



KINGHAM HILL SCHOOL

Job Description

Job Title: Co-curricular Deputy

Reports to: Deputy Headmaster

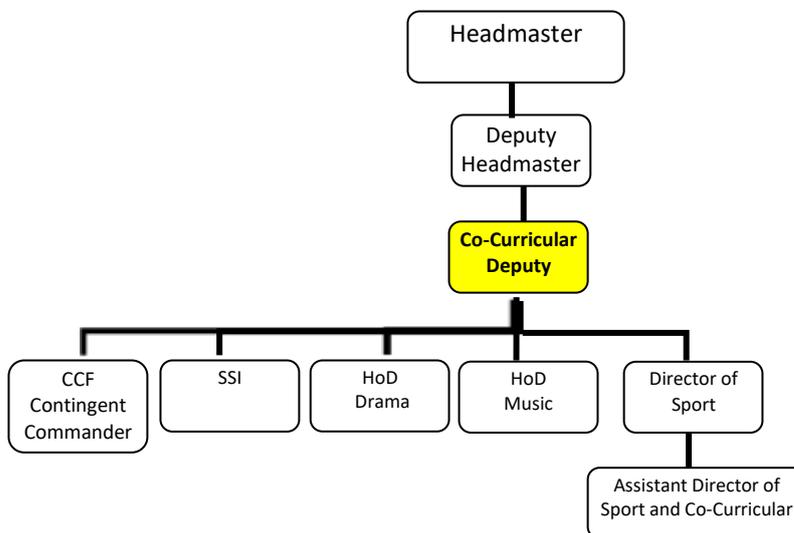
Location: Kingham Hill School

Date: September 2022

1. Purpose of job:

To oversee all Co-curricular weekday and weekend activities at KHS.

2. Organisation chart:



3. Principal accountabilities:

- To line manage the HOD Music, HOD Drama, SSI, CCF Contingent Commander, and Director of Sport;
- Responsible for the midweek co-curricular programme, working in conjunction with the Deputy Head Academic to ensure sufficient timetable allocation is given to the delivery of the programme;

- c. Responsible for the Weekend programme of activities, with a particular focus on developing the Saturday Workshops;
- d. Managing the annual staffing allocations to the Saturday programme;
- e. To report additionally to governors on a termly basis on the weekday and weekend activity programme;
- f. To be a member of the Senior Management Team (SMT) and undertake all duties associated with that role;
- g. To be responsible for the Exeat programme;
- h. To be responsible for the Co-curricular KPIs which are reported to governors on a termly basis, including the Performing Arts Academy;
- i. To produce an annual Co-curricular handbook;
- j. To ensure all necessary risk assessments and adequate controls are in place;
- k. To be a member of Events Committee and attend termly Calendar meetings;
- l. To oversee the administration of offsite forms as Educational Visits Coordinator;
- m. To coordinate proposals for overseas trips and advise the Deputy Head appropriately on balance and financial demand on parents;
- n. To be responsible for Enrichment Week;
- o. To develop the School's specialism in Motorsport and co-curricular STEM, including its relationships with Arden, NatSKA, and others;
- p. To undertake all other reasonable duties as requested by the Headmaster;

4. Requirements of the Nominee:

- a. The nominee is to be entitled to employment within the UK or will be, following a successful application;
- b. The nominee, if not already employed by the School, will be subject to a Disclosure and Barring Service check prior to their permanent employment being confirmed. This is a statutory child protection requirement;
- c. The nominee will be required, if not currently employed by the School, to provide original or certified copies of their professional qualifications and provide the details of one personal and two professional referees. Acceptable references must be received before any offer of employment is confirmed;
- d. The nominee, if not currently employed by the School, must offer a verifiable, detailed and unbroken history of education and employment;
- e. The nominee should be in good health and be willing to undergo a pre-employment medical examination by the School doctor if requested.

5. Remuneration Package:

- a. The base salary for the post will be on the Kingham Hill Salary scale and will be dependent on skills and qualifications;
- b. The post holder can join School's Contributory Pension Scheme;
- c. Holidays will always be taken during normal School holidays, although the post holder may be expected to work some days of the holiday as required in support of the position and in further training. Additional payments will not be made for these days.
- d. The School provides free staff lunches in term time and out of term when on duty, subject to the School catering facility being in operation;
- e. Staff and their families are entitled to free use of the Leisure Centre at appropriate times;
- f. School fees are discounted for children of staff;
- g. Support staff are covered by a death-in-service scheme.

6. All staff are required to acknowledge:

All Kingham Hill School employees have a responsibility towards the safeguarding of our pupils' welfare regardless of their role at the School.

The post holder's responsibility will be to adhere to and ensure compliance with the School's Safeguarding Policy, and other related policies, for promoting and safeguarding the welfare of children and young people. If, in the course of carrying out their duties, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the school's Designated Safeguarding Officer.

Agreed Job Description

_____ **Job Holder (Signature)**

_____ **For the School (Signature)**

_____ **Date**