

**Deputy Head Co-curriculum**

**September 2018**

**This job description describes the practical purpose and main elements of the job. It is a guide to the nature and main duties of the job as they exist currently, but is not intended as a wholly comprehensive schedule.**

**Background to Post**

Oundle School is one of the country’s leading co-educational boarding and day schools, with 860 boarding and 250 day pupils. A further 250 day pupils attend Laxton Junior School.

Oundle School enjoys a strong reputation for excellence in every aspect of the education it offers, within and beyond the classroom. All teaching staff contribute to the co-curriculum according to their skills and interest.

This post replaces that of Senior Master, reflecting its development over recent years. It is of vital strategic and operational importance to the education of our pupils and the development of the school. The postholder is responsible for the line management of all aspects of the Co-curriculum. It is therefore a significant leadership and management role, and as such the postholder sits on the School’s Leadership Team. The person appointed will be expected to teach a reduced timetable.

The Post brings with it the responsibility for overseeing a number of budgets, some very large.

Responsible to: The Head

Responsible for (staff): School Administrator

Director of Music

Director of Sport

Director of the Stahl Theatre

Head of Community Partnerships

Head of Community Action

CCF

Duke of Edinburgh's Award

OSCAR (School radio station)

Expeditions Officer

**Job Purpose**

The Deputy Head Co-curriculum is responsible, in consultation with the Head, for setting the strategic direction for the School in all aspects for the non-academic education offered by the School. Working with others, s/he is tasked with ensuring excellence across all co-curricular departments.

By its nature, and in line with the expectations of senior leadership, the work of the postholder is not confined exclusively to term times.

**Duties and Responsibilities**

*Co-curriculum*

* To lead and manage all aspects of the co-curriculum, with overall responsibility for the performance and effectiveness of his/her direct reports and their management of structures and staff
* To ensure that the co-curriculum as a whole operates smoothly in the interests of the pupils
* To be accountable for and manage co-curricular budgets
* To oversee and where necessary direct operational strategy for each area
* To ensure a fair allocation of staff involvement in the co-curriculum
* To act as the School’s Educational Visits Coordinator (EVC)
* To sit on a number of whole School and other committees to ensure effective cooperation and communication in all matters of the co-curriculum
* To advise and support the Head of Laxton Junior School as appropriate
* To oversee the operation of good discipline in the co-curricular sphere, including trips and team dinners

*School administration*

* To ensure the smooth running of the School through liaison with teaching and support staff
* To line manage the School Administrator
* To liaise with Grocers Hall regarding dinners and visits
* To liaise with the Oundle Society and OO Club
* To oversee the School Calendar process and priority structure to avoid or resolve clashes
* To propose term dates for discussion with the Leadership Team
* To oversee hospitality through liaison with the Catering Department
* To manage whole School events involving pupils, in Oundle or beyond, where appropriate with the Enterprises Manager
* To oversee the organisation, administration and operation of pupils’ travel arrangements at the starts and ends of sessions

*Security*

* To take responsibility for all matters of pupil security, in liaison with the School Constable, Proctor and Bursarial staff
* To manage the School’s Critical Incident Response procedures
* To liaise with the Town where appropriate

*Other*

* To work with the Deputy Head and Bursary on matters of compliance and ISI preparation
* To continue work with the Bursar and Finance Director and the User Group on the new Sports Centre
* To interview for all teaching posts
* To sit on the Support Staff Job Evaluation Committee

*Budgets*

* To take overall responsibility for all non-academic departmental budgets.

*Tenure*

* Five years initial appointment with the possibility of renewal for a further five years, by mutual agreement.

*Terms and conditions*

* This post attracts a salary in keeping with the seniority of the role
* Accommodation may be available, with charges in line with School policy
* Remission of a proportion of the day fee in respect of any of the postholder’s children who qualify for admission to Oundle School or Laxton Junior School, subject to space being available and according to School policy.

To carry out any other duties commensurate with the post as may be reasonably required by the Head.

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| **These key tasks are not intended to be exhaustive, but they highlight a number of major tasks that the post-holder may be reasonably expected to undertake.** |

It is the shared responsibility of the post holder and the Head to ensure that job description is kept up to date.

**PERSON SPECIFICATION**

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form.

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| **ESSENTIAL ATTRIBUTES** | **DESIRABLE ATTRIBUTES** |
| **QUALIFICATIONS** | |
| * Good degree from a recognised university | * Post-graduate qualification * Evidence of on-going professional and development |
| **SPECIALIST SKILLS & EXPERIENCE** | |
| * Strong track record of leadership in an educational environment * A proven track record as an outstanding teacher * Well-developed communication and presentation skills * Middle management experience including the setting of budgets * Evidence of an interest in educational debate and innovation surrounding the co-curriculum * Well-developed team-working skills and proven experience in the management of people * An eye for detail * High levels of efficiency and organisation * Experience of arriving at solutions to complex problems | * Experience of leading one or more whole-school initiatives * Experience of chairing committees * Experience of leading a large department or equivalent * Experience of leadership within the co-curriculum * Experience of managing budgets |
| **PERSONAL QUALITIES** | |
| * An understanding of and sympathy for boarding education * An affinity with the ethos of Oundle School * Ability to motivate and inspire others to achieve * Excellent judgement and decision making skills * A sense of humour and perspective |  |

**EMPLOYMENT INFORMATION**

This post is subject to a ten month probationary period. On completion, you will be expected to participate in the School’s appraisal system.

All members of staff are appointed to the School as a whole and may reasonably be asked to undertake similar or related duties in a department or team other than that to which they were originally appointed, or for any subsidiary company.

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 applicant will be subject to appropriate safeguarding checks including a check by the Disclosure and Barring Service.

All staff are required to provide evidence of identity, evidence of their entitlement to work in the United Kingdom, and evidence of qualifications declared on their application form.

Salary: This post attracts a salary in keeping with the seniority of the role.

Start date: September 2018, with an induction in the last week of August.

Hours of Duty: By its nature, and in line with the expectations of senior leadership, the work of the postholder is not confined exclusively to term times.

Working weeks: Term Time is approximately 33 weeks per year.

Tenure: Five years initial appointment with the possibility of renewal for a further five years, by mutual agreement

Holidays: All holidays must be taken during Oundle School holiday periods, not during Term time or when requested to attend a School trip during a holiday period. There is a requirement to work any Bank Holiday when the School is in operation (currently the first May day).

**Application closing date: Tuesday 28th November 2017 (9am)**

**Interview date: Monday 4th December 2017**

Completed application forms should be returned to:

Vania Murphy, Recruitment Co-ordinator, The Bursary, Church Street, Oundle PE8 4EE

email: [recruitment@oundleschool.org.uk](mailto:recruitment@oundleschool.org.uk) tel: 01832 277193

Queries relating to the specifics of the role should be directed to:

Tracy Heath, PA to the Deputy Head Academic

Email: [theath@oundleschool.org.uk](mailto:theath@oundleschool.org.uk) tel: 01832 277112