



Assistant Principal (Extension)

Job Description

Date of Issue: 1 August 2026

Line Manager: Vice Principal

The Role

The Assistant Principal (Extension) (APX) is a whole-school role, reporting to the Executive Principal via the Vice Principal. They will be the line manager to the Heads of Whole-School Faculties (Visual Arts, Performing Arts and Sport & Exercise) and staff allocated responsibilities for the leadership of Libraries & Research, Enrichment (including ECAs, Trips, Expeditions & Experiential Learning), and Scholars. The team will grow as student numbers increase, and in the future, include leadership of Examinations, Data Tracking, Higher Education & Careers Counselling and the Alumni Network.

The aim of the post is to lead, promote and develop all activities and programmes that extend the learning opportunities of students beyond the regular academic curriculum. Areas of responsibility include:

- School Calendar & Diary
- Timetable & Scheduling of Events
- Visual Arts
- Performing Arts
- Sport & Exercise
- Internal Competitions
- External Competitions
- Extra-Curricular Activities
- Clubs & Societies
- Trips, Expeditions & Experiential Learning
- Liaison with Concord Plus+
- Libraries & Research
- Scholarships

The APX is a member of the school's Executive Leadership Team (ELT) which meets every fortnight and is also invited to attend weekly meetings of the Primary Senior Leadership Team and the Secondary School Senior Leadership Team. The APX will chair regular Calendar Committee meetings and Extension Department meetings, as well as arranging regular one-to-one meetings with reporting middle leaders.

As a member of ELT, the APX will share management responsibilities with other ELT members as senior member of staff on call at agreed times in a special rota.

Duties and Responsibilities listed below, which are neither exhaustive nor exclusive, are in addition to teaching duties as defined in the job description for *Member of Faculty*. The weekly teaching expectation is 12 periods (40-45 minutes) in a relevant academic discipline. The APX will not be allocated tutees in the first instance but may agree to take responsibility for particular tutees at a given time.

Duties and Responsibilities

The APX will be required to:

- promote the ethos and aims of the school and act as an ambassador at every opportunity
- prioritise safeguarding and welfare of all students in the School
- maintain Level 3 Safeguarding and Safer Recruitment qualifications and follow best practice
- take ownership and actively promote the school's Extension policies and procedures for Extended Learning, Examinations, Higher Education & Careers Guidance, Concord Scholars, Data Tracking, Libraries & Research, Professional Development, Probation & Appraisal etc.
- actively promote all school policies, especially those related to Safeguarding the wellbeing of students and Behaviour management
- always act in the best interests of the students, putting them at the centre of each concern
- be aware of best practice guidelines such as the Minimum Standards of Boarding supported by the Boarding Schools' Association (BSA), the UK Independent Schools' Inspectorate (ISI) and the Council of British International Schools (COBIS) standards as quality indicators and support the school in meeting and exceeding these
- oversee the school's diary and event scheduling, running regular diary meetings
- construct and maintain the whole-school school academic and extension timetable
- develop and manage the Faculty of Visual Arts (Fine Art, Photography, Graphic Design), ensuring the Head of Faculty is fully supported and appraised and a strong robust curriculum, assessment schedules, range of additional activities and events, including clubs, societies, exhibitions and competitions, are delivered
- develop and manage the Faculty of Performing Arts (Dance, Speech & Drama, Music), ensuring the Head of Faculty is fully supported and appraised and a strong robust curriculum, assessment schedules, range of additional activities and events, including individual classes, external examinations (such as RAD, LAMDA and ABRSM), ensembles, choirs, orchestras, concerts and competitions are delivered
- develop and manage the Faculty of Sport & Exercise (Physical Education, Aquatic Sports, Team Sports), ensuring the Head of Faculty is fully supported and appraised and a strong robust curriculum, assessment schedules, range of additional activities and events, including clubs, sports days, school fitness challenges, competitions, squad practices, fixtures, galas and tours, are delivered
- oversee a programme of Inter-House Competitions covering a range of physical, creative, performance, technical, environmental, cultural and communication skills, with expert oversight (and judging where appropriate), allocation of House Points, celebrations and trophies
- oversee the preparation and entry of students into external competitions arranged by international Mathematical, Science, Technology, Language, Humanities and Arts associations and foundations, as well as events such as Model United Nations, World Scholar's Cup, Business Challenges etc.
- develop a full and varied programme and promote participation in clubs and societies (ECAs) run by staff and/or students, covering physical, creative, performance, technical, environmental, cultural and communication skills
- oversee the running of the school's Libraries, reading and research programmes, ensuring books and other scholarly materials are available, to staff and students, challenges are set and habits recorded and reported regularly
- lead the Concord Scholarship programme for gifted and talented students, supporting the assessment, selection and provision for scholars, their individualised programmes, development of their profiles and applications to the world's top universities

- support the School's Behaviour Policy and Rewards Policy and, by encouragement, reward and a clearly understood and fair system of sanctions, foster acceptance of the rules and expectations of students' behaviour in the School
- provide for the Executive Principal a short monthly report, biannual information for inclusion in the report to the Board and an annual Extension Development Plan
- take part in the assessment and recruitment of staff
- take part in such appraisal or staff review arrangements as are made by the School
- support the marketing of the School and meet prospective parents and students
- liaise with other senior leaders to organise cross-House and Grade events, to promote and encourage mixing across Houses, year groups and ages
- work with House Coordinators in the various school divisions to arrange cross-school House events and celebrations
- carry out any other reasonable tasks for the benefit of the school as requested by the Executive Principal

As the school grows in size, and programmes become more established, the APX may be asked to take on further responsibilities, such as:

- oversee the administration of examinations as Head of Centre, acting as line manager to the Examinations Office and ensuring the Examinations Policy and procedures, including invigilation training, are fully understood by all staff and students
- oversee the provision of Higher Education & College Counselling and Careers Guidance, ensuring that advice and understanding of future options are available to students (and their parents) throughout the Middle and High School on a regular basis and that personalised support is provided to all students
- oversee the administration of the Alumni Network office and work with counterparts in sister schools on the Global Alumni Network project

Person Specification

The role of APX is an important and senior position in the School and the successful candidate should:

- have leadership experience in school, demonstrate higher leadership potential
- present an imaginative vision for Extension in a high achieving, dynamic and progressive school
- demonstrate a positive and authoritative rapport with all students and staff
- have a warm and engaging manner, and a positive outlook
- have highly effective communication skills for dealing with students, parents and staff
- be organised, energetic and self-directed
- have excellent academic qualifications and subject knowledge
- be an experienced teacher capable of delivering dynamic and effective lessons
- be committed to boarding school life and willing to engage in a range of extra-curricular activities