



HOLMEWOOD HOUSE SCHOOL

Barrow Lane, Langton Green, Tunbridge Wells, Kent, TN3 0EB
Telephone: 01892 860000 Website: www.holmewoodhouse.co.uk



Assistant Head Co-Curricular, Logistics

About Holmewood House School

Holmewood House is a prestigious independent Prep School of 440+ pupils aged 3-13 years, set amidst 30 acres of the most beautiful Kent countryside, just outside Tunbridge Wells. The School is a happy and supportive working environment, where we pride ourselves on the exceptional provision for our pupils and staff in all areas.

Holmewood House provides a broad, well-balanced curriculum with outstanding teachers in what is very much a family school where the positive relationships between the teachers and children allows staff to get to know and understand the individual needs of each and every child. They foster their talents and nurture their growth through a challenging and exciting curriculum.

The school wholeheartedly believes that emotional and social well-being, self-esteem, happiness and confidence are of prime importance and are in themselves inextricably linked to academic progress. Staff are excited by the curiosity and thirst for learning that each child, regardless of their ability, naturally displays. They work hard to allow each child to ask why, to query and to have the time to develop their thoughts into fresh discoveries and innovations and, in doing so, overcome the challenges faced. The end result is the celebration of learning – a reward in its own right!

The wonderful environment and [outstanding facilities](#) provide a strong framework upon which the ethos of 'allowing children to be children' can be achieved. Childhood is full of exciting new experiences which, parents and teachers relive, through the eyes and laughter of the children.

The relationship between home and school is of fundamental importance in ensuring every child is surrounded by the love, care and guidance which they require as they make their way through their educational journey. In short, the partnership allows the children to enjoy the most important journey of all: childhood.

Commitment to safeguarding

Holmewood House is committed to promoting and safeguarding the welfare of children and all staff, volunteers and other third parties are expected to share this commitment. The school adopts a rigorous safer recruitment process which is adhered to in the appointment of all new members of staff. As part of the safer recruitment process, all applicants must be willing to undergo child protection screening appropriate to the post including, but not limited to, checks with past employers and an enhanced Disclosure and Barring Service (DBS) check.

The role

This is an exciting opportunity to work at a top preparatory school in the country. We are seeking to appoint an experienced, motivated, inspiring, innovative and emotionally intelligent Assistant Head Co-curricular, Communications and Logistics. This is a new role created in response to our strategic development of co-curricular provision. The successful candidate will champion the learning, progress and wellbeing of our pupils and staff. They will assist the Head to deliver and maintain the school vision and the very high standards across the whole school.

The Assistant Heads are supported by a strong leadership team including Assistant Heads: Pastoral and Wellbeing, Learning and Teaching, Senior School Liaison and Head of Pre-prep.

More details of our school can be found on our website: www.holmewoodhouse.co.uk

This role reports to the Head.

Essential Skills

- Experience as a senior leader or Head of Department
- Experience implementing and overseeing whole school initiatives
- Excellent communication skills
- Excellent classroom practitioner
- The ability to think creatively and innovatively
- Possess excellent organisational skills and an ability to work to tight deadlines, managing competing priorities
- Have strong analytical and problem-solving skills
- Be able to make appropriate and measured decisions
- Lead by example, providing inspiration and motivation, and embody for the pupils, staff, Parents and wider community the vision, purpose and leadership of the school
- To present to the various stakeholders of the school

Key Responsibilities

- To assist the Head to deliver the school vision
- To be a member of the Senior Leadership Team and attend meetings to discuss both strategy and operational matters
- To lead the co-curricular life of the school and all activities which take place outside of the classroom. This includes ensuring planning, delivering and all communications relating to co-curricular provision are effective
- To co-ordinate all key events- e.g., carol service, open days, speech day, sports day etc
- To work closely with the Marketing and Admissions Manager to establish a strong presence on the website, in all school literature and on social media of the thriving co-curricular life at the school
- To work closely with the Assistant Head Pastoral and Wellbeing on developing an outreach programme
- To work closely with our Creative Learning Lead in promoting events and opportunities to champion and celebrate learning, as well as diversity, equality and inclusion at the school
- To line manage the Educational Visits Coordinator and working with the Assistant Head of Learning and Teaching to ensure the curriculum and co-curricular arrangements are balanced and enriching.
- To review, manage and develop the House system
- To take responsibility for the annual, weekly and daily calendars both internally for staff and externally for parents and third parties. This involves checking for clashes, best use of facilities, co-ordinating events, timely communications to relevant stakeholders.
- Undertake such professional duties, which may be reasonably requested by the Head in accordance with the professional expectations of a leadership and management role at the school
- To be an outstanding teacher in a specialist subject on a reduced timetable
- To support children and families going for a scholarship within co-curricular pursuits, such as sport
- To take boarders on Saturday termly outings

Strategic Development

- Support the Head with policy development, implementation of the school policies and procedures, keeping policies under review and making recommendations for change to ensure that they continue to meet the school's developing needs
- To develop the school's community presence

Safeguarding

- To be a Designated Safeguarding Lead for the School, sitting on the safeguarding team.
- To keep abreast of all national and regional safeguarding updates
- Ensure all pupils are as safe as they can be, ensuring rigorous implementation of school safeguarding policies and processes.
- To organise whole school safeguarding training in INSET each term.

Whilst every effort has been made to outline the main duties, responsibilities and requirements of the post, the list is not exhaustive. Employees will be expected to comply with any reasonable request from their direct line manager or other members of the management/leadership team to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and change in light of the changing needs of the school environment and the professional development of the staff. This job description may therefore be amended from time to time.

Salary

A competitive salary will be offered depending on the skills and experience of the successful candidate.

Pension & School Benefits

The successful candidate will be offered a range of benefits including a generous employer contributory pension, free parking, term-time working and free lunch/refreshments and private healthcare.

Hours of work

Full Time - Monday – Friday whilst the school is in session plus any additional Inset and staff training days.

Start date

September 2023 or earlier

Offer

The successful applicant will be offered the role subject to the satisfactory completion of a number of background checks including, but not limited to; an enhanced DBS check, the taking up and verification of references, the verification of career history and fitness to undertake the role.

Application

If you wish to be considered for this role, please complete an application form, which can be found on our website at:

[Holmewood House Job Opportunities.](#)

The closing date for applications is 9am Friday 10th March

Interviews week beginning 13th March.