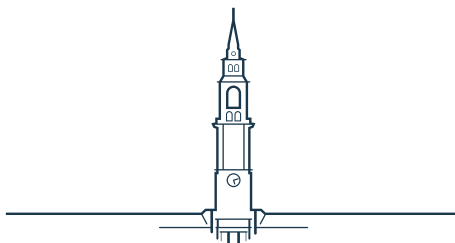




# **ASSISTANT HEAD (CO-CURRICULAR)**

## JOB DESCRIPTION



BACKGROUND

The Royal Hospital School (RHS) was founded in 1712 in Greenwich, London, to ‘improve navigation’ through education and, as it prepared boys for a life at sea, many went on to become explorers and pioneers of their time. Today, it is one the region’s leading co-educational boarding and day schools for 11 to 18-year-olds set in 200 acres of beautiful Suffolk countryside overlooking the River Stour.

Over the past 10 years, the School has grown in popularity and reputation, positioning itself as the school of choice for parents seeking an outstanding all-round and full education for their children, enriched by a unique naval heritage.

The School is part of the Crown Charity, Greenwich Hospital, and receives support for the children of serving or retired Royal Navy and Royal Marines personnel through the provision of seafarers’ bursaries. In addition, a partnership with the Royal National Children’s Springboard Foundation and the start of a bursary endowment fund have enabled the School to widen access to families who would not otherwise be able to afford an independent school education.

In 2006, day pupils were accepted for the first time and recruitment extended to international pupils. In September 2019, the roll was 755 pupils and current forecasts are predicated on sustaining this number with an equal number of boarders and day pupils. The recruitment of international pupils is focused on a broad diversity through a network of valued educational agents. There are currently around 100 pupils from 27 different countries in the school.

JOB DESCRIPTION

REPORTS TO:  
**SECOND MASTER**  
(OPERATIONAL AND STAFFING)

**HEADMASTER**  
(STRATEGY AND INNOVATION)

LINE MANAGES:

Director of Sport • Director of Music  
Director of Sailing

Head of Service • Head of Philanthropy  
Contingent Commander CCF • Head of D of E  
Saturday Programme Co-ordinator

External coaches involved in the co-curricular activities (including horse riding, fencing, ballet etc).

THE ROLE

The Royal Hospital School is renowned for its wide ranging co-curricular programme and the School is inviting applications from dynamic, imaginative and highly skilled leaders with experience of working in the co-curricular sphere of education.

The successful candidate will play an important part in further developing the outstanding provision of co-curricular activities across the school, ensuring a successful balance between mass participation, elite development and enrichment for all. The role encompasses responsibility for the overall direction of all aspects of the co-curricular life at the Royal Hospital School and the appointee will play a leading role in setting the tone and culture of involvement.

The role will be as part of the Senior Management Team with associated pay and responsibilities. It is a requirement of the role to live on site for the better performance of his/her duties.

MAIN TASKS:

PLANNING AND OPERATION

- To establish a weekly programme of events and activities and to promote participation, working alongside house and pastoral staff;
- To create an annual co-curricular plan/ priorities list;
- To manage and develop the sport development plan, Sailing Academy and the music development plan;
- To organise and manage the School calendar, including weekly calendar amendments, ensuring conflicts are avoided as much as possible;
- To establish and manage the co-curricular information on SOCS to ensure appropriate registers and records are maintained;
- To actively attend, support and co-ordinate specific whole school events, e.g. school play, inter-house drama competition;
- To collate, advise and oversee the co-curricular budgets;
- To co-ordinate the timings of CCF field days, enrichment activities and the post-GCSE programme;
- To co-ordinate the Saturday afternoon programme, Saturday night and weekend activities and events programme;
- To co-ordinate and manage academic enrichment activities in liaison with the Deputy Head (Academic);
- To oversee and manage the School trip plan.

STAFFING

- To co-ordinate staffing of the co-curricular programme, deploying staff and appointing staff to deliver activities safely;
- To regularly review the provision of activities and to advise the Headmaster on staffing;
- To review staffing to ensure equity of input as far as possible;
- To lead by example in participating and attending events;
- To recruit and manage external providers and liaise with parents;
- To assist in the recruiting of new staff, ensuring co-curricular involvement from the outset;
- To lead on recruitment of the Gap Graduates.

PARTICIPATION

- To provide excellent co-curricular opportunities for all pupils in the School;
- To actively support and promote the involvement of all pupils and staff in the co-curricular life of the School;
- To liaise and eliminate clashes as much as possible in order to support staff in managing pupils’ commitments;
- To ensure records of involvement are maintained;
- To report annually on participation to the Headmaster and governing body;
- To champion participation and development equally across all co-curricular spheres.





HEALTH AND SAFETY AND REGULATION

- Member of the Health & Safety Committee;
- To ensure that all staff are suitably trained and aware of the relevant Health & Safety requirements;
- To oversee the calendar of safety checks for all activities and work with the Estates team to ensure necessary checks are conducted;
- To oversee the completion and updating of risk assessments for all activities and trips;
- Educational Visits Co-ordinator (EVC) –see separate job description below.

OUTREACH AND PROMOTION

- To capture and communicate pupil achievements to the Headmaster and to the Director of Communications;
- To represent the School from time to time at recruitment/marketing events;
- To recognise and celebrate pupil achievements and participation both internally and externally;
- To act as the primary point of contact for parents and external organisations for all matters relating to the co-curricular programme;
- To assist the Commercial Manager as and where appropriate for the use of the School’s facilities;
- To regularly review the fixture cards to ensure pupils can be involved in competitive fixtures.

STRATEGY AND LEADERSHIP

- Responsibility for the School’s co-curricular provision and to advise the Headmaster on the development, implementation and balance of the School’s co-curricular programme;
- To assess provision in the context of changing trends, demographics and regulations and adapt the provision to ensure it is aligned with the School’s strategic objectives;
- To contribute to the preparation of materials and reports for inspections, the governing body and other bodies as requested;
- To share with the Second Master and other members of senior staff, daily and weekend duties and other senior management tasks, including 7 days a week availability to cope with emergencies, and undertake any further tasks as directed by the Headmaster.



EDUCATIONAL VISITS CO-ORDINATOR (EVC)

- Responsibility for overseeing the programme of trips and visits offered by the School;
- In conjunction with the Second Master, draw up a termly programme of visits for inclusion in the calendar;
- To advise the Headmaster on the schedule for overseas visits to ensure a balance of opportunities for pupils;
- To provide members of staff with up to date information (including health & safety issues) relating to School trips;
- To be the point of contact in the UK during overseas trips;
- To advise members of staff on the writing of risk assessments for School trips. To check that risk assessments and documentation are suitable for trips to proceed and ensuring all School trip organisers fulfil the requirements of the Educational Visits Policy;
- To oversee the paperwork for School trips;
- To keep a full record of all trips undertaken;
- To review the Educational Visits Policy and other relevant policies regularly and suggest appropriate amendments to the Second Master;
- To provide staff training on educational visits.





PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"><li>A good Honours degree</li><li>Evidence of commitment to CPD</li></ul>	<ul style="list-style-type: none"><li>QTS</li><li>Additional qualifications relevant to co-curricular provision</li></ul>
EXPERIENCE	<ul style="list-style-type: none"><li>Evidence of involvement in the co-curricular life of a school over a sustained period</li><li>Ability to contribute to the School’s academic curriculum</li><li>Teaching experience at secondary level</li><li>Experience of running a budget</li><li>Experience of responsibility for health and safety requirements at a departmental or whole school level</li><li>Evidence of involvement in trip planning and leadership</li><li>Evidence of initiative and implementation</li></ul>	<ul style="list-style-type: none"><li>Leadership experience at a whole school level</li><li>Experience of working in a boarding school</li><li>Evidence of promoting school performance through media</li></ul>

CHARACTERISTICS AND SKILLS	<p>The Assistant Head (Co-Curricular) of the Royal Hospital School will:</p> <ul style="list-style-type: none"><li>Have experience of management; preferably with responsibility of working with and through staff</li><li>Have an appreciation of the whole school perspective on all matters and demonstrate balance</li><li>Be a dynamic, ambitious and resilient person</li><li>Be diplomatic; confident in holding a position as well as sensitive to individuals and as a result command respect from pupils, parents and colleagues</li><li>Have strong presentational and communication skills with pupils, parents and the wider school community</li><li>Have excellent interpersonal skills</li><li>Be able to think creatively and with proven ability at problem-solving</li><li>Have a high attention to detail</li><li>Be able to use time effectively in meeting deadlines as well as making time to think strategically</li><li>Have stamina, persistence and a sense of humour</li><li>Be loyal and discreet</li><li>Be in tune with the Mission of the Royal Hospital School</li><li>Have the ability to work effectively within the School Management Team</li><li>Have a proven track record of teamwork and initiative</li><li>Have high personal and professional standards</li><li>Have the desire to get involved in all significant aspects of Royal Hospital School life</li></ul>
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## THE BENEFITS

The Royal Hospital School is a caring employer and is fully committed to the development of its staff e.g. supporting colleagues wishing to complete a master's degree. There is a broad internal Inset programme and the School is fortunate to be an Apple Regional Training Centre.

The School prides itself on the welcoming and inclusive staff community and many teaching staff live on site. RHS has its own pay scale and children of staff are eligible for a subsidised fee remission (currently 66%), subject to the normal admissions criteria.

The gross annual salary will be competitive and will be commensurate with the experience of the successful candidate. The conditions and expectations are outlined in the standard contract, the job description for the Assistant Head (Co-Curricular) and the Code of Conduct for Teachers.

### Conduct

All members of staff have access to the School's sports facilities which include a swimming pool, fitness gym, tennis and squash courts and a golf course.

Meals are available to staff during term time.

The post is pensionable through the Teachers' Pension Scheme.

## HOW TO APPLY

Further details of this position can be downloaded by visiting [www.royalhospitalschool.org/vacancies](http://www.royalhospitalschool.org/vacancies) or by contacting the HR Manager on [recruitment@royalhospitalschool.org](mailto:recruitment@royalhospitalschool.org) or **01473 326200**

Applicants should submit a copy of the School's application form along with a covering letter of no more than two sides, including details of two referees.

**The Royal Hospital School would like the successful candidate to commence employment for Tuesday 1 September 2020.**

## INTERVIEW TIMETABLE

The deadline for applications is  
**Tuesday 25 February 2020 at 12noon**

Interviews will be held  
**Tuesday 3 March - Thursday 5 March 2020**

*The Royal Hospital 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 subject to a DBS check and references.*