



DEPUTY HEAD

Required for: Summer Term 2018

Closing Date: Friday 29th September 12pm

Long List Interviews: Tuesday, 10th and Wednesday, 11th October 2017

Short-list interviews: Wednesday 15th November 2017

General Information for Candidates

Daneshill is a non-selective co-educational school set in a beautiful location in rural Hampshire. It has a pupil roll of approximately 260 children aged between 3 to 13 years old. In our most recent inspection, March 2017, the school was rated as Excellent in all areas.

The pleasant environment and happy nature of the school community provide for a first-class academic education for both boys and girls alike. As the children progress through the school we have a higher level of expectancy of their attainment and responsibility both inside and outside the classroom and place great emphasis on a well-rounded education. In doing so we provide the perfect environment for each child to grow, prosper and develop as an individual with a strong set of core values.

Daneshill is a successful prep school to thirteen and most students remain at the school until this age. Children go on to attend a range of prestigious senior independent schools, many do so with scholarships in a range of areas. Daneshill has strong links with these schools and our children are in high demand. The school is fortunate to have a dedicated and professional staff who are fully committed to our aims and objectives.

Daneshill School is non-denominational but Religious Education and observance is Church of England in its approach.

Context of the Appointment

Daneshill is a proprietorial school which has been owned by the Spencer family for nearly thirty years. Mrs Sarah Spencer is the present owner and she has appointed a Headmaster and Bursar who form the Executive of the school in consultation with herself. In recent years a non-Executive Advisory Board has been formed to advise on strategy and is composed of four educational and business executives who all have close links to both the school and family.

A new Headmaster, Mr David Griffiths, has been in post since September 2017 and this appointment is a part of the creation of a new Senior Management Team and follows the appointment of a Head of Pre Prep. It is expected that following the appointment of a Deputy

Head, there will be one further senior appointment. Alongside the Head and Bursar, these appointments will complete the Senior Management Team. It is intended that by Easter 2018 this process will be complete.

It is an exciting time of development for the school and we are seeking staff who will be committed in their approach and who will bring fresh ideas to the school. Most important is the willingness to pitch in and to do so with a sense of humour. In return we offer a beautiful working environment, a competitive salary and benefits including a generous fee remission and access to the TPS, and the chance for professional development in a fantastic school.

Person Specification

The Deputy Head will demonstrate an extensive knowledge of current thinking in Prep School education so that they are able to contribute towards the development of the school. They should have plenty of energy and drive and the ability to manage a range of academic, pastoral and organisational issues and to keep the Headmaster and SMT fully briefed.

The Deputy Head will lead the day-to-day organisation of the school and as such will need to be able to communicate effectively to staff and parents. They will be able to plan ahead and be aware of pinch-points within the school calendar. They will also become the Designated Safeguarding Lead for the school as well as organising and overseeing the rewards and sanctions systems and/or academic arrangements. Experience of these aspects of schooling is essential in fulfilling this role effectively.

The successful candidate will desire continuing professional development and be ambitious for themselves and the school. They will have a positive outlook and be able to manage multiple tasks both calmly and effectively. First and foremost, they will be passionate about the childrens' well-being and education.

Outline of the role

The duties of the Deputy Head will include a number of the areas that follow. However, they will be refined and finalised with the successful candidate:

- Lead the day-to-day running of the school including cover and overseeing arrangements for the range of activities that the school offers
- Line-manage and mentor the team of tutors to ensure that the pastoral support systems at the school are sector leading
- Line-manage and mentor the team of academic staff to ensure that the teaching and learning at the school is sector leading
- Create and implement an effective rewards and sanctions system across the school
- Oversee the academic arrangements in the school to include timetabling, assessments and data
- To chair a range of meetings in line with the agreed job description
- Lead and manage the Heads of House and develop the role of the houses within the school
- Offer advice, support and encouragement to all staff as required

- Be a mentor for trainee teachers and newly qualified teachers as required and oversee a clear mentor programme
- Contribute towards the induction of new members of staff
- Have oversight of the school's co-curricular provision
- Manage and guide the school's PSHE programme
- Be the school's Designated Safeguarding Lead and develop a high quality safeguarding culture
- Organise the school calendar in conjunction with the Bursar
- Contribute towards the activities of the SMT, including but not exclusive of appointing staff and contributing towards appraisals, the strategic direction of the school, updating and reviewing policies
- Teaching a 0.5 timetable
- Deputising for the Headmaster in his absence

The Deputy Head will be line-managed by the Headmaster.

Applicants should write to the Headmaster, Mr David Griffiths, enclosing a letter of application and completed application form including the names and contact details of at least two referees including the current or most recent employer.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Educated to degree level • Qualified Teacher Status • Evidence of Continuous Professional Development 	<ul style="list-style-type: none"> • Masters level qualification
Experience	<ul style="list-style-type: none"> • Experience of working with relevant age groups in a school environment for a minimum of five years 	<ul style="list-style-type: none"> • Experience of working in a Prep School Environment • Experience of teaching children to 13+ CE and scholarship • Experience of the EYFS and Pre Prep
Knowledge	<ul style="list-style-type: none"> • Understanding of excellent pedagogical practice • Understanding of successful pastoral systems • Understanding of Safeguarding measures including legislative requirements • Understanding of the holistic education of the Prep School environment 	<ul style="list-style-type: none"> • Experience of developing rewards and sanctions processes • Familiarity with the senior schools in the locality and wider area • An understanding of school marketing • Experience of working with SEN pupils

	<ul style="list-style-type: none"> • An understanding of the individual needs of children 	<ul style="list-style-type: none"> • Experience of timetabling and curriculum design • Experience of using value added data such as CAT scores
Skills	<ul style="list-style-type: none"> • Ability to manage time effectively • Ability to inspire colleagues and children within the school • Good communication with all stake-holders including parents and outside agencies • Sensitivity to the needs of all members of the school community • Sound IT skills • Be a creative problem solver • Be able to adapt to changing circumstances • The ability to offer a subject to CE and scholarship level 	<ul style="list-style-type: none"> • The ability to offer more than one subject • Ability to coach a sport
Personal Attributes	<ul style="list-style-type: none"> • To be calm and reflective • To listen to the views of others and then to be able to be decisive when decision making • Effective people management skills • To support and contribute towards the school's mission statement and aims • To be a critical friend to the Headmaster and Bursar • To be both consistent and principled in actions taken and relationships with all • To desire constant professional development • A good sense of humour 	

General Teaching Job Description

- All teaching staff should at all times support the school in its mission statement and aims and objectives
- All teaching staff are line managed by the Headmaster or an allocated senior manager.
- All teaching staff must maintain confidentiality of information regarding the school and those who work within it
- The job description is to be performed in accordance with the provisions in the Daneshill Staff Handbook and other school policies

Main Purpose of job:

- To ensure the effective education of all pupils for whom you have responsibility giving attention to all aspects of their educational experience at Daneshill School
- To ensure that all administrative requirements are completed in the fulfilment of the role to include marking, testing, planning and reporting.
- To teach a class of pupils as directed by the Senior Management Team.
- To attend relevant INSET and keep up with current educational thinking and practice
- To participate in the school's appraisal programme
- To carry out other such associated duties as are reasonably assigned by the Headmaster
- To provide leadership in the development and management of a curriculum area if so assigned

Relationships:

- The post holder is responsible for developing and maintaining positive professional relationships with colleagues in order to promote high quality teaching and learning
- The post holder is responsible for managing support staff in his/her class where relevant
- The post holder is responsible for working in partnership with parents and support agencies

Main activities & Responsibilities:

- To demonstrate a high standard of classroom management and practice and teach within the framework of the school policies and guidelines paying particular attention to equal opportunities and behaviour management
- To implement holistic and positive behaviour management strategies in accordance with the behaviour management policy
- To assess pupil achievement and plan for future learning
- To lead & manage a staff team where relevant
- To demonstrate excellent classroom teaching
- To plan for, organise and maintain a stimulating classroom environment appropriate to the needs, age and level of development of the pupils, which facilitate learning

- To be responsible for safeguarding the health and well-being of the pupils, actively promote the development of personal and social skills and provide emotional support in a way that accords with the pupils' age and level of development within the stated aims of the school
- To engage in and maintain a dialogue with parents and other professionals about teaching and learning and progress of pupils in your class
- To participate in school activities, meetings, discussions and management systems necessary to co-ordinate the work of the school
- To work with the senior leadership team in implementing the School Development Plan
- To promote the agreed school ethos, attitudes and values in all aspects of work with pupils, colleagues, support staff, parents and visitors
- To comply with and actively implement school policies regarding Health & Safety, Equal Opportunities, Safeguarding and Behaviour Management
- To maintain an up-to-date knowledge of curriculum and relevant SEN issues through INSET, wider professional development and research

Wider School Life:

- To perform duties as allocated in the duty rota to include supervision before or after school hours and during the school day
- To contribute towards the school's co-curricular programme by offering at least one after school club during the academic year
- Supporting the school by supporting co-curricular events such as Tea Parties, performances and sports fixtures as reasonably requested
- To conduct yourself in a professional manner at all times and be aware of supporting the reputation of the school
- To support the school in its marketing when opportunities arise such as engaging with visitors on Open Days or during prospective parent tours

As a Tutor to:

- Support all pupils within the allocated tutor group
- Take the time to know the pupils individual and be aware of and support their needs
- Maintain good communication with other colleagues regarding your tutees
- Maintain good communication with parents and to be in regular contact over and above formal reporting systems
- To support tutees in matches, plays or other co-curricular events that they are involved in.

Daneshill School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share that commitment.