

ASSISTANT HEAD (WHOLE SCHOOL) JOB DESCRIPTION

Job Title:	Assistant Head (Whole School)
Line Manager:	Head Master/Mistress

Purpose of Job

- Establish, evaluate and develop the strategic aims and standards of a Whole School ethos in partnership with students, staff, governors, HIMS personnel and parents.
- Lead and enable a supportive and knowledgeable community in which the wellbeing, welfare and safeguarding of our students and staff are prioritized.
- Lead and oversee a diverse, enriching and purposeful extracurricular activities programme for the Whole School, ensuring it is of a high quality and takes place in a safe, positive and healthy learning environment.
- Lead the development of the Boarding activities programme and support boarding staff as required.
- Support the Head Master/Mistress and Heads of School in regards to health and safety matters arising.
- Assist the Head Master/Mistress in establishing and maintaining a vibrant and thriving school.
- Assist and support the Deputy Head with Safeguarding issues and actions.

Duties and Responsibilities

Overall Responsibilities

- To promote and maintain a culture of effective safeguarding as the school's Designated Safeguarding Lead
- Promote high standards in all aspects of school life, particularly in student progress
- Actively support the vision, ethos, culture and policies of the school
- Inspire and motivate students, teachers and other school employees
- Comply with the professional duties of the Harrow staff Code of Conduct
- Contribute to a school culture which is positive, purposeful and professional
- Engage positively in the school Appraisal process and performance management arrangements
- Are committed to safeguarding and to promoting the welfare of children and young people

Strategy and Direction

- Work with the Head Master/Mistress and Senior Leadership Teams to provide strategic leadership to shape, deliver and actively promote the environment and school culture that is consistent with the ethos and expectations of a Harrow School
- Contribute to the development of the overall Harrow vision and values and ensure that students, staff and parents all understand and subscribe to the vision and values
- Ensure that the approach to holistic education is exemplary, and the school can evidence significant impact on the holistic development of students
- To line manage the pastoral system and Heads of Houses in addition to the school counsellor team
- Develop an activities programme that has wide range of co-curriculum and super-curriculum opportunities for academic, cultural and sporting visits and exchanges

Designated Safeguarding Lead

- Champion and promote an outstanding safeguarding culture at all levels in the school
- Take lead responsibility for the development, implementation and monitoring effective safeguarding policies and procedures ensuring compliance with relevant legislation and guidelines
- To lead the safeguarding team across the school in the proactive and effective management of concerns

- To ensure effective and accurate records of concerns and actions are maintained through the management of the school's CPOMs system
- To contribute to staff CPD by ensuring all are well-informed of safeguarding responsibilities and processes beyond statutory requirements
- To be responsible for the school's clinic team
- To report to the Senior Leadership Executive on safeguarding arrangements, trends and updates

Extra-Curricular Activities

- Oversee and support high-quality Harrow Diploma programmes across the Whole School, including the off-campus trips
- Work with the Heads of School to ensure effective planning and staffing of Lower School and Upper School expeditions, including the production of an annual list of expeditions published to parents
- Keep up to date with local and international initiatives related to extra-curricular activities, and advise the Head Master/Mistress and Governors on developments and policies as appropriate

Administration and Infrastructure

- Lead an activities team that develops and implements an impactful activities programme including liaison with staff, students, parents and external providers
- To lead on ensuring robust processes are in place for educational visits and trips
- Oversee the management of the School software platform for the activities programme
- Coordinate with all key leaders across the school and calendar events and activity seasons throughout the school year
- Manage and liaise with both Heads of School in producing and managing student supervision rotas

Boarding

- Support the Director of Boarding and House Master/Mistresses in developing a boarding environment in which each student can develop their talents and interests to the full and can exhibit and develop leadership qualities while contributing positively to the House and School community
- Develop and implement the Boarding activities programme

Other

- Other duties or projects as needed and directed by the Head Master

Requirements

Education, Training and Qualifications

- Appropriate degree, with UK PGCE, or other teaching qualification giving QTS
- Evidence of relevant and challenging continuing professional development
- Qualifications (e.g. coaching) in fields that add value to an extra-curricular programme
- Working knowledge of the National Curriculum of England including EYFS, KS1, KS2, KS3, IGCSE/GCSE and A Levels as appropriate

Knowledge and Experience

- At least 4 years teaching experience
- Experience of leading or coordinating teams in relation to safeguarding, extra-curricular and/or pastoral matters
- Experience of working in a boarding environment
- Experience of effective coordination of an extracurricular activity programme
- Experience in managing performance of staff, especially senior or middle level managers
- Experience in highly effective relationship management with a variety of stakeholders

Personal Qualities

- Have the ability and willingness to inspire others; leading by example, role modelling the school's vision statement: Leadership for a better world
- Be a role model for the Harrow Staff Code of Conduct
- Be flexible and capable of managing change and instilling high standards
- Be highly motivated, ambitious and collaborative and willing to take the initiative
- Have high levels of honesty and integrity in aspects of their role
- Demonstrate empathy, humility and genuine care about staff and students, taking time to support, guide and motivate them
- Be able to think strategically and drive improvements in student welfare and their wider learning experiences
- Be flexible and able to manage change
- Have excellent organisational, communication and interpersonal skills
- Demonstrate strategic leadership and the ability to lead and manage a team to deliver the school development plan effectively

Other

- A clean enhanced Disclosure and Barring Services check or police check (for applicants who have never worked in UK) and no question regarding suitability to work with children.

Education is an ever-changing service and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.

*Harrow is committed to the safeguarding of children
All employees are expected to comply with our School Child Protection and Safeguarding Policy.*