

JOB DESCRIPTION – 2019

Job Title: Assistant Head; Director of Co-Curricular and Outreach

Reports to: Deputy Head

Department: Extended Leadership Team

Hours per week: Full time

Key working relationships

Deputy Head
Senior Leadership Team (SLT)
Extended Leadership Team
Heads of Departments
Housemasters
Students
Parents

Job Summary

This is an important new management position created to oversee, manage and develop the co-curricular and outreach provisions of the School.

Outreach work will include leadership and management oversight and development of community service, charity fundraising, links in relation to other schools, links with third party organisations (e.g. Reading University, Ethical Reading), and matters relating to public benefit.

Co-curricular administration and development oversight includes the quality, variety and quantity of clubs, hobbies, staff deployment and engagement, as well as weekend activities for boarders.

A significant reduction in the teaching timetable (in any subject) will be given, along with a management allowance to reflect the importance and responsibilities of this role, as well as some administrative support.

Duties and responsibilities

Professional duties shall be deemed to include, but not be limited to, the following:

Leadership Responsibilities

- (a) To plan, direct, lead and develop all co-curricular and outreach activity, including student volunteering and School public benefit
- (b) To advise and inform the SLT of all aspects of co-curricular and outreach
- (c) To manage and oversee the planning and publication of a co-curricular timetable each term
- (d) To oversee co-curricular budgets
- (e) To meet regularly with the Director of Sport, Head of Drama and Director of Music to discuss key events and oversee the non-academic aspects of their work
- (f) To manage staff who take key responsibility for aspects of co-curricular and outreach provision

- (g) To oversee organisation of any co-curricular and outreach events, e.g. School productions, visiting primary schools
- (h) To oversee provision of hospitality for parents and pupils at co-curricular events
- (i) Regularly attend co-curricular events including concerts, plays and other activities, including after school and at weekends
- (j) Line manage the Duke of Edinburgh's Award Coordinator and to oversee the provision of the Duke of Edinburgh's Award
- (k) To work closely with staff who will oversee the organisation of key school co-curricular events such as concerts and plays and DoE
- (l) Ensure that risk assessments are in place for co-curricular and outreach activities

Promoting Co-Curricular Activities

- (a) To ensure all teaching staff play an active and fair part in the co-curricular life of the School.
- (b) To produce a co-curricular booklet to support the documentation given to new parents and pupils.
- (c) To build and maintain a designated co-curricular area on the School's IT system.
- (d) To work with the staff on arrangements for any guest speakers relating to co-curricular activities.
- (e) To actively promote co-curricular and outreach events via the School's marketing/web presence and via the marketing team
- (f) Develop and manage volunteering initiatives in the local community for students
- (g) Monitoring student involvement in co-curricular and developing individual student participation in a wide range of different types of activity
- (h) Manage and oversee the programme for weekend activities and trips

Scheduling

- (a) To be part of the School Calendar planning process, working to schedule key events.
- (b) To manage, with Housemasters/Housemistresses, the quality and quantity of co-curricular activities and House competitions.
- (c) To be the point of contact for colleagues when a pupil faces a conflict of activities and mediate as necessary.

Monitoring and reporting

- (a) To regularly review and monitor the provision of co-curricular activities including the start-up of new activities and advertising of existing activities.
- (b) To monitor the quantity and quality of co-curricular activities undertaken by all pupils and report to colleagues as required.
- (c) To oversee the recording of co-curricular activities on reports.
- (d) To oversee the bestowing of awards for co-curricular activities.
- (e) To monitor student attendance and respond appropriately
- (f) To complete national Public Benefit information and create an annual Public Benefit report for the governors and Charity Commission.

Whilst no specific experience is required for this post, candidates should have a strong track record of involvement in, and support for, a diverse range of co-curricular activities. Candidates should be aware of the need to work outside 'normal' School hours.

All teaching staff are expected to make a full contribution to the wider life of the School including extra-curricular activities and involvement in evening and weekend activities, hobbies and sport.

Other

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager.

As a member of the Extended Leadership Team the candidate should be willing to assist, as necessary, with the wider running and operation of the School

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and School.

This job description and accompanying documentation do not form part of the employment contract.

Terms and Conditions of Service

The post holder will be required to comply with all policies and procedures issued by and on behalf of the School.

The post holder will be required to participate in the School appraisal procedures as an appraisee and if applicable, as an appraiser.

The post holder will be required to attend statutory and mandatory training.

Child Protection and Safeguarding

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Leighton Park's Child Protection and Safeguarding Policy and the requirement to report to the Child Protection Officer any concerns relating to the safety or welfare of children. This post is classed as being in regulated activity.

Information Security, Confidentiality and Data Protection

During the course of employment the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All person identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998, unless explicit written consent has been given by the person identified.

Equal Opportunities

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

Health and Safety

Under the Health & Safety at Work Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the School and colleagues in complying with Health and Safety obligations to maintain a safe environment.