



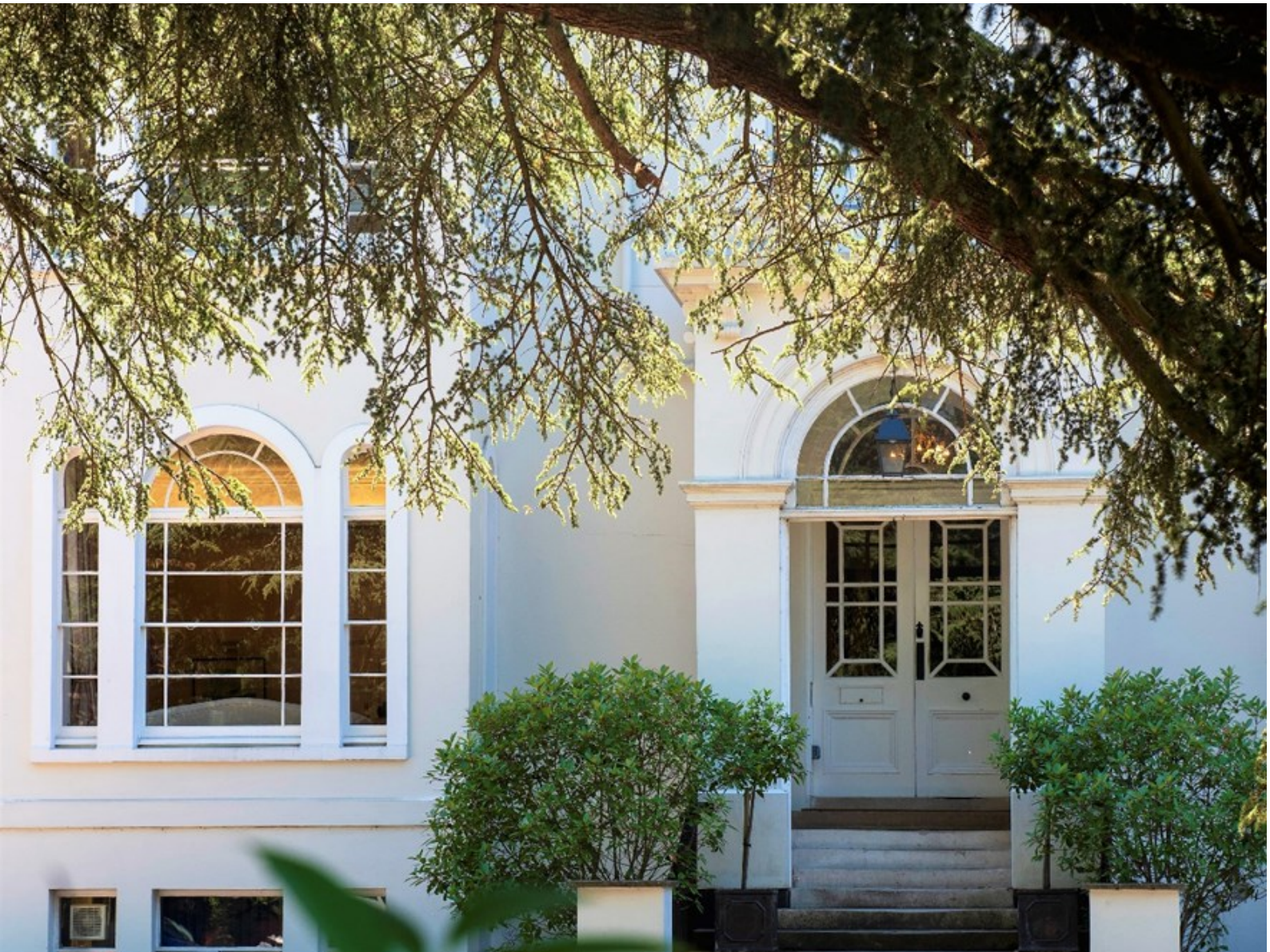
LAMBROOK

HEAD OF CO-CURRICULAR

Required for January 2025 or April 2025

The closing date for applications is Monday 4th November.

Interviews will take place shortly after.



CANDIDATE SEARCH

We are looking to appoint an outstanding and inspirational individual to join the Senior Leadership Team in an exciting position as Head of Co-Curricular. Experience and aptitude for such a role will need to include management of a significant department for several years, an appreciation of long working hours and leading by example, a clear thinking and organised approach to all things, a solution finder, a team player, ability to engage with and energise others, a natural communicator and someone who is at ease when talking to both parents and pupils.



LAMBROOK

SPECIFIC RESPONSIBILITIES:

Co-Curricular

- To line-manage and actively support the Director of Sport, Head of Performing Arts, and Head of Activities
- To monitor standards of provision within Co-Curricular areas ensuring that there are appropriate levels of engagement for all levels of ability and age ranges
- To monitor and track levels of participation and performance in all areas of the Co-Curricular provision, in conjunction with the key staff
- To ensure the Pre-Prep are well served and supported by the Co-Curricular provision within the school, and oversee how the pupils' co-curricular profile is developed across the school
- In conjunction with the Deputy Head, ensure the production of an accurate, balanced, and well-informed School Calendar
- To be responsible for the SOCS and Planet E stream accounts – software platforms used to manage sport and co-curricular activities
- To oversee and coordinate the school's scholarship programme in sport, music, drama and the creative arts, and manage the individual needs of high-performance children (arrangements, timetables and concessions)
- To oversee and implement an exciting and inspiring House system inclusive of whole school House events
- To work with the Head of Academic Development and the Deputy Head in the planning of cross-curricular days, and support the Head of External Relations in the planning of partnership days and other outreach activities

Educational Visits Coordinator

- To create and manage an enriching and engaging Educational Visits programme that equips and inspires the Lambrook pupil community here and beyond
- To coordinate and oversee Educational Visits to ensure we are always fully compliant with procedure and policy, and research and introduce EVC software, such as Evolve
- To ensure such trips provide the necessary balance and richness within the wider curriculum
- To work alongside and support Tour / Trip leaders with their management and coordination of all visits and to appoint appropriate staff for each trip
- To ensure communication between parents and leaders is clear before and during such trips
- To work alongside the bursary team to ensure that all trips are fully funded, financially viable, and with the necessary risk assessments in place

GENERAL

- To attend all Senior Leadership Team meetings and staff meetings
- To attend Governor meetings as required
- To teach a part time timetable in a given subject
- To participate in extracurricular activities
- To implement the school's agreed policies
- To support the DSL/Head of Pastoral Care in the safeguarding of children during residential trips and co-curricular activities and undertake DDSL training
- To maintain effective discipline through implementation of the school's agreed procedures
- To participate in the formulation of whole school strategy
- To share in the responsibility of wider school matters as directed by the Headmaster



LAMBROOK

PRE-APPOINTMENT CHECKS

Any offer to a successful candidate will be conditional upon:

- A verification of identity and qualifications.
- A satisfactory DBS Enhanced Disclosure and check at the Department for Education List 99 and the Protection of Children Act List, as appropriate
- Verification of professional status, such as GTC registration, QTS status (white required), NPQH.
- Verification of the successful completion of a statutory induction period (applies to those who obtained QTS after 7 May 1999).
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance.
- Verification of medical fitness in accordance with the Department of Education Circular 4/99 "Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training".
- Satisfactory completion of the probationary period.

SALARY & BENEFITS

The school has its own generous salary scale and flexible pension scheme. An attractive package including possible accommodation, commensurate with experience will be awarded to the successful candidate. A means tested fee remission may be available if the candidate has children of Prep School age, and the pupil has been accepted into the School, subject to availability of spaces.



THE APPLICATION PROCESS

- Applicants are asked to provide the Headmaster with a letter of application (no more than two sides of A4). The letter of application should offer a personal insight into the skills and aspirations of the candidate. Letters should be sent to the Headmaster via HR@lambrookschool.co.uk.
- Applications will only be accepted from candidates completing the School's Application Form in full with an accompanying photograph.

Any offer to a successful candidate will be conditional upon:

- Verification of identity and qualifications.
- Confirmation of right to work in the UK.
- A minimum of two references.
- Receipt of a satisfactory Enhanced Disclosure clearance (DBS) from the Criminal Records Bureau.
- A check at the Department for Education List 99 and the Protection of Children Act List, as appropriate.
- Verification of medical fitness.
- Where a candidate has worked or been in residence overseas in the previous five years, such checks and/or Visa documents are required in accordance with statutory guidance.

All appointments to the School are subject to satisfactory completion of a probationary period.

If you are currently working with children on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children, but have done so in the past, that previous employer will be asked about these issues. Where neither your current nor your previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although they may, where appropriate, answer 'not applicable' if your duties have not brought you into contact with children or young persons.

You should be aware that provision of false information is an offence and could result in the application being rejected or in summary dismissal, if the applicant has been selected, and possible referral to the police and/or the department for Education Children's Safeguarding Operation Unit.

