



Sydenham &  
Dulwich Girls

GDST  
GIRLS' DAY SCHOOL TRUST

Brief for the position of

# ASSISTANT HEAD CO-CURRICULAR & PARTNERSHIPS

Sydenham & Dulwich Girls GDST





Dear Candidate,

Thank you for your interest in the position of Assistant Head Co-Curricular & Partnerships at Sydenham & Dulwich Girls GDST. This is a rare and sought-after opportunity to join and inspire our girls in our exciting and successful school.

With two new building developments opening this summer, including a maker space and Sixth Form, supporting our educational innovation, this is an excellent opportunity to contribute to and shape the school's next five year strategic plan. We are looking for a forward-thinking leader who is fully committed to delivering an outstanding all-round education for young women to excel now and in their futures. Our teaching and learning is ambitious and adventurous as well as grounded in real world experiences, to be ready for the future employment market.

Sydenham High is a selective school with a mission to ensure that every girl reaches her full academic potential. We offer a rich and diverse curriculum, alongside outstanding enrichment opportunities outside of lessons, enabling our students to develop the skills and personal attributes to prepare them for the challenges and opportunities of an ever-changing society.

We are forward thinking and innovative, looking to provide an outstanding education to our young people as well as the very best in pastoral care. Our purpose is to empower every girl to forge her own path with courage and without limits. This is evidenced in our Futures Programme and the broad range of careers-focussed events on offer, as well as in our leavers' wide-ranging higher education and future pathways.

Successful applicants need to be able to demonstrate considerable initiative, leadership and innovation both in the classroom and in the field. Above all, they will be a passionate individual with high ambitions for our students, and strongly motivated to make themselves an active part of our thriving community.

I very much look forward to meeting you,

*Antonia Geldeard*

Ms Antonia Geldeard  
Head



## OUR SCHOOL

Sydenham & Dulwich Girls GDST was founded in 1887 by four pioneering women, becoming one of the last schools to be opened by the Girls' Public Day School Trust. In 1934 the school transferred to its current site in the leafy suburbs of South East London. Sydenham prides itself on enriching young minds in a way that will endure a lifetime. The School's original Anglo Saxon motto, 'Nyle ye drede', means 'fear nothing' and girls are continually encouraged to have a 'can do' approach to all they do. Sydenham & Dulwich Girls is selective but diverse, welcoming girls with wide-ranging abilities, talents and backgrounds into a close community that is large enough to offer choice and flexibility but compact enough to ensure that no girl is overlooked.

## THE GIRLS' DAY SCHOOL TRUST

The Girls' Day School Trust (GDST) is a leading family of independent girls' schools in the UK, with 23 fee-paying schools and two academies. A registered charity, it has 19,000 students, 4,000 staff and a network of 70,000 alumnae.

GDST schools share an ethos and heritage of girls-only education and are members of a unique network which adds value to each school, student and member of staff. Networking opportunities across the Trust enable staff to share best practice and develop initiatives that benefit all our schools and students. In addition to supporting the work of individual schools in supplying excellent induction and development opportunities for staff, the GDST network provides access to an extensive training programme. This includes development opportunities (including a Middle Leaders' Development Programme and Aspiring Leaders Programme) and grants for individual courses of study.

**"A sense of community pervades the whole school. pupils respect and support each other wholeheartedly."**

**- ISI, 2024**



## SITE & FACILITIES

Ongoing investment by the GDST has seen the school's facilities continue to expand and transform. In recent years this includes:

- A new building including gallery and exhibition space, Design Technology, Innovation and maker spaces opening in Summer 2026.
- Brand new Sixth Form Centre with common room, study zone, green landscaped terraces also opening in Summer 2026.
- Investment in sports facilities including resurfaced all-weather courts and floodlit pitches at our 8-acre sportsground, complementing our Astro and Sports Hall at Senior School.
- Seven state-of-the-art science laboratories, well-equipped for experimentation and scientific discovery.
- A Performing Arts Centre, comprising a 90-seat Recital Hall and the 152-seat Westwood Theatre, and refitted Longton Hall providing concert and performance facilities.
- Two Mac Suites, specialist teaching rooms and well-conceived social spaces for staff and pupils
- The historic dining hall was refurbished and extended to include a glass orangery, new serving area and new state-of-the-art kitchens.
- New gym and fitness suite opening September 2026.

The school is home to over 700 pupils, including the Junior School based in an attractive large Edwardian villa with light and spacious purpose-built modern additions, five minutes' walk from the Senior School.

For more information about Sydenham & Dulwich Girls please visit: [sydenhamdulwichgirls.gdst.net](http://sydenhamdulwichgirls.gdst.net).

**“Pupils have a sense of fun, warmth and zest for life whilst remaining courteous, polite and living by the school values.”**

**- ISI, 2024**



## OUR MISSION

At Sydenham & Dulwich Girls, we believe that learning should be adventurous and fun. Joyful voices resound in our classrooms and corridors. This is a happy community – active and alive to the potential within each school day.

Our pioneering spirit, forged by our brave founders whose Anglo-Saxon motto, *Nyle ye drede* (fear nothing) underpins our ethos: forward thinking and curious, embracing experimentation and innovation.

This journey, from the magic of our Reception classrooms to the sparky debate resonating from our Upper School spaces, encompasses three key pillars of thought: Academic Expertise, Personal Development, Future Ready, to develop each individual as a whole person, well prepared for life.

We aim to inspire the future generations of creators, independent thinkers and trailblazers. We open eyes and hearts by educating the whole person: to balance mind, body and soul. Our diversity of academic and enrichment opportunities enables every girl to forge her own path, strive to be her best and excel. We seek to empower every girl to discover and nurture her unique talents whether in the classroom, the laboratory, the library, the studio, the field, the water, the community or beyond.

The Sydenham & Dulwich Girls' curriculum is deliberately designed to deliver academic excellence alongside a broad education in critical thinking, problem solving, visual culture, digital innovation and emotional intelligence.

We believe that educating the whole person leads to happy, confident and courageous children who flourish and make a positive difference to their community.

**“These energetic, sparky girls are encouraged to be ambitious and go-getting right from the start.”**

**- Good Schools Guide, 2024**

## The Role

# ASSISTANT HEAD CO-CURRICULAR & PARTNERSHIPS

Sydenham & Dulwich Girls is a vibrant, academically ambitious GDST school committed to educating confident, compassionate and courageous young women. We seek an inspiring and versatile leader to join the Senior Leadership Team as Assistant Head Co-Curricular & Partnerships.

This is a senior role with strategic and operational responsibility for the school's academic and co-curricular enrichment provision, educational visits, and outward-facing partnerships. The postholder will ensure that enrichment at SDG is purposeful, inclusive, ambitious and central to pupils' intellectual, personal and moral development.

You will have a particular focus on broadening participation for all in areas that reach beyond the curriculum, having the potential to make an enormous impact in this aspect of our educational offer. You will be given autonomy and ownership of this pivotal area of pupils' development, ensuring dynamic cross-curricular opportunities across the Senior School including driving forward our highly valued eco commitment.

Creativity flows through our school and we are keen to enhance enrichment with fresh and innovative ideas, supporting our inclusive approach to educating pupils to be real-world ready through the holistic development of the requisite human skills, alongside an outstanding academic foundation, to prepare them for a happy, confident future.

As Assistant Head you will also further develop links within our local community and strengthen our House system, including charitable activity.

**September and January start dates will be considered.**



# Job Description

## ASSISTANT HEAD CO-CURRICULAR & PARTNERSHIPS

**Accountable to:** The Head or Deputy Head

**Responsible for:** Departments including Music, Drama, Sport and other relevant co-curricular areas

**Purpose:** Overall responsibility for the quality, coherence, inclusivity and excellence of the school's enrichment and co-curricular programme, as well as for developing strong partnerships locally, nationally and internationally. The role combines strategic vision with significant operational oversight, ensuring enrichment enhances academic learning, supports wellbeing and prepares pupils for life.

### Accountabilities:

#### Policy/Strategic Direction and Development

- Contribute to whole school policy-making and strategic planning as required by the Head.
- Lead the strategic development of the school's academic and co-curricular enrichment offer, ensuring breadth, ambition and progression across all year groups.
- Ensure enrichment complements academic study and supports pupils' confidence, leadership, wellbeing and sense of belonging.
- Contribute to whole-school strategic planning where enrichment supports pastoral, educational, sustainability and EDI priorities.
- Monitor pupil workload in collaboration with senior colleagues to ensure enrichment commitments are balanced, sustainable and inclusive.
- Foster a culture in which pupil-led initiatives are encouraged and supported.
- Work with the Deputy Head Operations to ensure that enrichment opportunities are spread across the calendar.
- Work with Deputy Head Pastoral on EDI initiatives and monitoring.
- Work with the Deputy Head Academic to ensure that the Scholars Programme offers the requisite stretch and challenge whilst allowing time for Mind, Body & Soul programme activities.
- Actively foster the ethos of the school and promote its values to pupils, staff, parents and the wider school community.
- Act as a source of mutual support for the Head and other members of the Senior Leadership Team, as well as act as a key and visible point of contact for pupils, staff and parents.
- Deliver an enriching assembly programme including national celebration days and school celebration assemblies.

#### Line Management

- Line manage key staff responsible for co-curricular and enrichment provision (precise responsibilities to be confirmed on appointment).

- Support and challenge enrichment leaders through regular meetings, appraisal and strategic planning.
- Oversee international programmes and exchanges, ensuring alignment with school aims, safeguarding and compliance requirements.
- Lead the school's approach to sustainability and Eco initiatives, working with pupils, staff and parents.
- Oversee elements of debating, public speaking, service learning and awards programmes such as Duke of Edinburgh.
- Promote strong communication and collaboration across enrichment areas to ensure clarity, consistency and shared purpose.
- Oversee and manage budgets as required.

#### Teaching & Learning

- Teach a significantly reduced timetable in accordance with the duties of a standard scale teacher as outlined in the general job description, as an excellent practitioner and thus a professional role model for others.
- Support the Head and Senior Leadership Team in monitoring the quality of teaching and pupil achievement, as well as the quality of pastoral care.
- Help ensure a broad and fulfilling academic and co-curricular enrichment provision, overseeing the management of our enrichment offer.
- Work with the School Consultant Teacher on opportunities to embed inspirational enrichment into the curriculum.
- Teach your specialist subject to a consistently high standard.
- Contribute fully to meetings, CPD and the wider life of the school.
- Support staff recruitment with SLT where required.
- Deputise for the Head when appropriate and undertake other duties commensurate with an Assistant Head role.

# Job Description

## ASSISTANT HEAD CO-CURRICULAR & PARTNERSHIPS

### Educational Visits Coordinator (EVC)

- Act as the school's Educational Visits Coordinator with oversight of all day visits, residential and overseas trips.
- Ensure all visits are educationally purposeful, well-planned, appropriately staffed and compliant with statutory guidance and school policies.
- Oversee risk assessment, approval and review processes, serving as first point of contact for staff running visits.
- Monitor external providers, venues and partners.
- Serve as an active member of the school's Health and Safety Committee.

### Partnerships and Outward-Facing Activity

- Lead on the school's outward-facing enrichment activity and partnerships.
- Develop strong working relationships with GDST colleagues and contribute to collaborative work across and beyond the Trust.
- Oversee communication to parents and staff relating to enrichment and partnership activity.

### Communications, Marketing and External Links

- Represent the school at marketing events, as and when required.
- Contribute to the pupil admissions processes including delivering presentations at admissions events on co-curricular.
- Take a lead on communications to parents and staff including oversight of key enrichment events.
- Participate as required in consultation processes with staff, pupils, parents, Governors, GDST and the local community.
- Interview candidates and work alongside the Head on the selection of new pupils (primarily at 11+ but also for occasional vacancies Years 8-10 and 12).

### Events, Performances and School Culture

- In conjunction with the Deputy Head Staff & Operations, oversee major enrichment events including lectures, celebrations, performances, productions, competitions and awards events. e.g. Prize Giving, Socrates Celebration Event and #700STEMChallenge

### Awards Ceremony.

- Plan and deliver off-timetable events and days, including Mind, Body and Soul Days and Curioso and Futures Weeks
- Responsibility for the House system, including overseeing the planning and delivery of House events
- Champion creativity, physical activity, service and intellectual curiosity within the life of the school.
- Ensure pupils' achievements are recognised and celebrated within the school community.
- Identify, carefully review and engage with speakers for events, ensuring they are appropriately vetted, supported and fully prepared in accordance with the school's safeguarding procedures and external visitors policy.

### Staff Development and Professional Learning

- Lead, support and mentor staff involved in enrichment and visits, fostering a culture of reflection and professional growth.
- Contribute to the school Professional Development Programme alongside Deputy Heads.
- Support induction of new staff into enrichment systems and safeguarding procedures.
- Promote the sharing of good practice and innovation while maintaining high standards.
- Attend all Heads of Department and any other meetings as directed by the Head.

### Safeguarding, Inclusion and Inspection Readiness

- Ensure all enrichment, visits and partnership activity operate securely within the school's safeguarding framework.
- Work closely with the Designated Safeguarding Lead and train as a Deputy DSL.
- Ensure equality of opportunity, inclusion and accessibility across enrichment provision.
- Maintain robust evaluation and documentation to evidence compliance with ISI and regulatory requirements.
- Contribute to inspection documentation, meetings and governor reporting.

## Job Description

# ASSISTANT HEAD CO-CURRICULAR & PARTNERSHIPS

### General Requirements

All staff are expected to:

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Contribute to the school's programme of extra-curricular activities.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the performance review process.
- Adhere to policies as set out in the GDST Council Regulations, GDST Hub and circulars.
- Undertake other reasonable duties related to the job purpose required from time to time.

**This job description should be seen as enabling rather than restrictive and will be subject to regular review.**



## Person Specification

# ASSISTANT HEAD CO-CURRICULAR & PARTNERSHIPS

<b>Education and qualifications</b>	<ul style="list-style-type: none"> <li>• Good honours degree</li> <li>• Qualified teacher status/PGCE</li> <li>• Desirable: Post graduate qualifications - Masters degree or post graduate diplomas</li> </ul>
<b>Knowledge base</b>	<ul style="list-style-type: none"> <li>• An awareness of recent important national educational developments</li> <li>• A clear understanding of recent developments in teaching and learning</li> <li>• Good working knowledge of common ICT applications, with a clear understanding of the potential for ICT in enabling more innovative and effective approaches to learning, teaching and school organisation.</li> </ul>
<b>Personal skills</b>	<ul style="list-style-type: none"> <li>• Be a leader; able to innovate, inspire, imagine and take people with them; speak their mind clearly and with integrity</li> <li>• Excellent interpersonal skills including the ability to relate well to people on all levels, gain the trust and confidence of all staff and resolve conflicts in a sensitive manner</li> <li>• Ability to work effectively as a member of a leadership team, to be dynamic and cheerful as an Assistant Head who will lead by example, to show initiative and imagination, and to have vision and the ability to inspire others</li> <li>• Thrive on the challenge of working with girls, getting the best out of them and helping them achieve their potential and have a genuine interest in the pastoral welfare of pupils (and staff) remaining sensitive to their needs</li> <li>• Be able to be firm, fair and decisive and a good listener</li> <li>• Have the ability to be innovative, forward thinking, coming up with bright and exciting ideas and be willing to share these with colleagues, in a collaborative manner</li> <li>• Have a good sense of humour</li> <li>• First class organisational and administrative skills with the ability to remain calm under pressure, work to tight deadlines, managing competing priorities; being able to maintain a high work rate</li> <li>• Strong analytical and problem solving skills, combined with a proactive and positive approach to change management</li> <li>• Effective and energetic in instigating and implementing change</li> <li>• Give generously of their time, joining in with, supporting and being a strong visible presence at school events</li> <li>• Able to see through complex strategies from concept to conclusion</li> <li>• Able to maintain a high work rate and to juggle a range of tasks and issues at the same time</li> <li>• High level of classroom teaching skills</li> <li>• Excellent written and spoken English</li> <li>• Sufficient numeracy to interpret statistical data, and manage budgets.</li> <li>• A sensitivity to the needs of young people</li> <li>• Personal integrity, honesty, energy, stamina, enthusiasm</li> <li>• A willingness to give generously of their time to support the girls on their educational journey</li> <li>• Commitment to personal development and lifelong learning.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Successful teaching experience across the full age range 11 – 18, up to and including A Level, with a track record of consistently enabling pupils to achieve high standards</li> <li>• Experience of middle leadership.</li> <li>• Desirable: Some experience of strategic planning and innovation.</li> </ul>

## How to Apply

# ASSISTANT HEAD CO-CURRICULAR & PARTNERSHIPS

To apply, please go to <https://sydenhamhighschool-gdst.schoolrecruiter.com/job/assistant-head-co-curricular--and--partnerships-1552884> by **Friday 29 May 2026**.

We reserve the right to interview during the recruitment process, so early applications are desirable.

Starting salary will depend on the experience and qualifications of the successful candidate. We offer a competitive salary and benefits package and a strong professional development programme, including:

- Access to extensive professional development opportunities
- Training grants for qualifications
- Generous pension schemes
- Free life assurance benefit
- Free school lunches
- Financial guidance and support
- Retail and lifestyle discounts
- A discount of up to 50% on fees for children at GDST schools

Interviews will take place at Sydenham & Dulwich Girls GDST. For more details please contact [hr@syd.gdst.net](mailto:hr@syd.gdst.net) or the School Office on 0208 557 7000.

We are an equal opportunity employer and welcome applications from all qualified individuals. To be eligible for employment, candidates must provide proof of their right to work in the UK.

Sydenham & Dulwich Girls and the GDST are committed to diversity, inclusion and real change: a family where every individual is valued, respected and included. GDST is committed to the safeguarding, and promoting the welfare, of children, and applicants must be willing to undergo child protection checks appropriate to the post, including online searches, and checks with past employers and the Disclosure and Barring Service.

