



Job Description for role of

# Assistant Head (Co-Curricular)

*Bold & Loyal*  
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# Role description: Assistant Head (Co-Curricular)

## Reporting to: Deputy Head, Pastoral

### **Principle Purpose:**

The Assistant Head (Co-Curricular) provides strategic and operational leadership and oversight of the College's co-curricular provision from Reception through to Year 13. As a member of the Senior Management Team, the role ensures a rich, balanced, and aspirational programme that complements the academic curriculum and supports the College's commitment to holistic education.

The postholder will lead and coordinate a broad range of activities including sport, performing and creative arts, outdoor education, and enrichment programmes. They will line manage key departmental leaders and ensure that the co-curricular programme is inclusive, well organised, and aligned with the school's ethos and strategic priorities. They will be expected to teach a reduced timetable commensurate with the level of the post.

### **Key Tasks:**

#### **Strategic Leadership**

- Provide leadership of the College's co-curricular programme, ensuring a coherent, ambitious, and balanced offer across sport, creative arts, outdoor education, service, and enrichment activities.
- Take a particular strategic responsibility for PE and Games, developing a strong vision for sport across the College, ensuring participation, pathways for high performance, and alignment with the College's educational values.
- Work collaboratively with departmental leaders to shape the vision, direction, and long-term development of all co-curricular areas, ensuring integration and progression across age ranges. This includes the area of trips, both in the UK and overseas.
- Monitor engagement and impact across all areas, using data and feedback to ensure opportunities are inclusive, aspirational, and of high quality.
- Encourage cross-departmental collaboration and innovation to create an integrated, inspiring co-curricular programme.
- Champion the co-curricular programme internally and externally, highlighting achievements in sport, arts, and enrichment and promoting the College's reputation for excellence.

#### **People Leadership and Management**

- Lead, support, and inspire Heads of Core PE and Games, Music, Art, Drama, DofE, and Activities/Enrichment, promoting a culture of excellence, collaboration, and innovation.
- Act as the strategic link between co-curricular departments and the senior leadership team, ensuring alignment with College priorities.
- Guide departmental leaders in setting strategic priorities, developing their areas, and maintaining high standards while respecting their autonomy in delivery.
- Conduct professional development discussions and performance reviews, supporting growth, succession planning, and continuous improvement.

- Encourage sharing of best practice and collaborative initiatives across departments to strengthen the overall programme.
- Monitor engagement and impact across departments, identifying opportunities to enhance participation, progression, and pupil experience.

### **Operational Oversight**

- Serve as the school's Educational Visits Coordinator (EVC), overseeing all off-site trips, expeditions, and DofE activities to ensure compliance with safeguarding, risk management, and health and safety standards.
- Develop, review, and maintain policies and procedures for educational visits and co-curricular activities in line with statutory guidance and best practice.
- Ensure all visits are planned with appropriate staffing, risk assessments, and permissions, providing guidance and support to departmental leaders.
- Monitor and review the effectiveness, safety, and impact of trips and co-curricular activities, identifying areas for improvement.
- Oversee budgets and resource allocation associated with off-site activities and expeditions.

### **Communication and Engagement**

- Promote the co-curricular programme to pupils, parents, and prospective families, celebrating achievements and fostering engagement.
- Build and maintain partnerships with external organisations, clubs, and senior leaders to enrich the programme.

### **Additional Tasks:**

- Be familiar with the College's Safeguarding policy and comply with its requirements to safeguard and protect the welfare of children;
- Understand and comply with the College's Health and Safety Policy statement;
- Work with administrative staff to provide information requested by them for the efficient management of Wycliffe's financial and other administrative purposes to support the effective pursuit of Wycliffe's educational and pastoral goals;
- Undertake any other key tasks which the Head may reasonably assign.

### **As a member of the Wycliffe Community:**

- Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage its staff and pupils to follow this example.
- Take part in marketing and liaison activities such as open days and evenings, and events with partner schools.
- Promote actively the College's corporate policies and values.
- Comply with the College's Health & Safety, Safeguarding and Data Protection policies and undertake risk assessments as appropriate.

# Person Specification

The person specification focuses on the knowledge, skills, experience, and qualifications required to undertake the role effectively. It is expected that the successful applicant will have and can demonstrate the following:

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<p>Good Honours Degree or equivalent qualification</p>	<p>Qualified Teacher Status (or equivalent)</p> <p>Postgraduate qualification in education, leadership, or sport/arts management</p>
<b>Experience</b>	<p>Significant leadership experience in schools, ideally across multiple co-curricular areas</p> <p>Experience of leading or overseeing PE and Games provision</p> <p>Experience working with children across a wide age range (Reception to Year 13)</p> <p>Experience of managing staff and leading teams</p>	<p>Experience as an Educational Visits Coordinator (EVC)</p> <p>Experience in boarding school co-curricular provision</p> <p>Experience leading performing or creative arts programmes strategically</p>
<b>Knowledge, Skills and Ability</b>	<p>Strategic thinking and ability to develop a coherent, whole-school co-curricular vision</p> <p>Ability to inspire and lead departmental heads while respecting their autonomy</p> <p>Strong interpersonal and communication skills with staff, pupils, and parents</p> <p>Ability to monitor engagement, performance, and outcomes to drive improvement</p> <p>Understanding of safeguarding, health &amp; safety, and risk management in co-curricular and off-site activities</p>	<p>Ability to plan and oversee major events and school-wide initiatives</p> <p>Ability to facilitate cross-department collaboration and innovation</p> <p>Knowledge of pathways for high performance in sport, creative arts, and other enrichment areas</p>

	<b>Essential</b>	<b>Desirable</b>
	Ability to advocate for and promote the value of co-curricular education	

## Terms of Appointment

This is a permanent position offered on a full-time basis during school term time.

Wycliffe Leadership Pay Scale.

Other benefits available include:

- Cycle to work scheme
- Salary exchange electric vehicle scheme
- Reduction in school fees (40% for Nursery Class to Year 5, 60% for Year 6 to Year 13 – pro-rata)
- Free lunch meals during school term-time and other meals when required to attend work
- Free use of gym, sports facilities, and swimming pool at certain times
- Training and development opportunities
- Free on-site parking (subject to availability of space)

## How to apply

Online via Eteach or please contact [HR@wycliffe.co.uk](mailto:HR@wycliffe.co.uk)

**Closing date: 4pm, Friday 29 May 2026**

## Safer Recruitment Statement

Wycliffe is committed to safeguarding and promoting the welfare of children and young people and an enhanced DBS check is required before any appointment is confirmed. We are an equal opportunities employer. In accordance with our policies, the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and all convictions or cautions must be declared.