


# **RECRUITMENT OF DEPUTY HEAD AT BOOTHAM SCHOOL FROM SEPTEMBER 2017**





# FIRST... A WELCOME FROM THE GOVERNORS

 **B**ootham is a very different kind of school. To get to really understand this difference, you have to come and see it, touch it and feel it for yourself. So, rather than try to convey this difference on paper, it might be more beneficial to explain a little of the culture which nurtures this distinct and infectious difference.

We resolved, four years ago, to become recognised as a school pioneering the most adventurous and liberating education in the UK. This is a 'big, hairy, audacious goal' that some may say was a little too ambitious and arrogant; whilst others believe that Bootham has enjoyed that status for many a year.

Now, we're explicitly giving a voice to our ambitions and articulating that challenge to all of our community.

Whilst Bootham School is nearly 200 years old, it never dwells on its glorious past, it doesn't rest on its laurels, nor does it talk comfortably about its accolades. Like every new day, the School seems to constantly regenerate and renew, feeding off the energy and spirit of those who live and work here.

It is a proud School, with its distinctive and pastoral Quaker ethos seeping into every fibre and brick. We value a liberal individuality, a radical spirit of enquiry and a Quaker-led belief that there is 'that of God – in everyone'. To speak such words is one thing, but to see these values emanating from the people here really does make you feel that Bootham has got something special going on.



Bootham demands much more of its students than the high academic results they achieve: it seeks to educate its students 'to envisage a better world, and to acquire the skills and confidence to deliver change'. It challenges its staff to model that 'better world' in the way they work together.

Going forward, our Deputy Head will work closely with the new Head, Chris Jeffery, and governors, to help write the next chapter in the story of this most colourful and progressive school.





# ABOUT OUR SCHOOL

**F**ounded by local Quakers in 1823 to educate their sons, Bootham is now a coeducational day and boarding school for students aged 3 – 18 in the centre of York. There are currently around 600 students at our junior and senior schools who, together with over 200 teaching and support staff, make up the Bootham Community. Approximately 130 students live in our boarding houses.

The senior school is housed on Bootham, very close to the ancient city walls and Bootham Bar, a stone's throw from the Minster. The school moved to its present site in 1846, and was largely rebuilt after a fire in 1899. Buildings range from elegant eighteenth and nineteenth century town houses along Bootham, to a stunning new Arts Centre opened in 2014.

At the heart of the school is an award winning 'brutalist concrete' 1960s meeting hall. It is a prime city centre site but grounds are extensive and the overall impression created is one of space and style.

The junior school is on a nearby separate site, having been acquired in 1997 and moved into purpose-built premises in 2002.





# OUR ETHOS

**O**ur young people are encouraged to consider the key Quaker testimonies of truth & integrity, justice, equality and community, simplicity, peace and sustainability (of the earth and the environment) in their daily lives.

Bootham is part of a community of eight Quaker schools in the UK, one in Eire and many more worldwide. The Friends' Schools' Council (FSC) provides information about and facilitates collaboration between these schools, and promotes Quaker values in education everywhere (see [www.aquakereducation.co.uk](http://www.aquakereducation.co.uk)).

This ethos enables the school to take a different view of education and school leadership from many other independent schools, recognising and encouraging a breadth of talent, while at the same time fulfilling expectations of high academic standards for its students.

The impressive range of Old Scholars' achievements right up to the present day is one testimony to the success of the school.

Bootham became one of Oxfam's first World Shaper Schools in 2013 and is one of the few schools in the north of England with this status. Our aim is to promote active global citizenship through a range of means including through the curriculum via subjects and through the use of philosophy for children. In addition to organising a whole school collapsed curriculum day on GC issues recently we have also established a student action group whose members lead initiatives on global issues and encourage their peers, families and the wider community to participate in acts of global citizenship.

Bootham is also one of only eleven schools in the UK to have 'Ambassador' status as a 'Green Flag Eco-school', achieved by a student-led group called BEAST (Bootham Environmental and Sustainability Team), which has actively campaigned, within and outside the school, for the past ten years.

# GOVERNANCE

**T**he Governing Body is called the School Committee. The Governors are ambitious in their aspirations for the school, aiming to model the ethos of the school in their own way of working. They are both adventurous and creative!

In addition to the Clerk (Chair) and Treasurer, eight Governors are appointed by Quakers in Yorkshire; two more come from the Old Scholar community, two are current parents and two are co-optees. The School Committee of Management (the Governing Body) and its four sub-committees (Education, Personnel, Finance & Resources and Fundraising) are conducted as Quaker business meetings which will start and finish with a period of shared silence, giving everyone time to focus on the task in hand. The primary objective is to seek unity in decisions: to find a way forward that is acceptable to all present, where even though not everyone will necessarily agree, they will accept the decision in the knowledge that everyone's views have been heard and considered. Normally when a way forward has been discerned, a minute is drafted recording the decision, which is agreed by all those present at the time. Votes are not taken.



# LEADERSHIP

**T**he Leadership Meeting (the senior leadership team), is not an exclusive group. The standard members are the Head, the Director of Finance & Operations / Bursar, the Deputy Head, the Academic Deputy, the Head of the Junior School and three Assistant Heads, responsible for curriculum logistics, child protection, pastoral and boarding, and extended education. These leaders have considerable responsibility and autonomy. Many other staff are also recognised as leaders, so, for example, the Marketing & Business Development Manager and the HR Manager join the Leadership Meeting. For several years there has been an annually appointed 'associate member', from anywhere within the school staff, who takes on responsibility for an area to develop over the year.

The school planning process is conducted through a series of Strategy and Planning Groups ('STRAPS'), each led by one of the Leadership Meeting members. These groups cover pastoral, curriculum and staffing. Each is committed to the school's overall aims of providing an adventurous and liberating educational experience.





# ABOUT YORK

**If you have never visited York you have a huge treat in store – and if you have, you will need no convincing that this is one of the most delightful and compact cities in the UK in which to live and work.**

Rich in ancient history, renowned for its exquisite architecture, a national and regional centre for artistic and intellectual life, York is a flourishing city, just two hours by train from London and close to national parks and areas of outstanding natural beauty.

Founded by the Romans, the capital of the kingdoms of Northumbria and Jorvik, a flourishing industrial centre for the wool trade in the Middle Ages, a railway hub for Victorian England, home of world famous Rowntree's and Terry's chocolates, York in the twenty first century is home to two thriving universities and leading service industries. It has also been a centre of religious life. It is the northern ecclesiastic province of the Church of England and

Quakers too have had a central role to play in the life of the city for centuries.

The Deputy Head of Bootham School will never be short of visitors wanting to share in the joys of York!

York is not without its social and educational challenges and opportunities. The York Independent State School Partnership, founded by the previous Head of Bootham eight years ago, provides a nationally acknowledged model which is raising standards for all of the city's young people. The School Committee are keen to see this work sustained and progressed. The York Boarding Schools' Group, founded by the previous Head, has similarly seen local independent boarding schools collaborate on marketing initiatives for the good of all. The school operates in a highly competitive educational market with other excellent state and independent schools in and around the city.





# THE PERSON WE ARE SEEKING

## The Job Description:

**Job Title:** Deputy Head

**Reports to:** Head

**Key Contacts and Relationships:** with the Head, Leadership Meeting (Senior Leadership Team), teaching staff, Students, Parents, Committee (Governors), Support Staff, Quakers in Yorkshire, Old Scholars, other Quaker schools.

**Overall Purpose:** To assist the Head both in providing inspirational leadership and management for the school in line with its Quaker values and ethos; and by taking responsibility for both the leadership and standards of pastoral care, wellbeing and discipline within the senior school.

**Key Responsibilities:**

1. Advising and supporting the Head, and deputising when required.
2. Senior responsibility as a member of Leadership Meeting.
3. Leading, directing and developing the school's pastoral care and student wellbeing.
4. Liaising with parents over difficult pastoral and behavioural issues, and dealing with high level parental concerns about such matters.
5. Helping to formulate annual objectives and longer-term strategies by chairing the school's Pastoral strategy group.
6. Ensuring good discipline in line with the school's Quaker values and practices.
7. Conducting professional development reviews for key staff.
8. Monitoring, co-ordinating and ensuring the updating of school policies by colleagues responsible; collating evidence of compliance with these policies.
9. Taking a lead and working with colleagues to prepare the school for inspection.

10. Liaising with The Mount School, Quakers in Yorkshire, Old Scholars and the School Committee (governors).

11. 8-12 periods of teaching per two week cycle.

12. Particular responsibility:

for the day to day school management, including

- The school calendar
- Overseeing the organisation of school events, meetings and routines
- Staff duties
- Liaison with support staff managers
- Fire practices and procedures

and for student well-being and pastoral care, including

- Leading the work of the Assistant Head (Pastoral), Heads of Year and health team
- Ensuring the development of relevant skills in all staff through whole school and individual training
- Facilitating Bootham Council (student led)
- Facilitating the selection of the Head Reeves team (prefects) followed by guidance throughout their year in post.
- Overview and updating of Staff and Student handbooks.

13. School duties, like all other full-time teaching staff.

*This job description is not restrictive or definitive in any way and should be regarded as a guideline to the duties required, and may be amended in the light of changing circumstances following consultation with the post holder.*





# The Person Specification:

	Essential	Desirable
Good honours degree	✓	
Higher degree		✓
Qualified Teacher status	✓	
Demonstrable experience of high quality teaching	✓	
Experience of working in a boarding setting		✓
Skills in strategic thinking	✓	
Experience with development planning at department or whole-school level	✓	
Emotional intelligence in building and maintaining quality relationships	✓	
Ability to demonstrate personal authority and integrity	✓	
Sympathy for the school's Quaker ethos and values	✓	
Ability to delegate work and support colleagues in undertaking responsibilities	✓	
Successful experience of pastoral leadership		✓
Experience of performance management and supporting continuing professional development	✓	
Ability to inspire, challenge, motivate and empower colleagues	✓	
Experience of writing and monitoring the effectiveness of policies		✓
Ability to use sound judgement in decision making	✓	
Ability to assume senior responsibility as a member of the senior leadership team	✓	
Experience of working on a senior leadership team		✓
Organisational skills of the highest order	✓	
Knowledge of ISI Regulatory Framework		✓



# PERSONAL QUALITIES

**People with many different talents and personal attributes make excellent Deputy Heads. In the case of Bootham it is likely the successful candidate will combine strong leadership and personal character with an active sympathy for liberal educational and Quaker values.**

The spirit of the school might be summed up by the list of statements and questions below; if these appeal to you or you find them thought-provoking, you may well have the right personal profile for Bootham.

***Let your life speak.*** *(Advices and Queries)*

***Walk cheerfully over the world, answering that of God in everyone.***  
*(George Fox 1656)*

***Think it possible you may be mistaken.*** *(Advices and Queries)*

***Live adventurously.*** *(Advices and Queries)*

***Do you hear constructive criticism with humility and without thought of retaliation?***

***Do you adopt methods of discipline based on trust and mutual support?***  
*(Quaker Values in Education)*

***Do you respect that of God in everyone though it may be expressed in unfamiliar ways or be difficult to discern?***

***Do you listen patiently and seek the truth that other people's opinions may contain for you.***

***Do you practice peaceful means to work out differences?***

***When you are confronted with disagreement or aggression, how do you respond?***

***The peace testimony is about deeds not creeds; not a form of words but a way of living.*** *(Quaker Faith and Practice)*

# EMPLOYMENT TERMS AND CONDITIONS

The School Committee recognises that the role and responsibilities of being one of the key leaders of this remarkable school deserve suitable remuneration, and a competitive package will accompany the post, dependent on experience.

Other benefits include working in a school community with pupils who are happy, confident and motivated and with an approach to learning characterised by curiosity and a spirit of collaboration; 50% reduction on school fees via salary sacrifice, complimentary refreshments and daily lunches, outstanding working conditions in very pleasant surroundings, well supported CPD and annual Performance & Development Review, financial support with removals if required, sabbatical policy, a friendly and supportive staff room. Holidays are usually as follows: Christmas (3 weeks), Easter (3 weeks), Summer (8 weeks), 10 days for half-term in October and one week for half-term in February and May.

**For further information please contact Jenny Parkin, HR Manager, at [jenny.parkin@boothamschool.com](mailto:jenny.parkin@boothamschool.com) or on 01904 683745 (on Christmas leave from 17th December to 4th January). The school term ends at Bootham on Saturday 17th December and starts again on Monday 9th January.**

**If you would like to arrange a telephone conversation with the Head, Chris Jeffery, please contact Chris's PA, Ros Tobin, at [ros.tobin@boothamschool.com](mailto:ros.tobin@boothamschool.com), preferably before the end of term.**





# THE APPLICATION PROCESS

Application forms can be downloaded from:

<http://www.boothamschool.com/senior-school/contact/job-vacancies/>

**The deadline for receipt of applications is  
10am, Wednesday 11th January 2017.**

Candidates should complete their application form electronically, detailing their personal qualities, skills and experience, and motivations for applying for this post, and email it to **recruitment@boothamschool.com**.

In addition, candidates are asked to submit a covering letter, addressed to Chris Jeffery, Head, addressing their strengths and areas for development relative to the seven headings below (taken from the Bootham Competence framework).

- Developing Skills, Knowledge and Experience
- Planning and Organisation
- Thinking and Decision Making
- Reputational and Commercial Awareness
- Building and Maintaining Internal and External Relationships
- Communication
- Team Working and Leadership.

## The application process is as follows:

- We appreciate that you may ideally wish to visit Bootham before making an application. However, as the advertising period largely falls over the Christmas holidays, we hope, instead, you will be able to get a feel for the place from our website at <http://www.boothamschool.com>. Those invited for the first round interviews will spend a day with us, and have plenty of opportunity to tour the school at that point.
- Please apply electronically using the Bootham application form, downloaded from the website (see left for details).
- All applications made to the recruitment inbox (recruitment @ boothamschool.com) will be acknowledged with an automatic response.
- All applicants will be contacted by email following the short listing process due to take place on 19th January.
- First round interviews will take place at the school on Thursday 2nd or Friday 3rd February. Full details will be sent to those selected for interview.
- The final interviews will take place at the school on Friday 10th February. Full details will be sent to those selected for the final round.

*Bootham School is committed to safeguarding and promoting the welfare of children and young people. This post is subject to an enhanced DBS check, satisfactory references and other safeguarding checks.*





BOOTHAM SCHOOL YORK

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