

ASSISTANT HEAD TEACHER - CO-CURRICULAR - JOB DESCRIPTION

Pangbourne College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Job Title:	Assistant Head Teacher - Co-Curricular
Reports to: Department:	Deputy Head Academic
Hours per week:	Full time as required to fulfill the duties of the role which will include some evening and weekend working Core Hours: 08.15 – 17.45 Monday to Friday Saturday: There are no Academic lessons on a Saturday but a full sporting and boarding programme runs. Involvement in this programme will be reflected in reduced expectations Monday-Friday.

Key working relationships:

- The Head
- The Deputy Head - Academic
- The Deputy Head - Pastoral
- Senior Leadership Team
- The Bursar
- The Head of PE and Sport
- Heads of Performance Sports
- Academic Staff
- Operational Staff
- Pupils and Parents

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Role Summary

Life at Pangbourne is built on our four pillars. These four components combine to ensure all our students develop the attitudes, skills and behaviours that underpin success at school and work. They also enable our students to set themselves apart from their peers and safeguard themselves from increasing automation. But perhaps most importantly for us at Pangbourne, they allow our students to leave us as rounded and interesting individuals able to work in a multitude of teams and with the confidence to live an authentic life.

Academic Rigour

Our primary purpose is to enable our students to acquire the knowledge necessary to operate in a fast-paced global world and to have the intellectual flexibility to solve unseen problems and thrive in novel situations. This comes, not from developing generic skills, but through developing sophisticated schemas that allow students to think critically within established domains of knowledge.

Exploration & Adventure

Through a carefully sequenced programme of adventure and sport, our students develop the resilience necessary to bounce back from short-term failure and see mistakes as a central part of the journey to excellence.

Community

Our unique heritage, rituals and language foster a sense of belonging and community that is protective against the angst of adolescence. Our environment is built on compassion for the individual alongside collective responsibility for the greater good.

Leadership

Our school model is designed to provide a breadth of opportunities throughout the school journey for our students to experience the challenges associated with, as well the rewards gained, from taking responsibility.

We are seeking a passionate and highly organised individual to lead and coordinate the co-curricular life of the College. As Assistant Head Co-Curricular, you will play a pivotal role in designing, managing and enriching our Co-Curricular offer that supports students development beyond the classroom. This role is ideal for a strategic thinker who understands the central role these experiences play in growth and development. It is suitable for both Teachers looking for enhanced responsibility and career progression and leaders with a non-teaching background. We have excellent Sports and Co-Curricular facilities on our 230 acre campus including High Ropes, Low Ropes, Assault Course and woodland.

Key Responsibilities as Assistant Head - Co-Curricular

Strategic Oversight & Planning

- Lead the development and delivery of the College's Co-Curricular vision, ensuring alignment with our Flag Values and encompassing sport, adventure, music, performing arts and culture.
- Manage the termly Co-Curricular schedule to ensure a balanced offering that is coherent and sequenced; providing a structured model that develops our students from Year 7 through to Upper 6th.
- Manage the College weekly planner and termly schedule to ensure smooth and efficient running of the College and calendar planning in conjunction with the Deputy Head - Academic.

Programme Development

- Shape and evolve the Sports provision and participation model, working closely with the Head of PE and Sport and Directors of Performance Sports and PE staff.
- Curate and manage a rich activities programme, including clubs, societies and expeditions.
- Oversee the design and implementation of the Adventure Learning curriculum, embedding challenge, leadership and outdoor learning.

Community & Outreach

- Lead outreach initiatives, ensuring purposeful use of the College site by external groups and community partners.
- Support and supervise holiday camp programmes, ensuring there is a clear schedule of camps to fully leverage the site during college holidays.

Event Coordination

- Take a lead role in planning and delivering major College events (e.g. open days, College Sunday parades, festivals and performances).
- Work collaboratively with other departments to ensure smooth logistics and high-impact experiences.

Other

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her Line Manager

The Job Description and Person Specification may be reviewed on an on-going basis in accordance with the changing needs of the Department and College.

This Job Description and accompanying documentation do not form part of the employment contract.

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Child Protection and Safeguarding Policy

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with the Pangbourne College Child Protection and Safeguarding Policy, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.

Terms and Conditions of Service

The post holder will be required to comply with all policies and procedures issued by and on behalf of the College. The post holder will be subject to an Enhanced Disclosure and Barring Service Certificate. The post holder will be required to participate in the College's appraisal procedures as an appraisee and if applicable, as an appraiser. The post holder will be required to attend statutory and mandatory training.

Information Security, Confidentiality and Data Protection

During the course of employment the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All personal identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the General Data Protection Regulation and the College's Privacy Notice, unless explicit written consent has been given by the person identified.

Equal Opportunities

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

Health and Safety

Under the Health & Safety at Work etc Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the College and colleagues in complying with Health and Safety obligations to maintain a safe environment.