



ST BENEDICT'S SCHOOL
a minimis incipe

Assistant Head (Co-curricular)

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.

"A good school provides a rounded education for the whole person. And a good Catholic school, over and above this, should help all its students to become saints."

Pope Benedict XVI - Address to schoolchildren at St Mary's University College, Twickenham, 2010

As a Catholic school committed to the formation of the whole person, mind, soul and body – or head, heart and hands – at St Benedict's we value our co-curricular provision as being of the utmost importance. We pride ourselves on the outstanding breadth and quality of our co-curricular pursuits, and of the achievements of our students at all levels. Our commitment to this broader life of the school is a key element of our strategy for the coming years.

We are seeking to appoint an exceptional teacher to take on the role of Assistant Head (Co-Curricular). This appointment follows the retirement of our current Senior Master, who has provided distinguished service and oversight of the school's co-curricular life for many years.

This person will maintain the current excellence of provision, while developing the co-curricular life of the school through fostering positive relationships and striving for even greater excellence, participation, enjoyment and personal development.

Role purpose:	The Assistant Head (Co-Curricular) will provide strategic leadership and operational management of the school's co-curricular provision, from the ages of 3-18. The postholder will work closely with the Senior Executive Team to develop and implement a clear vision for co-curricular activities, ensuring that opportunities are inclusive, aspirational, and aligned with the school's values. The role includes oversight of the House system, development of key performance indicators, and responsibility for raising the profile and impact of co-curricular life across the school community.
Reporting line:	Reports to the Senior Deputy Head and works closely with the Senior Executive Team.



ST BENEDICT'S SCHOOL

a minimis incipe

Line management:	<p>The Assistant Head (Co-Curricular) will line manage the following colleagues:</p> <ul style="list-style-type: none">✓ Director of Sport✓ Director of Drama✓ Director of Music✓ CCF Contingent Commander✓ Educational Visits Coordinator/Head of Duke of Edinburgh
Key responsibilities:	<p>Strategic Leadership and Vision</p> <ul style="list-style-type: none">• Work collaboratively with the Senior Executive Team to develop, articulate, and implement a strategic vision for co-curricular provision at St Benedict's.• Lead on the development of a coherent, inclusive, and aspirational co-curricular programme that supports the school's ethos and priorities.• Set, monitor, and report on co-curricular key performance indicators (KPIs), using data to inform planning and improvement.• Regularly review the breadth, quality, and impact of co-curricular activities, making recommendations for development and innovation.• Prepare termly and annual reports for Governors and the Senior Executive Team on co-curricular engagement, impact, and progress towards strategic goals. <p>Operational Management</p> <ul style="list-style-type: none">• Oversee the administration of the SOCS co-curricular system, ensuring accurate and timely entry of clubs, societies, staffing, venues, and schedules.• Edit and publish the annual co-curricular Booklet and weekly co-curricular bulletins, ensuring information is accessible to students, families, and colleagues.• Organise key events, including the annual co-curricular Fair and Activities Week, working in partnership with relevant colleagues.• Manage attendance data, reward systems (TrackitLights), and the allocation of merits and house points for co-curricular achievements.• Support students in their co-curricular involvement, attending events and maintaining awareness of individual participation.• Oversee the process of identifying, encouraging and appointing potential candidates for scholarships in co-curricular areas (Music, Drama, Sport) and the provision for co-curricular scholars within the school, working closely with the relevant Heads of Department.



	<p>House System Development</p> <ul style="list-style-type: none">• Lead and develop the House system, working with Heads of House, House Captains, and representatives to foster engagement, leadership, and school spirit.• Raise the profile of the House system through innovative events, competitions, and recognition schemes.• Organise house tournaments and non-sporting competitions, in consultation with relevant departments.• Publish house point league tables and oversee the awarding of House Colours and achievement trips.• Develop and implement systems for monitoring and evaluating House system participation and impact. <p>Collaboration and Communication</p> <ul style="list-style-type: none">• Liaise regularly with Directors of Sport, Music, Drama, and other key colleagues to ensure a joined-up approach to co-curricular provision.• Chair meetings with Heads of House and contribute to Leadership Team meetings.• Communicate effectively with students, families, and colleagues to promote co-curricular opportunities and celebrate achievements.• Ensure co-curricular information is shared via Teams, Firefly, and other school platforms. <p>Calendar and Event Management</p> <ul style="list-style-type: none">• Manage the school calendar for co-curricular activities, ensuring alignment with academic priorities and minimising clashes.• Act as Master of Ceremonies at Whole School Assemblies, presenting awards and maintaining order. <p>Other Duties</p> <ul style="list-style-type: none">• Collate information for and contribute to the school's annual public benefit statement.• Undertake other responsibilities as reasonably required by the Headmaster or Senior Deputy Head.• The Assistant Head (Co-Curricular) will teach an academic subject on a reduced timetable.
Safeguarding responsibilities	Promote and safeguard the welfare of children and young persons with whom you come into contact.



ST BENEDICT'S SCHOOL

a minimis incipe

Person Specification			
	Essential <i>These are qualities without which the applicant could not be appointed.</i>	Desirable <i>These are extra qualities which can be used to choose between applicants who meet all the essential criteria.</i>	Method of Assessment
Experience:	<ul style="list-style-type: none"> Proven experience in leading or managing co-curricular programmes within a school setting. 	<ul style="list-style-type: none"> Experience in developing and monitoring KPIs. Experience in leading House systems or similar student leadership structures. 	<i>Contents of the application form.</i> <i>Interview.</i> <i>Professional references.</i>
Skills	<ul style="list-style-type: none"> Strong strategic thinking and planning skills. Excellent organisational and communication abilities. Ability to inspire and engage students, colleagues, and families. Excellent inter-personal skills and a high level of emotional intelligence. 		<i>Contents of the application form.</i> <i>Interview.</i> <i>Professional references.</i>
Personal competencies, qualities, attitude and behaviours	<ul style="list-style-type: none"> Commitment to inclusivity, diversity, and the values of St Benedict's. 		<i>Contents of the Application Form</i> <i>Interview</i> <i>Professional references</i>