



DEPUTY HEAD (ACADEMIC)

FROM JANUARY 2019

CANDIDATE INFORMATION PACK



Closing Date for Applications:

9.00 am, Friday 1 June 2018

Interview Day:

Tuesday 12 June 2018

Applications are invited from candidates for the post of Deputy Head (Academic) - DHA - at Hampton Pre-Prep & Prep School with effect from 1 January 2019. The post becomes available due to the current incumbent's promotion to headship. The successful candidate will join the Hampton Pre-Prep & Prep Senior Management Team (SMT) which is made up of the following roles:

Hampton Pre-Prep & Prep Headmaster		
Deputy Head (Academic) - DHA	Head of Pre-Prep	Deputy Bursar
Deputy Head (Pastoral) - DHP		

The DHA will report directly to the Hampton Pre-Prep & Prep Headmaster and will work in close collaboration with all colleagues on the Pre-Prep & Prep SMT. The post carries considerable scope for working autonomously and the successful candidate will be expected to embrace this and be willing to demonstrate initiative and a talented, insightful approach to the development of the academic side of School life.

Hampton Pre-Prep & Prep is part of the Hampton School Trust. Our position within the Trust means we are able to enjoy the benefits of inclusion in a large, forward thinking and visionary organisation as well as making the most of our relative size, in terms of the pupil cohorts being educated at our School. Assessment of pupils' progress and attainment is generously supported in particular. We currently use CAT(4), InCAS, Primary Tests in English and Primary Tests in Mathematics, alongside our own in-house summative assessments, as part of an annual cycle of assessing and considering the pupils' developing potential. All of the quantitative data these assessments generate sits in close alignment with the qualitative data we gather about our pupils too. The nature of the developing relationship between pupils' hearts and minds is very important to us.

The successful candidate will also be expected to work closely with senior staff across the Trust, particularly (though not exclusively) over matters to do with the pupils' academic progress and attainment. As a member of the Hampton Pre-Prep & Prep SMT, the post-holder will contribute to the formulation of School-wide strategy in conjunction with the support of the Hampton School Trust Governing Body and its Pre-Prep & Prep School Committee. It is anticipated that the successful candidate will aspire to headship in due course.

The post-holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy and Procedures 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 s/he must report any concerns to the School's safeguarding designated person(s) or to the Headmaster. The Hampton School Trust is an equal opportunities employer.

A reduced teaching timetable (to be discussed ahead of appointment) is envisaged and no specific specialist subject is sought at present. The above responsibilities are in addition to the responsibilities and duties outlined in the job description for an Assistant Teacher. The responsibilities particular to this post are also subject to the general duties and responsibilities contained in the Contract of Employment and letter of appointment.

The specific duties of the successful candidate within the SMT will depend on his/her strengths and aptitudes, but are expected to include the following:

Leading Teaching & Learning

- Fulfil a significant senior leadership role at Hampton Pre-Prep & Prep and serve on the Hampton Pre-Prep & Prep Senior Management Team.
- Understand and communicate in a clear and coherent way the vision for teaching and learning at Hampton Pre-Prep & Prep to all those connected with our School.
- Lead on the development of challenging and imaginative learning in all lessons across the School, with the aim of creating and sustaining the optimum conditions for pupils to enjoy tackling all academic work and thriving from it.
- Make the most appropriate use of emerging technologies to improve pupils' progress and attainment, when and where relevant.
- Consider and recommend developments derived from educational research to amplify and enhance the School's academic life.
- Maintain responsibility for our Departmental Documentation including all Schemes of Work, making certain they are fit for purpose in terms of their scope, standard and vision and that they ensure all our pupils are well prepared for their transfer to Senior School.
- Chair academic/curriculum management meetings, publishing agendas in advance, retaining minutes and following up any action points which emerge.
- Collaborate with the Head of Pre-Prep and relevant Heads of Department to scrutinise pupils' work on a regular basis.
- Produce the Prep academic timetable by the end of the first half of the Summer Term.
- Oversee the timetabling, administration, setting and marking of prep (homework).
- On a regular cycle, to be agreed with the Hampton Pre-Prep & Prep Headmaster, carry out a School-wide Curriculum Review.
- Make significant contributions to *The Higher Document* (Hampton Pre-Prep & Prep's school improvement plan) and ensure that its academic targets are being met.
- Play a major part in the process of Professional Development Review at Hampton Pre-Prep & Prep and in addition to the formalised process, be prepared to act as a sounding board for any colleagues who wish to consider and discuss how best to develop their practice at any time.
- Promote an awareness of enrichment opportunities among pupils, staff and parents.
- Assist the Hampton Pre-Prep & Prep Headmaster in the recruitment and appointment of new staff.
- Have overall responsibility for monitoring NQTs and those following programmes of ITE at Hampton Pre-Prep & Prep, meeting all statutory requirements for both.
- Deputise for the Hampton Pre-Prep & Prep Headmaster in both his and the Deputy Head Pastoral's absence.
- Attend meetings of relevant committees at Hampton School (e.g. Heads of Department Committee, Learning & Teaching Committee, IT Committee)

Safeguarding

- Adhere to and ensure compliance with the School's Safeguarding Policy and Procedures at all times.
- Maintain particular responsibility for promoting and safeguarding the welfare of all our pupils by ensuring that the School's Anti-Bullying Policy is followed and any unkindness between pupils is resolved swiftly and securely.
- 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 pupils in the school s/he must report any concerns to the School's safeguarding designated person(s) or to the Headmaster immediately.

Assessment

- Sustain, where appropriate, the clear focus on the importance of formative assessment practices that has already been established at our School and seek to deepen how current practices operate, with the ultimate aim of raising pupils' attainment.
- Ensure that developing notions around 'Assessment for Learning' *per se* are carefully scrutinised before ever being introduced and fully embedded at our School.
- Using the range of instruments and practices already at our disposal – including SIMS - assess, monitor and track individual pupil's developing reasoning ability, progress and attainment, keeping appropriate records and ensuring all pupil data collection and analysis systems are straightforward to use.
- Maintain close scrutiny of pupils' academic reports ensuring they are accurate and meaningful and are always written in order to assist with the development of pupils' progress.
- In close collaboration with the Head of Pre-Prep and the Headmaster, be prepared to meet with parents to pass on developing reasoning ability and attainment data on an individual basis, thereby assisting and supporting parents with their thinking around next school choice for their children.
- Have oversight for assessments for transfer from the Pre-Prep to the Prep, as well as organising and running our 7+ pre-entry assessments for all external candidates seeking a place in Year 3.
- Provide advice and support to all staff so that they are able to use and analyse data appropriately.
- Maintain oversight for decisions concerning academic grouping and/or setting, when it occurs, in the Prep.
- Ensure that a clear annual calendar for data collection is published in advance.
- Assist the Headmaster with the process of putting pupils forward for discussion by the Hampton School Assured Place and Admissions Panel.
- Publish a termly schedule of academic dates and deadlines and ensure these are met by colleagues.

Whole School Development & Preparation for Inspection

- Be excited by high expectations, creative thinking and the setting and achieving of ambitious targets in all areas of School life and strategy.
- Be able to debate and discuss issues constructively and strategically and to accept the principle of collective team responsibility for key decisions.
- Play a key part in the creation and maintenance of all academic policies, including school-wide self-evaluation documentation.
- Assist with the authorship of regular reports for the Governors' Hampton Pre-Prep & Prep Committee and attend meetings as required in order to talk through any such reports.
- Assume a key role in relation to ISI inspections at Hampton Pre-Prep & Prep, in close collaboration with the Head of Pre-Prep.
- In close collaboration with the Deputy Head (Pastoral), support and mentor colleagues new to the School.
- Maintain a high profile at meetings, concerts, plays, presentations, parents' evenings and other major School events.
- Liaise with external agencies, keeping abreast with current national and international trends in developing educational provision.
- Attend and participate, as/when required, in Hampton School Trust SMT meetings chaired by The Headmaster of the Hampton School Trust.
- Attend and participate in annual Hampton School Trust Governors-SMT strategy day meetings.

PERSON SPECIFICATION

The successful candidate will be expected to demonstrate evidence of the following skills, aptitudes qualifications and experience:

- An enquiring mind coupled with a strong academic record and a good honours degree in a relevant academic discipline; Qualified Teacher Status (QTS).
- Evidence of continued career development ideally with demonstrable and sustained success in a post at middle management level, or as a member of a senior management team; a track record of initiative and innovation.
- Substantiated evidence of the impact of excellent teaching practice on pupils' progress and attainment in any discipline(s) at KS2 or above.
- A passionate commitment to the development of learning and teaching across the curriculum sitting alongside a strong interest in maintaining an up-to-date knowledge of new learning and teaching developments and strategies.
- Expertise in the processing and application of academic data, ideally with experience of SIMS.
- Experience of handling and resolving the many and varied matters to do with the development of pupils' academic progress and the ability to relate very well and sensitively to pupils, staff and parents.
- Be capable of formulating and expressing an independent view whilst maintaining an awareness of current best practice across the wider educational landscape and working loyally as part of a team.
- Experience of holding individuals and teams to account for pupil learning outcomes.
- Be an excellent administrator and organiser, with outstanding verbal and written communication skills, a high degree of computer literacy and an eye for faultlessly accurate spelling, punctuation and grammar.
- To be able to make a significant contribution to strategic planning; to debate and discuss issues constructively; to subscribe to the principle of collective responsibility for key decisions; and to show interest in all areas of School leadership.
- To be willing to work effectively as part of the SMT, whose members are mutually supportive and complement each other through their diverse skills and abilities.
- Have an understanding of the nature of independent education and high expectations and of the challenge of educating and inspiring bright children with a commitment to high academic achievement.
- Have the ability to work with calmness and efficiency when under significant pressure.
- To be a cheerful and well-presented person, with both a natural sense of humour and authority in equal measure, capable of inspiring confidence in colleagues, pupils and parents, and an effective public speaker.
- Sympathetically astute, with the steadfast ability to use tact, and where required, diplomacy when solving problems.
- Personal and professional resilience - in great abundance! To be willing to work hard with energy and enthusiasm, avoiding the '9 to 4' approach, and with a generosity of spirit which accepts that there will be a significant amount of out-of-normal-hours work in a senior leadership role.
- To be eager to learn and to attend INSET/CPD as necessary.
- To be aware of Health and Safety issues and to comply with Health and Safety policy.
- Have a strong commitment to the professional development of staff and staff welfare.
- To be aware of the nature of the School and prepared to commit to its all-round ethos, co-curricular activities and pastoral approach.
- To maintain, along with other members of the SMT, a highly visible and professional presence around the School and at events within and beyond the School day.

Remuneration will be commensurate with the seniority of the role and the experience and qualifications of the successful candidate.

Applicants must complete the application form in full and provide the names, addresses, email addresses and telephone numbers of three referees. Please also submit a letter of application (no smaller than font size 11 on no more than two sides of A4), addressed to the Hampton Pre-Prep & Prep Headmaster.

Applications will only be accepted from candidates who complete the School's Application Form **in full**. An accompanying curriculum vitae will also be accepted but will not be accepted in substitution for completed application forms. **Incomplete application forms will not be considered.**

Completed application forms must be sent to **recruitment@hamptonschool.org.uk**. The closing date for receipt of applications is **9.00am Friday 1 June 2018**, although the School reserves the right to invite candidates to interview as applications are received. The School also reserves the right to offer the post at any stage during the appointment process or not to offer the post.

There will be an opportunity to meet members of the leadership team, some members of the teaching and administration staff, Governors and some pupils. The appointment will be subject to satisfactory references and Disclosure and Barring Service checks under safer recruitment guidelines.

Interview Schedule

Interviews will be held on **Tuesday 12 June 2018**. Other dates and/or further interviews may be organised as required.

The post-holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Safeguarding Policy and Procedures 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 s/he must report any concerns to the School's Designated Safeguarding Lead or The Headmaster.

Hampton School is an equal opportunities employer.

Please note that there may be some changes and additions to the above as the appointment process develops. This document is designed to provide applicants with a 'flavour' of the position and the responsibilities involved.

ADDITIONAL INFORMATION

Non-contractual Benefits

Salary: The School has its own salary scale. Starting salary will depend on the experience and qualifications of the successful candidate. The Governors review salary scales each year to ensure they remain competitive. Annual salary is paid by bank transfer on the 25th of the month, or next working day thereafter, in 12 equal payments.

Non-contractual Benefits to Staff Pension: The School offers the Teachers' Pension Scheme for teaching staff and a money purchase scheme for support staff. Further details are available from the Bursar.

Death-in-Service Benefit: In addition to any Pension Scheme benefits, the School currently has a policy which pays two years' salary in the event of the death of a member of staff to nominated dependent(s). Restrictions apply to this policy.

Health Care: The Governors currently provide health care for all members of staff earning above an annual threshold only if they join at the start of their employment. Further details may be obtained from the Bursar. Age restrictions apply to the Health Care policy.

School Fee Reduction: Children of teaching staff at Hampton School or Hampton Pre-Prep & Prep School may upon passing the entrance assessments be eligible at the discretion of the Governors for a reduction on

the basic tuition fees. Currently, the School also has an agreement with The Lady Eleanor Holles School for Girls for a reduction in tuition fees. The continuance of School fee reduction provision is at the Governors' discretion.

Cycle to Work Scheme: The School allows staff with an employment contract for 12 months or more to purchase a cycle through the "Cycle to Work" Scheme to ride to work. Further details are available from the Bursar.

Personal Accident Insurance: Staff are covered for permanent disability resulting from an accident, whether at School or elsewhere.

Lunch, Drinks and Snacks: Staff are provided, at no cost, with lunch, tea/coffee and light snacks throughout the day.

Sports Travel to School at weekends: Staff running teams can claim expenses for travel to and from School for Sports matches on Saturdays and Sundays.

Use of Private Vehicle: Subject to a journey being approved by the Buildings Manager, Deputy Bursar, Bursar or Headmaster, staff can use their private vehicle for school journeys during working hours. The insurance will be under the School insurance and staff can claim for the mileage.

Blood Pressure: The School Nurse can check your blood pressure. She is not able to give staff medical advice and staff must rely on their own adviser.

Counselling: One of the School Counsellors may be able to see staff on a limited basis. If prolonged counselling is required a charge may be made.

Sports Therapy: The School has a member of staff specialising in Sports Therapy who may be able to assist with Sports injuries on a limited basis. If prolonged therapy is required a charge may be made.

Multi-Gym: The Senior School multi-gym is available for use by staff. Induction is required and conditions apply. The School accepts no liability for use by staff.

Sporting Facilities: Limited use by staff of the facilities is available. Use needs to be agreed in advance with the Bursar or Deputy Bursar who will consult the relevant Games/PE staff. Use for events such as parties is available but will be treated as a formal letting.

Parking: Staff parking on site at the Prep is permitted, on a first come first served basis.

The above non-contractual benefits are currently available to staff. They are at the discretion of the Governors who reserve the right to withdraw them without notice.