



## **Assistant Head – Co-Curriculum & Outreach**

**Closing Date:** 26<sup>th</sup> October 2026 at Midday

**Start Date:** 1<sup>st</sup> January 2027 or pending notice

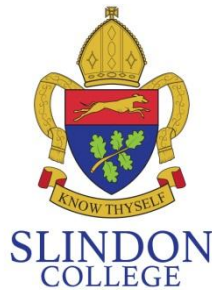
**Interview Date:** 2<sup>nd</sup> November 2026



Headteacher: Mark Critchard

Slindon House, Top Road, Slindon, Arundel, West Sussex BN18 0RH

Tel: 01243 814320 [www.slindoncollege.co.uk](http://www.slindoncollege.co.uk)



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|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title:</b>        | <b>Assistant Head – Co-Curriculum &amp; Outreach</b>                                                                                                                                                                                                                                                                     |
| <b>Hours:</b>            | <b>Full Time (Pupil Term 34 weeks/year)</b>                                                                                                                                                                                                                                                                              |
| <b>Pay:</b>              | <b>Slindon College SLT Salary Scale EITHER:<br/>SCL1 £49,986–SCL4 £53,824 &amp; APTIS Pension 5% ER Cont.<br/>OR, SCL1 £45,859–SCL4 £49,380 &amp; APTIS Pension 15% ER Cont.</b>                                                                                                                                         |
| <b>Benefits:</b>         | <b>Group Income Protection (QTS), Group Life Assurance (QTS), Free Meals and Refreshments on Duty including breakfast and lunch during term time, Counselling Service, Cycle to Work Scheme, On-Site Parking and Electric Car Charging, Personal Accident Insurance, Discretionary Annual Bonus Award, Fee Remission</b> |
| <b>Accountable To:</b>   | <b>Headteacher</b>                                                                                                                                                                                                                                                                                                       |
| <b>Probation Period:</b> | <b>One Term</b>                                                                                                                                                                                                                                                                                                          |
| <b>Contract:</b>         | <b>Permanent</b>                                                                                                                                                                                                                                                                                                         |

Due to continued growth and increasing pupil numbers, we are looking to appoint a highly motivated and dynamic Assistant Head to join our senior leadership team. This is an exciting opportunity to provide strategic leadership across co-curricular provision and pupil enrichment, embedding life skills, social development, and personal independence into everyday school life. The role will drive proactive outreach and community engagement, establishing dynamic external partnerships that seamlessly connect the College with local organisations, employers, and the wider community.

Due to the College's rural location, applicants should ensure they have reliable means of travelling to and from work.

Slindon College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In addition to normal pre-employment checks, all appointments are subject to an enhanced Disclosure and Barring Service check and safeguarding interview. In addition, a Prohibition Order check, a Prohibition from Management check and overseas checks will be carried out for relevant positions.

All posts are exempt from the Rehabilitation of Offenders Act 1974 and the College is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are 'spent' unless they are 'protected' under the DBS filtering rules) in order to assess their suitability to work with children.

### **How to Apply**

Please complete the Application Form including a supporting statement. CVs alone cannot be accepted. Your application can be submitted by email to [hr@slindoncollege.co.uk](mailto:hr@slindoncollege.co.uk).

We are happy to accommodate tours prior to application. Please contact the HR Officer to book.

## GENERAL INFORMATION FOR APPLICANTS

### The College

With unrivalled views of the south coast Slindon House, the 12<sup>th</sup> century summer palace of the Archbishop of Canterbury, is situated in a 14-acre setting and provides the backdrop to a stimulating, broad and balanced specialist educational experience for a maximum of 120 boys, maximum class size of ten, with additional learning needs aged 8-18 of all academic abilities, taking into account their strengths and talents.

Some 98% of our pupils progress to Further Education or Training. We are proud of our College's strong links with the local community and employers which assist us in fully serving the needs of our pupils.

Slindon College employs a team of therapists who work closely with teachers and education staff to ensure pupils' needs are met. We offer a wide and varied curriculum so that pupils, as well as achieving in core subjects, can experience a range of subjects and so choose those that best suit their interests and ability.



### Location

The College is situated in the South Downs National Park, nestled in the heart of the Slindon Village near the historic market town of Arundel. The nearest train stations are Barnham and Arundel.

### Our Pupils

Our pupils thrive with some additional learning support as most have previously struggled to make progress in mainstream school settings. As a consequence, over a number of years, we have developed expertise in recognising obstacles to learning and putting in place learning pathways which help them to successfully re-engage with education.

### Curriculum and Organisation

At KS2/3 all pupils study the National Curriculum. Pupils are grouped for learning in most subjects.

At KS4 pupils study a core consisting of English, Maths, Science, ICT, PE and PSHCE. They are encouraged to take four of their option choices. Our facilities enable us to offer a range of vocational qualifications.

All subjects are expected to differentiate learning to meet the needs of the whole attainment range and to provide stretch and challenge opportunities that enable pupils to deepen, extend and apply their learning.

Additionally, the Learning Support Department provides excellent out-of-class and in-class support for pupils with a range of additional educational needs. Teachers are provided with detailed information on pupils' strengths, needs, prior attainment and target grades. We are rigorous in applying our assessment for learning policy to ensure



that all pupils make appropriate progress in line with – and above - national expectations. Pupils' welfare and educational progress are supervised by Heads of House who remain with the pupils as they progress through the College.

### **The Staff**

The College working environment is stimulating and very busy but we do try to ensure there is opportunity for staff to meet together regularly; we hold briefings every morning and a weekly teaching staff meeting. Lunch is provided for all staff members during term time when on duty.

Continuing Professional Development lies at the heart of our people first values in relation to staff, and we are proud that many colleagues actively seek further development and advance their careers within the College.

### **More Information**

To find out more about Slindon College, please visit our website: [www.slindoncollege.co.uk](http://www.slindoncollege.co.uk) or find us on social media:

**Facebook:** SlindonCollege

**Instagram:** SlindonCollege

**LinkedIn:** Slindon-College

## **JOB DESCRIPTION**

### **Job Purpose**

The Assistant Headteacher provides strategic leadership across co-curricular provision and pupil enrichment, embedding life skills, social development, and personal independence into everyday school life. The role drives proactive outreach and community engagement, establishing dynamic external partnerships that seamlessly connect the College with local organisations, employers, and the wider community.

### **Duties and Responsibilities**

#### **Strategic Leadership & Whole-School Inclusion**

- Work as part of the Senior Leadership Team to contribute to school improvement, safeguarding and strategic development.
- Contribute to the school's ISI Self Evaluation Form, Improvement Plan and quality assurance.
- Ensure all co-curricular activities are aligned with the ISI inspection framework, consider pupils needs as outlined on Provision Map and directly support targets in pupils' Education, Health and Care Plans.

#### **Co-Curricular & Enrichment Leadership**

- Plan and coordinate (including Engage MIS timetabling) a tailored, accessible selection of enrichment activities and a personal development programme promoting inclusion, equity and participation, ensuring pupils have appropriate adaptations and reasonable adjustments to access activities. Work with curriculum and pastoral leaders to ensure enrichment activities complement the taught curriculum and individual pupil needs.
- Ensure the enrichment activities and personal development programme sits alongside the College's assessment calendar and enables all pupils to flourish both academically and personally.
- Plan and coordinate a tailored, accessible selection of break and lunchtime clubs, sports, creative arts, and life-skills activities promoting inclusion, equality and participation, ensuring pupils have appropriate adaptations and reasonable adjustments to access activities.
- Work with the Head of Pastoral to facilitate pupil councils to ensure pupils actively shape enrichment and lunchtime offerings.
- Lead and develop the careers programme, including work experience, delivered through PSHCE with the PSHCE Co-ordinator. Run the annual national careers week and fair and take ownership of the policies governing the activities.
- Manage the College's visiting speakers programme and policy, ensuring a rich and diverse portfolio of guests contribute to pupils' co-curricular development.
- Lead and develop an annual school calendar of events.
- Work with the Mental Health Lead to facilitate pupil wellbeing activities promoting inclusion, equality and participation.
- Lead and develop cross curricula theme days and events, ensuring activities are accessible meaningful and well managed.
- Lead adapted non-formal qualification programmes such as the Duke of Edinburgh's Award (DofE), Prince's Trust, John Muir Award, or Forest School provision with the Forest School Leader.
- Act as (or line manage) the Educational Visits Co-ordinator, completing risk assessments, transport arrangements, staffing, and medical/behaviour management protocols for trips. Work with trip leaders and participate in trips (minibus driver training necessary) to deliver accessible and meaningful educational experiences.
- Plan and coordinate (or work with event owners to plan and coordinate) whole-school events, celebrations, performances, competitions, transition days and community projects.
- Develop and facilitate school-based pupil leadership opportunities such as Headboy, Prefects, Sports Leaders etc.

- Monitor allocated budgets and ensure resources are used effectively and represent good value.

### **Outreach & Community Engagement**

- Plan and coordinate parent engagement events such as Parents' Tea, Parents' evenings (with Assistant Head Curriculum), the annual Parents' Conference.
- Build strong networks with local, national and international businesses, FE colleges, charities, cultural venues, and sports organisations to assist parents to secure meaningful work experience, vocational tasters, and community access.
- Develop opportunities for pupils to engage with the wider community, including local area, local organisations, charities, employers, colleges and other schools. Plan and coordinate community activities.
- Establish and maintain effective relationships with community partners such as the Local Parish Council, The Forge, Slindon Primary and Friends of Slindon College (PTA).
- Working with the Learning Support Department, cultivate professional networks and collaborative partnerships that promote the sharing of best practice in inclusive education and enhance the school's profile in SEN and inclusion.
- Plan and coordinate the annual Parents Conference covering prevalent parent topics.
- Oversee safeguarding, risk assessment and health and safety including medical arrangements for off-site activities and community engagement.
- Develop opportunities for pupils to gain accreditation, leadership experience, volunteering and work-related learning where appropriate.
- Facilitate and promote community groups use of premises ensuring safeguarding protocols set out in KCSIE, risk assessment and health and safety arrangements for visiting groups with children or vulnerable adults are followed and documented.
- Facilitate collaborative projects across feeder schools and services.
- With the Marketing and Admissions Officer, complete industry awards and local community competition submissions. Publicise and celebrate successes.
- Be the Designated Allergy Lead and meet regulatory requirements relating to allergy safety in schools.

### **General Role Responsibilities**

- Deputise for the Deputy Headteacher in their absence.
- Play a full part in all aspects of strategic planning, implementation and review.
- Support all staff in safeguarding and pastoral issues.
- Undertake a range of routine duties such as assembly, break and lunchtime duties, on call, detention/reflection etc.
- Maintain a high profile and visible presence around College.
- Lead (on applicable topics) and attend staff meetings and INSET days.
- Teach a maximum of 10 lessons (core subjects/specialism) per week and provide cover when needed.

### **General Responsibilities**

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- Work at all times in a safe manner in accordance with the College risk assessments and to report all accidents to Matron in line with statutory requirements.
  - Participate in training and other learning activities, performance and professional development as required.
  - To participate in the supervision cycle according to the College policy.
  - Contribute to the overall ethos/work/aims of Slindon College.
  - Be aware of and comply with current legislation concerning, but not limited to, Equal Opportunities, Health & Safety at Work, Fire Safety. Be aware of and comply with the College's policies and procedures relating to Child Protection/Safeguarding, health & safety, security, reporting all concerns to the appropriate person.
  - To attend and participate in meetings, events, Parents' Evenings, Parents' Tea and two annual Open Mornings as required.

- Undertake all duties reasonably requested in a manner consistent with the mission and aims of Slindon College.

**Confidentiality**

- The post holder must at all times maintain the complete confidentiality of the material and information that they handle.
- Maintain and record accurate information in line with Compliance, GDPR and Freedom of Information regulations.

This general job description is not comprehensive and the post holder will be required to undertake such other tasks appropriate to the level of appointment as the Headteacher or Bursar may reasonably require.

## PERSON SPECIFICATION

|                                                                                                                                                                                                               | Essential | Desirable | Method of Assessment      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|---------------------------|
| <b>Qualifications</b>                                                                                                                                                                                         |           |           |                           |
| A good honours degree in a relevant discipline.                                                                                                                                                               | ✓         |           | Application               |
| A higher degree in a relevant discipline.                                                                                                                                                                     |           | ✓         | Application               |
| Qualified Teacher Status and eligibility to work in the UK.                                                                                                                                                   | ✓         |           | Application               |
| Qualification in SEND education.                                                                                                                                                                              |           | ✓         | Application               |
| <b>Skills and Experience</b>                                                                                                                                                                                  |           |           |                           |
| Experience of leading, developing or significantly contributing to a programme of enrichment, personal development, outdoor learning, student leadership, careers education or wider co-curricular provision. | ✓         |           | Application               |
| Ability to establish and sustain effective partnerships with parents, community organisations, charities and educational partners.                                                                            | ✓         |           | Application/<br>Interview |
| Experience of developing external partnerships which have enhanced pupil opportunities or raised a school's profile.                                                                                          |           | ✓         | Application               |
| Experience of successfully planning, implementing and evaluating complex projects or events.                                                                                                                  |           | ✓         | Application               |
| Ability to act as a professional and persuasive ambassador for the College.                                                                                                                                   | ✓         |           | Application/<br>Interview |
| Proven knowledge and understanding of safeguarding practice.                                                                                                                                                  | ✓         |           | Application/<br>Interview |
| Proven experience of teaching pupils with SEND.                                                                                                                                                               | ✓         |           | Application/<br>Interview |
| Ability to work hard under pressure while maintaining a positive, professional attitude                                                                                                                       | ✓         |           | Interview                 |
| Excellent personal, oral and written presentation skills.                                                                                                                                                     | ✓         |           | Application/<br>Interview |
| <b>Personal Attributes</b>                                                                                                                                                                                    |           |           |                           |
| A belief that schools have a responsibility to prepare pupils for life – not just exams.                                                                                                                      | ✓         |           | Interview                 |
| A growth mindset and belief that all pupils can achieve, regardless of background or starting point.                                                                                                          | ✓         |           | Application/<br>Interview |
| Ability to develop and communicate a compelling vision for personal development, enrichment and community engagement.                                                                                         | ✓         |           | Application/<br>Interview |
| Be creative, flexible, courageous and resilient.                                                                                                                                                              | ✓         |           | Application/<br>Interview |
| Ability to respond positively to feedback.                                                                                                                                                                    | ✓         |           | Interview                 |

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|-------------------------------------------------------------------------------------------------------------------|---|--|---------------------------|
| Ability to sustain personal motivation and that of colleagues.                                                    | ✓ |  | Interview                 |
| Willing to take responsibility and ownership.                                                                     | ✓ |  | Application/<br>Interview |
| Willing to make a positive contribution to the wider life and ethos of the College.                               | ✓ |  | Interview                 |
| Ability to maintain a high degree of confidentiality and to use discretion in dealing with sensitive information. | ✓ |  | Application               |
| Ability to develop effective professional relationships with colleagues, pupils and parents.                      | ✓ |  | Interview                 |
| A commitment to safeguarding and promoting the welfare of children and young people.                              | ✓ |  | Interview                 |