

100 YEARS
TANGLIN TRUST
SCHOOL
EST. 1925



Deputy Head (Co-Curriculum)
- Senior School

AUGUST 2025



AN INTRODUCTION TO TANGLIN TRUST SCHOOL

Tanglin Trust School is a vibrant coeducational day school where every individual is inspired, ensuring they feel happy, valued and able to contribute with confidence to our world. This vision is seen as a vital part of the School's holistic approach to education, one that recognises the importance of every individual within 'Team Tanglin'. In developing the whole person, high expectations are set (and met), whilst emotional intelligence is nurtured. The School's core values of Respect, Responsibility and Purpose are reflected throughout the curriculum and co-curricular activities. Wellbeing, happiness and an ability to appreciate and experience the joys of life are important. This is a community where every individual matters.

Tanglin's community is a diverse mix of Singaporeans and expats from a wide range of backgrounds and cultures. Of the staff, 270 are teachers and 420 work in administration, operations, educational support, and business support. Each individual is important, and everyone makes a distinct contribution to the continuing success of the School. As a not-for-profit school, tuition fees are devoted to the provision of an outstanding education.

The School prides itself on its global reputation as one of the best international schools in the world. In fact, it was named 'International School of the Year 2023' by ISC Research. Other accolades include comments and judgements given in the last four UK (BSO) inspections which awarded "Outstanding" and went on to state that in some cases observations of certain aspects were "beyond outstanding".

MISSION

Tanglin Trust School Singapore has a long tradition of providing British-based learning with an international perspective. Tanglin strives to make every individual feel valued, happy and successful. Responsibility, enthusiasm and participation are actively encouraged, and integrity is prized. Working together in a safe, caring yet stimulating environment, the School sets high expectations whilst offering strong support, resulting in a community of lifelong learners who can contribute with confidence to our world.

VISION

Tanglin aspires to be the best school in the world with a dynamic learning community that nurtures and inspires every individual to be the best they can be.

100 YEARS OF EXCELLENCE

Tanglin is moving proudly towards its centenary in 2025. A new strategic plan '100 Years of Excellence', has been developed to provide a clear direction for the School's journey, honouring the past, embracing the present and aspiring to the future.

The strategic plan is centred on five key themes as follows:

-  **Team Tanglin** – Tanglin Trust School is an outward-looking and dynamic centre for educational excellence that is warmly responsive to its community, socially responsible and proud to contribute to the future of Singapore and the world.
-  **Flourishing Individuals** – Tanglin Trust School aims to nurture and inspire every individual, ensuring they feel happy, valued, and successful in achieving their intellectual, spiritual, cultural, social, and physical goals.
-  **Inspired Learners** – Tanglin Trust School aims to be a distinctive learning community, utilising both British-based and international learning programmes, to nurture and inspire lifelong learners who develop international-mindedness that will allow them to contribute to the world with confidence.
-  **Future Ready** – Tanglin Trust School aims to provide students with the skills, and dispositions to leave school ready for the next phase of their learning journey.
-  **Our People and School Systems** – Tanglin Trust School aims to be recognised locally and internationally as a professionally stimulating and rewarding workplace that is committed to innovation, high-quality professional development, and the constant interchange of ideas as well as investing in staff who always seek to enhance the quality of education within and beyond the School.



SENIOR SCHOOL

There are currently 1,338 students on roll in the Senior School. Working with a high performing Senior School Leadership Team (Comprised of Deputy Head (Pastoral), Deputy Head (Academic), Head of 6th Form, Head of Upper School, Head of Middle School, and Assistant Head (Academic)), the Head of Senior School will build on the School's outstanding academic outcomes and draw upon its significant resources to position it as a beacon of teaching and learning excellence nationally and internationally.

ACADEMIC EXCELLENCE

Tanglin's academic curriculum utilises both British-based and international learning programmes, organised through subject disciplines within a strong academic framework. Planned progression within each discipline supports students in broadening their knowledge and deepening their understanding of the world as they move through the School.

Through their studies, Tanglin learners develop:

- Critical and Creative Thinking
- Communication
- Social and Collaborative Skills
- Self-Management
- Research

Tanglin has developed its own bespoke 3-14 curriculum framework based on the English National Curriculum for students from Nursery to Year 9. As students work towards Year 9, they are guided towards making choices for IGCSE courses with external examinations taken at the end of Year 11. Students then have the opportunity to select either the A Level or IB pathway in the Sixth Form. This choice of dual pathways is unique among schools in Singapore.

Exam results are typically amongst the highest in Singapore and top independent schools in the UK. In 2023, students celebrated impressive success at IGCSE with 81% graded A*-A. At A Level and IB, there was a similar strong performance with 58% of grades at A* or A at A Level and a Tanglin grade point average of 38.7 in the IB.

Students secure places, including scholarships, at top universities around the world. They have gone on to follow their passions, studying in the UK, USA, Canada, Europe, Japan, Singapore, Australia and New Zealand.



SENIOR SCHOOL

PASTORAL CARE AND THE HOUSE SYSTEM

An outstanding feature of Tanglin is the supportive relationships that exist between students and staff, and among the students themselves. The School is very proud of the excellent care, guidance and support it offers. On leaving Tanglin, students and their families consistently comment on the tremendous help and encouragement they received from their peers and dedicated teachers.

Ongoing relationships with teachers, the close personal attention given to students by specialist staff, and a well-structured system of pastoral care, mean that the School's knowledge of each student's abilities and aptitudes is exceptional. This enables Tanglin to provide all students with personalised academic and pastoral support which is a key ingredient in their high levels of achievement. In the Senior School House system, students earn House points throughout the year for academic success, team participation and pastoral leadership. In Year 12, House Captains are appointed and lead their House throughout the year with activities, sports tournaments and charity work. These student leaders also organise and run House and Senior School assemblies, presenting awards and results to the whole school. Throughout the year, students from across all year groups work together in their House, helping develop a shared community spirit.

BEYOND THE CLASSROOM

As students progress through Tanglin, they are encouraged to take advantage of the many opportunities that are on offer, including service learning, extensive outdoor education trips, and a wide range of co-curricular activities that stimulate and broaden student experience. 90% of Senior students take part in a weekly CCA. Outdoor learning spaces on campus include creative play equipment, nature zones and a challenging climbing wall. Wherever possible, the curriculum is brought to life through educational visits and field trips within Singapore, and beyond. This includes the launch of The Tanglin Highlands Programme in 2025 - a five-week experiential learning journey at the school's Gippsland campus in Australia. This unique opportunity will be the pinnacle of Year 9 students' Middle School educational experience at Tanglin. Tanglin's co-curricular programme provides students with opportunities to pursue a range of interests by developing existing talents or learning something new. In addition to recreational choices, the programme enables students to trial for and engage in competitive activities. It also enhances the development of students' independence by encouraging them to make choices and organise their time, as well as teaching important lessons associated with trying out for selective sports squads or music ensembles.



The Role



The Deputy Head Co-Curriculum (Senior School) will report directly to the Head of Senior School and is expected to work closely with colleagues in the Senior School Leadership Team to promote a world-class programme of co-curriculum activities for over 1,300 students across the Senior School. In addition, this role also has significant oversight of the whole school departments of Music, Sport, Outdoor Education, and whole-school budgetary and administrative oversight requiring a close working relationship with the CEO, Heads of Junior and Infant School and CFO/COO.

We are looking for a dynamic and well-organised leader to take responsibility for driving, directing and organising Co-Curriculum activities throughout the Senior School. This role requires a motivated, pro-active individual, able to work well with and draw together a variety of key departmental areas as well as someone with gravitas and dynamism to have a whole-school profile. The school runs an ambitious programme of sport, music, drama, indoor and outdoor activities, clubs and societies and academic enrichment, as well as extensive and challenging residential trips for students. Expertise in planning and timetabling co-curricular activities, along with overseeing their quality and student engagement, is essential.

Key Responsibilities

Strategic Leadership

- Work closely with the Head of Senior School, Deputy Heads Academic and Pastoral, and other members of SSLT to support and implement the school's mission, vision and aims.
- Deputise for the Head of Senior School when required.
- Prepare and present reports for the Whole School Leadership Team and Governors when required.
- Be responsible for all aspects of co-curriculum activity within the Senior School to ensure that all students have access to a broad and balanced programme (specifically Sport, Music, Drama, Indoor and Outdoor Activities, Clubs, Outdoor Education/Residential Trips).
- Be a member of the Senior School Leadership Team, keeping it aware of co-curriculum matters regarding the progress of this area of the school, as well as developing plans and policies to support its expansion.
- Lead and manage the calendar planning for the Senior School and contribute to the calendar planning for the whole school.
- Oversee and manage the funding of Senior School co-curricular projects from the TTS Foundation.
- Monitor student involvement in, and parent and student satisfaction with, co-curriculum activities.
- Take responsibility for the safety and well-being of students and staff across all areas of the co-curriculum life of the school, promoting a safeguarding and child protection culture
- Make recommendations to the Senior School Leadership Team regarding the strategic direction of the co-curriculum programme.
- Maintain a very visible presence at school sport, music, drama and other events.
- Chair the Whole School Co-Curriculum Committee and act as a driver of whole school strategy around the Co-Curriculum.
- Provide direction with regards to staffing of all co-curriculum activities across the whole school.
- Contribute to the coordination and leadership of specific activities as required within the parameters of the co-curriculum staffing structure.
- Develop and maintain strategic partnerships with outside bodies and organisations relevant to the role.
- Work closely with the Admissions department to support the entry of talented children.
- Attend the Gippsland campus in Australia to support the programme at agreed times.

Staff

- Line manage the Director of Sport, Director of Music, Head of Performance Drama, Head of Outdoor Education, Academic Enrichment Coordinator (Clubs and Societies), Head of Houses, Co-Curriculum Manager, Trips and Visits Manager, and Ch@t Executive (Charities@Tanglin).
- Work closely with the Senior School Deputy Heads and Assistant Heads.
- Work closely with the Heads of Junior and Infant School and their leadership teams regarding whole school budgets and departments.
- Work closely with the Director of Music to ensure a coherent approach to the development of music performance and a world class programme of ensembles.
- Work closely with the Head of Performance Drama to ensure a diverse and vibrant provision of dramatic performance.
- Work closely with the Head of Gippsland Campus in Australia to ensure excellent organisation, administration and communication in support of positive student outcomes.
- Ensure that all faculty staff are making a contribution to the co-curriculum life of the school.
- Continue the development of the house provision that provides co-curricular opportunities for all pupils.
- Oversee the professional development and coach education of co-curriculum staff.
- Liaise and provide direction to Friends of Tanglin groups.



Marketing & Communications

- To liaise with the Marketing and Communications Department to ensure the school celebrates its many successes in the co-curriculum area.
- Manage communication about the co-curriculum programme to students, staff, parents and the wider community through a variety of media.
- Contribute meaningfully to the School Marketing and Admissions processes through Open Days, Orientation Days and Admissions processes.
- Develop and maintain strong working relationships with parents, students and staff.
- Respond to parent and student issues by facilitating resolutions where appropriate in a professional, fair, timely and sensitive manner.

Organisational and Administrative Leadership

- Work with Senior School and Junior and Infant School colleagues regarding the compilation, oversight, planning and timetabling of the co-curriculum, working closely with the Deputy Heads and Leadership teams of each school.
- Oversee the provision of information for Senior School students, parents and staff.
- Be responsible for the oversight of all aspects of residential trips, working closely with and managing the Head of Outdoor Education and Trips and Visits Manager, while liaising with the Heads of School.
- Be responsible for the efficient organisation of major Senior School events involving co-curriculum activity.
- Oversee and run the termly awards assemblies, including the process of making the awards in collaboration with relevant colleagues.
- Manage Senior School co-curriculum budgets and relevant whole-school budgets.
- Oversee the maintenance of co-curriculum resources, including sporting venues, music rooms, sport equipment and kit, drama facilities and music and production equipment.
- Oversee and implement strategic planning of co-curriculum short and long-term budgets, staffing and infrastructure.
- Teach at a level to be agreed with the Head of Senior School.
- Implement and lead co-curriculum activities across the Senior School at a level to be agreed with the Head of Senior School.
- Embrace the School's commitment to creating a diverse and inclusive environment.



Workplace Health and Safety

- Adhere to relevant Workplace Health and Safety policies and practices.
- Create a culture of safeguarding and child protection within the co-curricular areas of the school, reinforcing the key schoolwide focus on keeping children safe and ensuring appropriate in-service training for teaching and non-teaching members of the co-curriculum staff.
- Implement existing policies and where necessary develop new policies regarding staffing, supervision, workplace health and safety, risk assessment and student welfare pertinent to the co-curriculum programme.
- Liaise with the Sports Manager and Operations team to ensure co-curriculum venues are prepared for activities, are safe and comply with relevant safety recommendations for various activities.

Personal Attributes

- A track record of successful school leadership in an academic department, year group or major co-curriculum activity.
- Evidence of sustained commitment to and support of co-curriculum activities.
- Experience working within formal House structures and competitions will be well regarded.
- The ability to solve conflicts with sensitivity and skill.
- Proactive, self-motivated and highly committed with the ability to operate independently and as part of a team.
- The ability to work flexibly as the demands of the role change, from a strategic level to one at ground level.
- Excellent interpersonal skills with the ability to build relationships across levels, cultures and professional backgrounds and influence across a variety of personalities.
- Excellent verbal and written communication skills in English.
- Energy, drive and leadership to motivate colleagues and students.
- The capacity to initiate and manage change with flair and creativity.
- Of high integrity, honest and resourceful and able to work with minimal supervision.

Tanglin Trust School believes that each employee makes a valuable and significant contribution to our success, and that contributions should not be limited to the assigned responsibilities above. This job description is designed to outline primary responsibilities but not limit the employee, nor Tanglin Trust School, to only the duties identified. It is the expectation of the school that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organisation.





CAMPUSES AND FACILITIES

Tanglin's facilities have transformed over the years as new buildings and the latest technologies have been introduced to support both the growing student body and the latest evidence-based pedagogy.

The campus is set on five hectares in one-north, an attractive setting to the west of the city that offers excellent access from most areas in Singapore. The site comprises separate modern buildings for the Infant, Junior and Senior schools, and Sixth Form. Each school features architect-designed classrooms with age-appropriate facilities, set around bright and colourful common areas that promote a sense of community. Facilities are of an exceptional standard. They include three libraries, large performance halls, science laboratories, vibrant canteens, state-of-the-art media technology suites, drama studios, a recording studio, two rehearsal halls, and a sound-proof music suite.

Sports facilities include four gymnasia; a full-size rugby and football pitch; netball, badminton, basketball and volleyball courts, an Olympic-standard Gymnastics Centre, world-class Aquatics Centre with a 50m swimming pool, bespoke Climbing Wall, and an Athletic Development Gym.

Campus development continues to be considered. Most recently, the school purchased a 15-acre campus in Victoria, Australia. Nestled in a lush, green expanse near Baw Baw National park, the Tanglin Gippsland campus will be home to a 5-week experiential learning programme for Year 9 students. The campus offers an ideal environment to build character skills as well as educate young people about climate change and their role in creating a sustainable future.



TANGLIN GIPPSLAND CAMPUS

Tanglin Gippsland is the Australian campus of Tanglin Trust School that was purchased in 2023 and will start hosting students in 2025. The campus is set on a 15-acre site located in the township of Rawson, which sits on the southern edge of the Baw Baw National Park in the state of Victoria. The campus is designed to cater for groups of up to eighty students and will be operated by approximately twenty staff, with many of those living onsite to provide around-the-clock care and supervision of students.

In preparation for Tanglin's centenary celebrations and in the wake of the Covid pandemic, the school's leadership team were determined to create a significant experience for students that would give them the mindset and skills to thrive in a changing world. Building on the legacy of Tanglin's Cameron Highlands programme from the 1930's, a new Highlands Programme was envisaged that would stretch and strengthen students physically, emotionally, academically and relationally.

While the campus will host students of various ages, the primary focus of the campus is to deliver the five-week Highlands Programme for Tanglin's Year 9's. This unique programme has been specifically designed to focus on the development of three essential attributes of Curiosity, Confidence and Community in students.

Curiosity is enhanced by engaging students in an experiential-learning based curriculum that gives them ample opportunities to learn and apply knowledge in real-life or outdoor settings.

Confidence is enhanced by encouraging students to participate in activities that take them out of their comfort zones and challenge them to live, learn, work and play in a variety of new ways and settings.

Community is enhanced by expecting students to put others before themselves by sharing in and contributing to the daily habits, responsibilities and chores required to maintain an efficient, productive and caring community for all.



TANGLIN HIGHLANDS PROGRAMME

It's a 5-week immersive learning journey at our Tanglin Gippsland campus in Australia. This unique opportunity is the pinnacle of a Year 9 student's Middle School educational experience at Tanglin, where the main focus is to foster three essential attributes:

- **Curiosity: Uncover the joy of learning**
- **Confidence: Thrive and flourish**
- **Community: Belong and connect**

Since Year 9 is a formative year for adolescent development, this programme will empower students to apply the skills they've acquired and challenge them to cultivate new ones. Tanglin is offering this because we have always recognised the significance of a holistic education and the spirit of adventure is embedded within the Tanglin DNA - a legacy that dates back to 1934 when Miss Griff led the school to the Cameron Highlands.



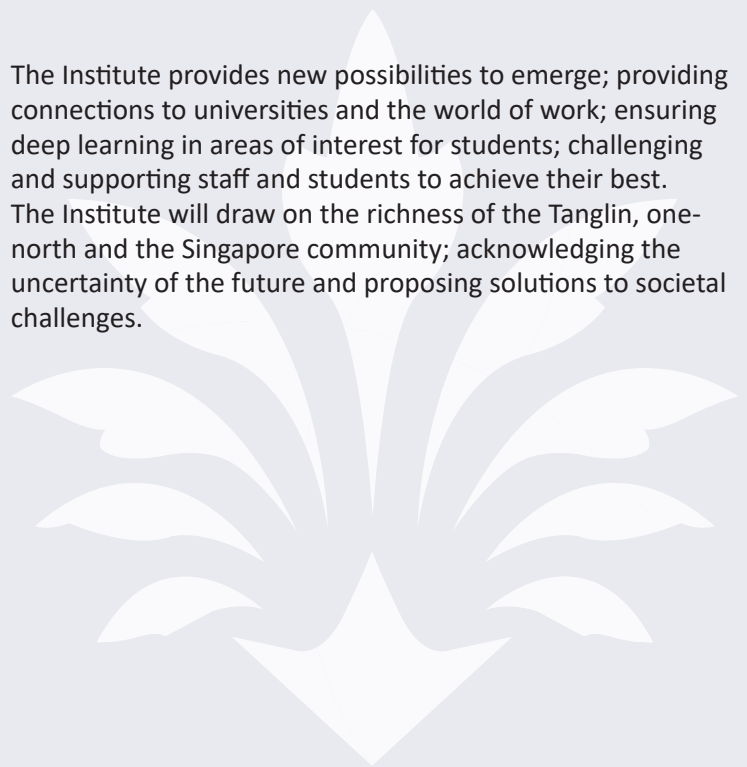
Scan the QR code
to find out more about
the **Tanglin Highlands Programme**.



THE INSTITUTE

In 2022, Tanglin launched the Institute@Tanglin, a forum that promotes excellence, provides thought leadership, and encourages discourse to inspire, challenge and prepare the next generation of leaders in our community. Located on Level 11 of the Centenary Building, it brings together a range of current and future disciplines, teachers, learners, facilitators and mentors, to work collaboratively to envision and drive new and improved outcomes within our already dynamic learning community.

The Institute provides new possibilities to emerge; providing connections to universities and the world of work; ensuring deep learning in areas of interest for students; challenging and supporting staff and students to achieve their best. The Institute will draw on the richness of the Tanglin, one-north and the Singapore community; acknowledging the uncertainty of the future and proposing solutions to societal challenges.





LIFE IN SINGAPORE

The Republic of Singapore is an island state located off the southern tip of Malaysia. The 'Lion City' as it is fondly known, offers a blend of Western modernity and Asian culture, and enjoys a clean, safe and green environment. In 2015, Singapore celebrated 50 years of independence. There are four official languages which reflect the ethnic cultures and population: English (primary), Mandarin, Malay and Tamil.

From enjoying the views at the top of Marina Bay Sands to visiting Gardens by the Bay and exploring the streets of Little India, Chinatown and the Arab Quarter, there are plenty of opportunities to enjoy a vibrant entertainment scene and readily available sports and leisure activities.

The climate is tropical and humid year-round with temperatures averaging 26C to 34C. The dry season usually lasts from March to August, while the wet season lasts from September to February. Singapore's location makes it an ideal base from which to explore other parts of Asia.



How to Apply

Tanglin Trust School is an equal opportunities employer committed to the ongoing professional development of all our employees.

We are looking for people who can bring new perspectives, life experiences and skills that will enrich our community and the learning of our students, both inside and outside the classroom. If you share our vision and are keen to embrace the challenges and rewards of life in an established international school in Singapore, we would love to hear from you.



In your application, please provide the names and email addresses of three people from whom confidential references may be obtained. Please indicate their professional relationship to you; **one referee should be your present Head of School.**

We are delighted to partner with Edvectus who will manage the recruitment of all international educators for our school. They can be contacted at tanglin@edvectus.com

The closing date for applications is Friday 28 February 2025. Successful candidates will be invited to final interviews in Singapore in the week of 17 March 2025.

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. The successful candidate will be required to provide an Enhanced DBS disclosure certificate, or equivalent.



Safeguarding

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. The successful candidate will be required to provide an Enhanced DBS disclosure certificate, or equivalent.



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