



Assistant Head (Co-Curricular)

UCS Senior School



UCS HAMPSTEAD

University College School was founded in 1830 to promote principles of liberal scholarship. That remains our first and overriding aim. Intellectual curiosity, breadth of study and independence of mind combine to achieve academic excellence; they are not subordinate to it.

Initially located in Gower Street, as part of University College London, the School was revolutionary in its approach to education, having as a fundamental principle that religion, in any form, should neither be an entry requirement nor a taught subject, believing rather that faith is a matter for the family and the individual - a tradition that continues today. The UCS Foundation, now independent of the University, comprises three schools: the Senior School (960 pupils: 11-18), the Junior Branch (250 pupils: 7-11) and the Pre-Prep (130 pupils: 3-7).

All three schools are set in attractive locations. In 1891 the Junior Branch was established at Holly Hill, Hampstead, followed in 1907 by the School's separation from UCL, and the acquisition of the Senior School's current purpose-built accommodation in Frognal, opened by King Edward VII. The Pre-prep branch is based nearby. All three schools have full use of the extensive playing fields (including a large all-weather pitch and two pavilions) in West Hampstead.

UCS remains true to the liberal traditions of its founders and continues to work hard to foster independence of mind among its pupils and to value their individuality. Academic results are excellent. Music and drama are very strong at UCS and the school offers an outstanding range of co-curricular activities and enrichment opportunities.

UCS FOUNDATION

Sixty pupils each year transfer from the JB to the Senior School and are joined by sixty pupils from outside feeder schools who win places through competitive examination. In Years 7 and 8 (Entry and Shell), these children are supervised by a team of pastoral Year Wardens, Form Tutors and Head of Lower School. In Year 9 (Lower Remove), pupils join the Middle School and are allocated to the six Demes (or houses) which form the basis of the pastoral structure of the school until pupils leave at the end of the Sixth Form. Each Deme is managed by a Deme Warden and a team of Form Tutors and the Head of Middle School or Head of Sixth Form.

Admission at all entry points is heavily

oversubscribed. Whilst UCS operates within a highly competitive market-place, our reputation as a happy, well-balanced environment that respects the individuality of each pupil allows us to retain the advantages of a highly selective school. We are particularly proud of our reputation for pastoral care and for co-curricular activities, as well as our high academic standards.

Whilst the Headmaster of UCS is in overall control of all three schools in the Foundation, day-to-day management and planning at the Junior Branch is in the hands of the JB's own Headmaster and his deputies. Similarly, The Pre-Prep has its own Head who reports to the Headmaster of the Senior School.





THE SENIOR SCHOOL CURRICULUM

In Years 7 and 8, pupils follow a full core curriculum with time devoted to Drama, Art, Design & Technology, PSHE, PE and sport as well as to the more traditional academic curriculum. Pupils study General Science in Year 7, and the three separate sciences from Year 8 onwards. There is no setting or streaming. This approach continues into Year 9, where the other language options are added to the curriculum. Mathematics is set by ability in Years 9, 10 and 11. All pupils currently study ten subjects to GCSE (IGCSE in the case of a number of subjects), including English Language, English Literature, Mathematics, at least one science subject and at least one modern language. All pupils begin Year 12 studying four subjects. A number of pupils will drop to three subjects before the end of Year 13. Many also choose to take an Extended Project Qualification.

CO-CURRICULAR ACTIVITIES AT THE SENIOR SCHOOL

The school offers outstanding facilities and opportunities exist for a number of different sports and activities, including Rugby, Netball, Football, Hockey, Cricket, Tennis, Athletics, Badminton, Cross-Country, Basketball, Swimming, Fives, Table Tennis, Fencing, Aerobics, Dance, Yoga, Cycling, Spinning, Boulderling, Karate, Rowing and Squash. Games is a compulsory part of every pupil's weekly schedule, and a very large number of them regularly represent the school in fixtures and competitions.

There is a wide range of co-curricular activities and school societies. Music is particularly strong, with multiple choirs, Orchestra, Wind Band, Chamber Choir, Chamber Orchestra, Concert Band, jazz and rock groups, as well as many smaller ensembles. The school

has a fully equipped theatre that is heavily used for our own productions many smaller ensembles. The school has a fully equipped theatre that is heavily used for our own productions as well as by visiting professional actors and musicians. A large number plays and musicals are staged each year, with opportunities for pupils to direct as well as to act and provide technical support, and an annual production is performed at the Edinburgh Fringe Festival. Over 60 clubs and societies meet on a weekly basis, often run by pupils. Feminist Society, Queer Society, Cultural Awareness Society and Green Impact Society, the environmental action group, are all currently popular. Debating and Model United Nations, Young Enterprise, Chess and Robotics regularly send teams to competitions

with great success. Pupil journalism thrives at UCS, with pupils editing and producing the school magazine, The Tortoise, as well as Bocca, a Classics and Art History journal, Interlingua, the modern languages journal, and others.

School trips are arranged on a regular basis. UCS has partnerships with Westminster Academy, UCL Academy, Michaela Community School and the London Academy of Excellence Stratford, as well as a number of primary schools. Pupils currently raise roughly £30,000 per year for a range of charities that they select themselves as part of a Community Action initiative. Academic Enrichment Weeks, Women in Sport Week and the cross-curricular Personal Development Week annually broaden and embellish the UCS educational experience.





THE ROLE

At its heart, a UCS education enables individual pupils both in and out of the classroom to select from a wide range of opportunities for further personal development, in turn contributing to the vibrant and successful life of the school. The Assistant Head (Co-Curricular) (AHCo) is a key senior leadership position, with the responsibility of oversight, nurturing and development of a broad, enriching and high-achieving co-curricular programme with high levels of pupil participation.

The AHCo will therefore have a proven track record of leadership of, commitment to and an understanding of, co-curricular activities. Experience of strategic development and change management in this area will be a strong additional recommendation. The AHCo will also have experience of managing and coordinating the work of teaching and support staff, and of managing and planning budgets.

As a senior leader, the AHCo will attend meetings as appropriate, work closely with all members of the Senior Leadership Team, play a key role in contributing to the development of whole-school strategy and provide relevant contributions to the school's Strategic Development Plan, annual action plan and inspection documentation. The AHCo will teach approximately 0.4 of a full timetable.

The AHCo reports to the Deputy Head (Pupils), and line-manages the Directors of Sport, Music and Drama, the Head of Oracy (Debating & MUN), and the DoE Manager & Coordinators.

This is a wide-ranging and pivotal role, with responsibility for leading co-curricular provision for the Senior School. It arises from the promotion of the current post-holder to deputy headship. It is anticipated that the successful candidate will have that same aspiration in due course.

KEY RESPONSIBILITIES

1. Leading the Co-Curriculum

- Oversee and develop the co-curricular programme, including managing the scheduling of co-curricular activities across the working week and school year
- Oversee the clubs and societies programme
- Monitor and evaluate pupil and staff participation in the co-curriculum through data analysis from SOCS, and pupil voice, to help maximise benefit, outcome and impact for all pupils
- Collate, update and take responsibility for the production of a co-curricular activities booklet and maintain up-to-date information on the co-curriculum on the parent portal
- In consultation with the Directors of Music and Drama, plan a coherent programme for the Performing Arts both in terms of major events and ongoing activities
- Ensure that the range of provision in the arts affords opportunities for all pupils to express themselves and gain experience of performing to an audience

- Seek to maximise opportunities for all as well as ensuring those pupils with particular ability are stretched
- In consultation with key middle and senior leaders, keep under review the school's system of colours and rewards
- Through effective advertisement of key events, ensure good audience numbers to support and celebrate the endeavours in Sport, Music, Drama and Dance
- Monitor the running of the DofE Award Scheme and outdoor education programme

2. Deme & House Competitions

- Oversee and monitor the running of a lively and varied Deme Competition and Lower School House Competition
- Liaise with key middle and senior leaders to maximise the opportunities of pupil participation through sporting and cultural events and activities
- Maintain an accurate tally of competitions won and points accumulated, presenting updates to the school and issuing trophies on occasions such as end of term assembly

3. School Trips & Educational Visits

- Take ultimate responsibility for the efficient administration, organisation and delivery of all aspects of a safe educational visits process
- Liaise with all activity and trip organisers to ensure their supervising teachers and adults are aware of their responsibilities and have taken all reasonable steps to safeguard the welfare of the pupils
- Ensure the correct and thorough completion of all necessary risk assessments in accordance with both school policy and wider guidance and advice
- Organise and provide staff with the necessary training and updates
- Ensure suitable opportunities are available for pupils in all year groups
- Publish termly and annual trips information to parents, pupils and staff

4. School Organisation

- Establish and chair meetings for the Co-Curricular and Calendar Committees





KEY RESPONSIBILITIES

- Plan, oversee and produce the school's termly calendar, liaising with a range of staff on the planning and scheduling of key events, activities and trips
- Liaise with senior colleagues across the Foundation to explore opportunities for shared co-curricular experiences between UCS schools
- Publicise the co-curriculum to parents and pupils and work with the Marketing team to ensure that its successes are communicated to the benefit of the School and its pupils
- Manage the co-curriculum budget effectively
- Attend Senior Leadership Team meetings along with Pastoral Committee and Academic Board, and other meetings when required
- Contribute to the admissions process, including all assessment days, open evenings, induction and familiarisation events
- Manage and/or investigate processes under relevant school policies, as directed by the Headmaster or Vice Master
- Attend school events, both during the school week and Saturday sports fixtures
- Provide relevant contributions for the school's Strategic Development Plan, Annual School Action Plan and inspection documentation
- Maintain high professional standards of attendance, punctuality, appearance and conduct, and maintain positive and courteous relationships with colleagues, pupils and parents
- Conduct a number of allocated teaching staff appraisals each half-term
- Undertake other reasonable duties, as directed by the Headmaster or Vice Master, as required from time to time

5. Senior Leadership Responsibilities

- Be part of the recruitment team for new members of the teaching staff

PERSONAL PROFILE

Essential:

- Willingness to support, and to be seen to support, the school's ethos and advocate for it
- Experience in a middle or senior leadership role
- Good knowledge of developments in co-curricular education both nationally and internationally
- An outstanding track record as a subject teacher in an area taught at UCS, and as a form tutor
- Someone who understands clearly how pupils' wellbeing connects to their co-curricular participation
- The ability to direct and coordinate the work of teaching and support colleagues
- Open-mindedness, creativity and the ability to develop strategy and manage change
- Drive, determination, sensitivity and a sense of humour
- Self-reliance, self-motivation and an instinct for collaboration and teamwork
- A willingness to play a high profile role in school life

Desirable:

- Confidence to lead CPD
- IT literacy and ability to handle and analyse data





SALARY AND BENEFITS

UCS has its own competitive salary scale. The salary for this post will reflect the seniority of the role as well as the qualifications and experience of the appointed candidate.

UCS staff enjoy a range of additional benefits including:

- A competitive pension scheme
- Life assurance cover
- Free use of the Roger Bannister Sports Centre during school hours
- Heavily subsidised membership of our health club, UCS Active
- Interest-free loans to help with house purchases
- Season ticket loan
- Private health care
- Private dental care
- Free breakfast and lunch each day
- Cycle to Work scheme
- Eye care voucher
- Employee Assistance Programme
- 33% School fee discount

UCS places a high value on staff wellbeing and in addition to the benefits listed above we have family friendly policies and enhanced maternity pay. We regularly review staff workload to ensure we are supporting our staff to operate at their best.

CHILD PROTECTION

University College School is fully committed to safeguarding and promoting the welfare of children. The successful applicant will be required to undertake an Enhanced check for Regulated Activity from the Disclosure and Barring Service (DBS) before a formal offer of employment is made. This is a requirement as the position is within a school working with children aged under 18. UCS will also undertake its own recruitment checks through contact with previous employers, referees, and others, to confirm applicants' identities and their professional records.

ARRANGEMENTS FOR THE APPOINTMENT

Applications should be in the form of a completed UCS application form, plus an updated CV and a brief letter setting out how applicants cover the essential aspects of the remit. All applications should be emailed to recruitment@ucs.org.uk, and the deadline for receipt is **midday on Wednesday 7 May 2025**. First-round interviews will be held the following week.



