for promoting and safe-guarding the welfare of children and young persons for whom he/she is responsible or with whom he/she comes into contact will be to adhere to and ensure compliance with the Safeguarding Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school he/she must report any concerns to the Head and/or Designated Safeguarding Lead.

Dress code

Staff are expected to wear smart business dress and conform to the St George's Dress Code. These norms are relaxed during school holiday time.

Additional Working

There is a requirement for attendance at Open Days, Carol Services, Graduation Night and evening events as may arise from time to time.

Data Protection and Confidentiality

The post-holder will ensure Data Compliance regulations are upheld, including being familiar with current data protection legislation and associated School Privacy Notices and undertaking relevant training in data protection.

No Smoking Policy

St George's College and St George's Junior School operate a no smoking policy.



How to Apply

To find out more about the post or the school, in the first instance please contact Phyllida Bell, PA to Headmistress, for a confidential discussion:

Tel: 01932 839 303

Email: pbell@stgeorgesweybridge.com

Applications are encouraged as early as possible on the enclosed form and emailed together with a covering letter to headmistress@stgeorgesweybridge.com.

Key dates

Closing date for applications:

By 12:00 noon on Monday 22 May 2023

Interview date:

Friday 26 May 2023

Please note that before making an application for any vacancy at St George's you should familiarise yourself with our Privacy Notice, [Safeguarding Policies](#), [Recruitment Policy](#), [DBS Code of Practice and Associated Policies](#) which are available at: <http://www.stgeorgesweybridge.com/further-information/employment-opportunities>

St George's Weybridge is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

As an Equal Opportunities Employer and a registered Educational Charity, we promote a diverse and inclusive community – our "Georgian family" inspires everyone to be the very best version of themselves and succeed on individual merit. We offer inclusive employment policies, flexible working arrangements, staff engagement forums and benefits to support all staff.



