



King William's College & The Buchan School

Assistant Head Co-Curricular

Job Description

Title:	Assistant Head Co-Curricular (AHCC)
Reports to:	Principal via the Deputy Head
Department Team:	Pastoral
Job location:	King William's College
Pension:	Contributory Scheme Available



A message from the Principal

Thank you for your interest in this important new position for King William's College on the beautiful Isle of Man. We are seeking someone to lead the development of our co-curricular provision in line with our [school improvement strategy 2024-29](#):

Strategic Priority 3: Broaden and deepen the range of co-curricular activities offered to give pupils unforgettable experiences outside the classroom.

Our objectives are to ensure that:

1. The School's structure allows improvement in this area to take advantage of our superb campus, prime location, and full school day.
2. Our co-curricular partnerships thrive on and off-island.
3. Our co-curricular programmes are diverse, relevant and appeal to all.
4. The schedule of trips and expeditions is expertly planned, and supports the School's aims
5. Staff are trained and deployed appropriately to deliver an inspiring range of activities.



About the School

King William's College

Opened in 1833, King William's College is set in a stunning coastal location on the Isle of Man. It is a unique school in a very special environment. This independent boarding and day school for girls and boys aged 11 to 18 is one of the most established International Baccalaureate schools in the British Isles. It is vibrant, friendly and fun, and whether you are from the Island or from far afield, you will bond with this special place.

With 37.1 acres of inspiring space; 19th Century architecture, five rugby pitches, four football pitches, three cricket pitches, floodlit astro turf, sports hall, swimming pool, landscaped gardens, two boarding houses and a Chapel large enough to accommodate the whole school, King William's College is truly a special place.

The Buchan School

In recently refurbished buildings on the King William's College site, The Buchan School offers a supportive and caring environment, where pupils are encouraged to develop their own individual talents.

Our curriculum is unique with a strong focus upon academics: Art, Music, Drama, Languages and a range of Sports. Class sizes are small and our pupils are taught by subject specialist teachers throughout the curriculum to ensure that they reach and exceed their potential.

The Buchan School has developed an excellent reputation for academic excellence and achievement in both sport and the performing arts. The School consists of three departments: Nursery, Pre-Prep (Reception to Year 2) and Prep (Year 3 to 6).

We provide a broad range of opportunities for all our pupils, not only within the classroom, but also by taking full advantage of our incredible school grounds and the beautiful Isle of Man. At the Buchan, you will find a community buzzing with happy children, developing lively, independent and enquiring minds, guided and encouraged by outstanding teaching staff throughout the curriculum.

The Buchan Nursery

At The Buchan Nursery, we strive for the happiness of every child through a secure, friendly and caring environment. Nursery is where your child's education begins and a love of lifelong learning is established. Nursery education should be an extension of home life where children gain experience and confidence through play. We will work with you to provide the opportunities for your child to take the first gentle steps to making them independent learners.

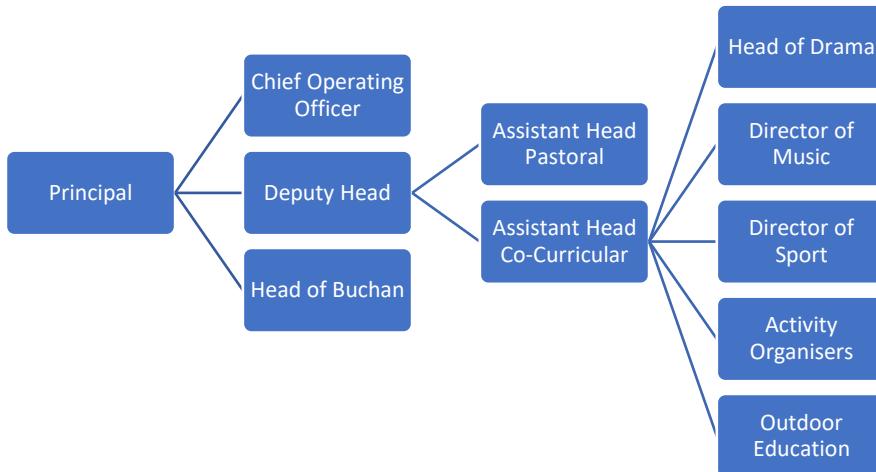
Our philosophy at The Buchan Nursery is to learn and play in a nurturing environment that provides the stepping stones for every child to fulfil their potential.

At the Buchan Nursery, we recognise that every child is a competent learner and we endeavour to support children in becoming resilient, capable, confident and self-assured. We value the diversity of individuals and recognise that children develop in individual ways and at varying rates.

The Role

In conjunction with the Deputy Head, be accountable for the quality, delivery and effectiveness of the School's co-curricular programme. The AHCC manages key co-curricular leaders, co-ordinates staff participation, oversees the planning and delivery of some key College events and ensures there is a workable and effective School Calendar.

Key Duties and Responsibilities



- **Co-curricular provision:** with the Deputy Head, work towards the College's strategic vision for the co-curricular programme; ensuring the quality of the provision is first rate, both in the island context and when measured against UK independent schools; developing a range of activities that offer cultural, aesthetic, intellectual and sporting opportunities; analysing provision so that the programme serves the interests of all pupils (irrespective of gender, age or ability); implementing a fully safeguarded and coherent management system for delivering the co-curricular programme.
- **Key co-curricular providers:** line managing the key providers of the co-curricular programme, including the Directors of Music & Sport, Head of Drama, D of E co-ordinator and liaison with the CCF in the delivery of a fully co-ordinated, structured and sustainable co-curricular programme.
- **Staff co-ordination:** setting and communicating the co-curricular expectations to ensure full staff buy-in and commitment to the vision and values of the co-curricular programme; managing staff commitments and establishing, as far as is reasonably possible, equitable and fair contributions; managing the deployment of staff to match skills, talents, and interests with co-curricular needs; supporting staff training and development; monitoring effectiveness of co-curricular delivery.
- **Calendar:** in conjunction with the Principal's Office, overseeing the School Calendar thereby delivering a structured, practical, and workable schedule of events; establishing and managing a clear priority system and adjudicating on clashes; publishing and advertising termly and yearly schedules including term dates.
- **Community outreach and service:** developing strong, tangible, and long-lasting relationships with the local community through the pupil co-curriculum and provision of our expertise and facilities; actively forging links with other schools; developing service as a central experience for all pupils; promoting pupil engagement in charitable events; in conjunction with the External Relations Department promoting the outward face of the College.
- **Enrichment:** develop and co-ordinate the School's enrichment programme, providing pupils with varied, engaging, and challenging opportunities outside of the academic timetable; planning and implementing a programme of annual inter-house competitions with the Heads of Houses.
- **Scholars:** ensure that scholarship pupils are supported, stretched, and contribute positively to the School community.
- **Educational visits:** be Educational Visits Coordinator, planning and developing the programme of trips, ensuring the opportunities for learning outside the classroom are considered strategically and offer opportunities for all pupils.
- **Data management:** monitoring to ensure sustainable pupil engagement and commitment across the co-curricular programme.
- Complete **training** as required.

- Have read and understood the school's **safeguarding** policy and procedures.

The Role: Teacher

There will be a teaching element to this position, and we welcome applications from any subject specialism. Teachers make the education of their pupils their first concern and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils. They are expected to carry out the professional duties of a teacher in accordance with the school's policies.

Teachers are expected to become an integral part of the College community; all teachers are expected to contribute to the extra-curricular activities programme.

Key Duties and Responsibilities

This is not an exhaustive list, and the post holder will be expected to show flexibility and assist with other tasks of a similar nature. The post holder will be based at King William's College.

All teachers are expected to:

- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Plan and teach well-structured lessons
- Adapt teaching to respond to the strengths and needs of all pupils
- Make accurate and productive use of assessment
- Manage behaviour effectively to ensure a good and safe learning environment
- Fulfil wider professional responsibilities

Remuneration

King William's College has its own generous pay scale and the financial package offered will be commensurate with the responsibilities of the post and the experience of the person appointed. Rates of income tax are very generous. Applications are welcomed from any subject specialism.

Safeguarding

King William's College, The Buchan School and The Buchan Nursery are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service, and appropriate online searches of publicly available information. The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the Designated Safeguarding Lead or Principal.

Applications

Please submit letters of interest and applications addressed to the Principal by Wednesday 25th February 2026, 12 noon to the HR Officer Email: hr@kwc.im

