

DEPUTY HEAD COMMUNITY & CO-CURRICULAR

REQUIRED FOR JANUARY 2026

CANDIDATE PACK


jags

James Allen's Girls' School

JAMES ALLEN'S GIRLS' SCHOOL

Do you have a passion for life and learning? If so, our inspirational teaching team at JAGS is looking for a colleague to join the school's Leadership Team as Deputy Head Community & Co-Curricular. Your dynamic and creative approach will help encourage and champion today's young learners across Years 7 to 13 in this, one of the UK's leading independent schools.

With its distinctive heritage as the oldest independent girls' school in London, James Allen's Girls' School, JAGS, provides a forward-thinking and contemporary education for over 1100 girls aged 4 to 18.

Located in the London borough of Southwark, JAGS has a diverse school community and is committed to inclusive recruitment and inclusion in the workplace. JAGS recognises that celebrating the full diversity of staff and students has a positive impact on all and invites applications from candidates from a broad range of backgrounds.

Awarded the title of London Independent School of the Year 2024 by the Sunday Times, the school has entered an exciting new phase in its development. Your input will help to bring a bold educational vision to life for all students and colleagues as we work together to develop this already exceptional school in its next chapter.



James Allen's Girls' School 144 East Dulwich Grove London SE22 8TE

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MESSAGE FROM THE HEAD

I am delighted that you are interested in joining the JAGS community. As Head, it's absolutely my belief that all girls should be given the opportunity to grow and flourish in an environment where there is no limit to their ambitions.

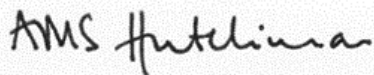
At JAGS you will find a happy, diverse and dynamic community, rooted in academic excellence and yet fully committed to the breadth of a holistic education both in and out of the classroom. Compassion and commitment are central to our ethos, in this environment that values individuality and inclusivity.

Our school aims, both in and out of the classroom, are clear:

- To celebrate our diverse and inclusive community
- To champion social awareness and sustainability
- To empower courage, creativity and compassion in each student
- To inspire aspirational and authentic lifelong learners and leaders
- To nurture respectful, resilient and kind individuals

It is an enormous privilege to lead this exceptional school, where all members of our school community share a passion for life and learning.

I hope that this matches your educational vision, and look forward to welcoming you soon.



MRS ALEX HUTCHINSON, MA (OXON) PGCE



DEPUTY HEAD COMMUNITY & CO-CURRICULAR

WORKING AT JAGS

Working at JAGS is about more than just working. JAGS is a community and a family that nurtures a warm and supportive environment for both the students and staff who come to learn and work here. From your first day at JAGS you will have access to some of the best educational facilities in the country and will be encouraged to take part in the many shared activities here.

JAGS works hard to attract the best staff from both the independent and maintained sectors and the benefit package is both generous and competitive.



We offer:

- The opportunity to join our outstanding school where public examination results consistently place JAGS amongst the leading schools in the UK
- A community of considerate, creative and compassionate students and staff
- A highly diverse and inclusive school community, committed to our bursary provision
- An inspiring and enthusiastic team of colleagues across the teaching and support staff
- Excellent facilities, including the latest resources to support learning
- A diverse benefits package including:
 - Competitive salary
 - Choice of Teachers' Pension Scheme or generous alternative defined contribution scheme
 - Free onsite parking
 - Free gym membership with discounted family rates
 - Employee Assistance Programme
 - Free lunches
 - Free access to the Dulwich Picture Gallery
 - School fee discount
 - Cycle to work scheme
 - Interest-free computer loans
 - Interest-free transport season ticket loans

DEPUTY HEAD COMMUNITY & CO-CURRICULAR

THE JAGS COMMUNITY

We are looking for a well-qualified graduate to join this exceptional staff body, who shares our vision, is committed to full and broad educational opportunities for young people, is passionate about building partnerships within the local community and who will bring their own individuality to this warm and supportive team. In addition, the postholder will be an exceptional logistician, who understands the complexities of planning and organization within a busy London day school, and who leads teams to work collaboratively to plan and implement programmes of outstanding opportunities, enrichment and activities.

The talent and dedication of our staff team makes JAGS an outstanding place to work and we are committed to providing a stimulating and supportive environment for our staff. Teamwork plays an important role within our staff body: the staff love to enhance the experience of the students both in and out of the classroom by sharing good practice, resources and ideas. Our GCSE and A Level results are outstanding, as you would expect from this highly selective school. At JAGS, however, we believe there is so much more to education than simply exam results.

Our staff believe strongly in enrichment, extension and a vibrant co-curriculum; we aim to build adventure, critical thinking, confidence, independence and a sense of community into each experience.

In addition, any prospective candidate must show an active commitment to the values and expectations of our school community and to the welfare of the pupils within it. The enthusiasm to assist in a strong co-curriculum is an important quality of all who work at JAGS.



DEPUTY HEAD COMMUNITY & CO-CURRICULAR

THE ROLE

JOB TITLE:	Deputy Head Community & Co-Curricular
TERMS & CONDITIONS:	This is a permanent full-time role; teaching allocation is approximately 6 periods per week.
SALARY:	JAGS Teaching Salary Scale – commensurate with experience
RESPONSIBLE TO:	This role reports to the Head and is a member of the JAGS Executive Team.
RESPONSIBLE FOR:	This role line manages the Assistant Head (Student Development); Directors of Drama, Music and Sport; certain academic departments as agreed with the Head.

Overview

- The Deputy Head Community & Co-Curricular will be an outstanding leader who is a convincing ambassador for this exceptional school and who commands the respect of students, staff, parents and Governors.
- The Deputy Head Community & Co-Curricular will be a well-qualified and dynamic teacher with vision, gravitas, warmth and humour, who works positively within all areas of the school, who has a complete commitment to total education and who is passionate about building partnerships within the local community.
- The Deputy Head Community & Co-Curricular will be an experienced leader with exceptional skills of planning and organization, who is a strong communicator, decisive, a creative thinker with abundant problem-solving skills.

Purpose

To work within a team of three Deputy Heads who work closely and collaboratively to:

- assist the Head in communicating and delivering the strategic vision for the school.
- ensure that JAGS is an outstanding place to work.
- ensure that the students receive an exceptional all-round educational experience.
- deputise for the Head, as required.
- exercise academic, logistical, pastoral and community leadership in school.

And in particular, in this role:

- To organise and co-ordinate the logistics of the daily routines and events of the Senior School
- To provide strategic leadership for the co-curricular vision at JAGS
- To provide strategic leadership for the school's partnerships and community outreach programmes

Accountability

- Accountable to the Head for the successful delivery of the post's requirements.

DEPUTY HEAD COMMUNITY & CO-CURRICULAR

Principal Responsibilities

JAGS Executive Team

- Member of the JAGS Executive Team (JET): this is comprised of the Head, the Director of Finance, the Director of Operations, the Director of People, the Head of the Junior School, the Senior Deputy Head, the Deputy Head Academic and the Deputy Head Community & Co-Curricular.
- As directed by the Head, to work with the other members of JET to develop and implement the School's Strategic Development Plan.
- To assume line management of certain departments as directed by the Head.
- To attend Governors' Committees, as agreed by the Head and Chair of Governors.
- To deliver whole school and Section assemblies.
- Within the context of the SSDP framework, the Deputy Head Community & Co-Curricular will have responsibility for the school's co-curricular, partnerships and outreach development.
- To assist the Head in the employee lifecycle of staff (as required) from recruitment, resourcing, training, people management, development, performance and reward.
- To ensure safeguarding is at the forefront of our school's ethos and practice.
- To work with all members of the Senior School Leadership Team (SSLT) to uphold high standards of pupil welfare, discipline, behaviour, punctuality and dress code within all aspects of school life.

Day to Day Management of the School

- To co-ordinate the day-to-day operational management of the School, school procedures and changes to routine
- To monitor and, where necessary, amend and update, the school routines.
- To line manage the strategic development of the school calendar and, with the Assistant Head (Student Development), oversee its construction and content, chairing the half termly Calendar Meetings.
- To co-ordinate arrangements for Senior School Teaching Staff meetings and CPD days.
- To oversee the planning, co-ordination and organisation of all major whole school events, including Open Morning, Founder's Day, Remembrance and the Carol Service.
- To liaise with key staff over the organization and logistics of other events, such as 11+ Admissions Events, drama performances, music concerts, Sports Day etc.
- To liaise with the JPA Committee over JPA Events, organised for both students and parents.
- To co-ordinate the beginning and end of term arrangements and other routine staff communication.
- To organise daytime duties for teaching staff.
- With the Director of Operations, to take responsibility for Senior School fire procedures between 08:30 and 16:30 on weekdays.

School Policies and Procedures

- To take responsibility for co-ordinating the full range of school policies and procedures and for ensuring both their annual review by nominated sponsors and consistency of content and presentation amongst the full range of school publications.
- To oversee the annual updating of all key information and staff handbooks.

Outreach and Partnerships

- To lead the strategic development of the School's programme of volunteering, outreach activities and partnership work, and to support the Assistant Head (Student Development) in the operational oversight of the school's commitment to outreach and partnerships.
- To crystallise and strengthen the school's position in the local community and, in time, to build and

strengthen the school's partnership staff team.

Co-Curricular Life of the School

- To lead the strategic development of the School's co-curricular life.
- To support the Assistant Head (Student Development), in the planning and co-ordination of the school's co-curricular programme.
- With the Assistant Head (Student Development), to promote the House system and Charity activity within the school.
- To line manage the Directors of Drama, Sport and Music in their co-curricular planning, holding regular meetings with these Heads of Department.
- To act as the school's Educational Visits Co-ordinator, managing the programme of all educational visits and trips, exercising an overview and ensuring all necessary risk assessments are carried out.

Quality Assurance

- To monitor the quality of the provision for houses, charities, outreach, partnerships and co-curricular activities.
- To work with key stakeholders to ensure an appropriate balance of the development of outreach activities, partnership work and programmes of outstanding opportunities, enrichment and activities with the school's vision to strengthen its commercial income.

Communications and Marketing

- To communicate necessary information to parents regarding calendar and school routines.
- To ensure that all significant operational changes are effectively communicated to existing and potential parents.
- To liaise with the Admissions Department on the admissions events throughout the school year.
- To attend all parent-teacher meetings.
- To assist the school wherever necessary in the effective marketing of co-curricular successes and achievements.
- To act as a co-curricular ambassador for the school to bodies such as HMC and GSA.
- To keep the Head informed of any matter that may impact on parental or external relationships.

General

- The post has shared PA support.
- The post-holder will teach a reduced timetable.
- The post holder will be expected to carry out such other duties as reasonably requested by the Head that are commensurate with its level of responsibility.
- As Deputy Head Community & Co-Curricular, the post holder will be expected to attend frequent events outside normal working school hours.

Main responsibilities as a classroom teacher at JAGS

- To teach classes as directed by the Head of Department
- To undertake the preparation, assessment and reporting required to ensure that the students achieve the highest possible standards
- To carry out any reasonable subject related duties assigned by the Head of Department
- To ensure the safety, welfare and good conduct of students
- To be willing to accompany school trips or other events undertaken by the department
- To attend relevant staff professional development as appropriate
- To carry out such duties, including cover for absent colleagues and examination invigilation, as are allocated by the School Leadership Team in accordance with school practice

- To attend weekly staff briefing, staff meetings, parents' evenings, Open Morning, Founder's Day, the Year 13 Leavers' Ceremony and similar functions out of school hours
- To assist with any required marking of the school's Entrance Examination

PERSON SPECIFICATION

Essential	Desirable
Leadership	
<ul style="list-style-type: none"> • An experienced leader who commands the respect of students, staff, parents and Governors, with the appropriate gravitas to deputise for the Head when required • Strives for the highest standards at all times • Calm and positive whilst under pressure. • A measured and confident decision maker who is calm and positive whilst under pressure • The ability to communicate enthusiasm and vision to the staff and pupils. • The ability to lead and manage people to work towards a common goal. • The ability to blend firmness, patience and empathy when dealing with difficult situations. 	<ul style="list-style-type: none"> • Significant SLT experience in an educational setting • Experience of significant line management within a large organisation
Personal Behaviours	
<ul style="list-style-type: none"> • Outstanding interpersonal skills with the ability to lead and to work as part of a team • Resilient and optimistic; someone who is willing to go the extra mile in the busy life of the school • Ability to identify problems and bring positive solutions • An outstanding communicator who is dynamic, innovative and able to capture an audience • Flexible and adaptable, with energy, stamina and enthusiasm • Kind and open-minded 	
Operational Excellence	
<ul style="list-style-type: none"> • A well-qualified graduate • Outstanding educationalist with a proven track record of success • Exceptional levels of planning and organisation, with outstanding attention to detail • Significant initiative and drive, allied to the ability to work quickly and accurately. • Articulate in all forms of communication. An accomplished public speaker; fluent and accurate written and spoken English. 	<ul style="list-style-type: none"> • Experience of outreach and partnership work

<ul style="list-style-type: none"> • Excellent time management skills. • Excellent IT skills. • A reliable and precise proof-reader • The flexibility to attend frequent school events outside normal school hours. 	
Ethos and Whole School Values	
<ul style="list-style-type: none"> • An individual with a genuine commitment to the wellbeing of the staff and students in their care. • Committed to operating as part of the School community. • Committed to diversity, inclusion and anti-racism in the School community 	
Safeguarding and Pastoral	
<ul style="list-style-type: none"> • Committed to safeguarding and promoting the welfare of children and young people. • A satisfactory Enhanced Disclosure from the DBS. 	

DEPUTY HEAD COMMUNITY & CO-CURRICULAR

HOW TO APPLY

We welcome applications from all parts of the community and know that our school is strengthened when staff and pupils feel a true sense of belonging. To enable us to make any reasonable adjustments, please let us know when you submit your application whether you have any special requirements.

JAGS is partnering with the executive search firm RSAcademics who are advertising the post and running the search. RSAcademics will support the School in identifying a wide and diverse field of suitable candidates and will assist in the assessment of candidates against the requirements for the role. Candidates are welcome to visit JAGS prior to application should they wish to gain a greater sense of the school community. Please contact us to discuss this with one of the RSAcademics consultants.

Interested candidates are encouraged to contact RSAcademics to arrange a confidential discussion with one of the consultants handling this appointment:

Isabel Patchett, Search Consultant: isabelpatchett@rsacademics.com or
Sarah Glencross, Head of Senior School Search: sarahglencross@rsacademics.com

The deadline for receipt of the application is 10.00am on Thursday 29 May 2025.

Applications should be made electronically to RSAcademics. To submit your application, please upload your documents according to the instructions on the RSAcademics [website](#).

You should submit the following (both in PDF format):

- a completed application form (available alongside this candidate information on the RSAcademics [website](#))
- a covering letter addressed to the Head, Mrs Alex Hutchinson. The letter should explain your reasons for applying.

If you have any questions about uploading your application documents, please contact Jonathan Barnes, Head of Operations (Leadership Appointments) at applications@rsacademics.com. Jonathan can also be reached by calling our Head Office on +44 (0) 204 6269 791.

The process is as follows:

- all applications will be acknowledged by e-mail. If you have not received acknowledgement that your application has been received within two working days of sending it, please contact RSAcademics by telephone
- preliminary Interviews will take place with RSAcademics via Teams during the week commencing Monday 2 June 2025.
- long list interviews with the panel are scheduled to take place on Friday 13 June 2025.
- short list interviews with the panel are scheduled take place on Friday 20 June 2025.

N.B. Safer recruitment checks will be made at all stages in the recruitment process.

About RSAcademics

Founded in 2001 by Russell Speirs, RSAcademics has advised and supported over 700 schools and educational organisations in the UK and worldwide. Through our working partnerships with heads, leadership teams, boards, staff and parents, we specialise in supporting schools in five main areas: strategy, marketing and research; equality, diversity and inclusion; operational improvement; leadership and governance and philanthropy. We enable schools worldwide to thrive, by finding and developing senior leaders, guiding decision makers, making connections and shaping debate. We are known for the calibre and spirit of our

people. We exist entirely to serve schools because we believe that the world needs thriving schools. RSAcademics is committed to promoting diversity and inclusion in schools.

Please visit www.rsacademics.com for more information.

JAGS and RSAcademics are committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers, the Disclosure and Barring Service, and overseas police and regulatory authorities where relevant.

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James Allen's Girls' School

Ages 4-18

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www.jags.org.uk