



Information Pack for the Post of Deputy Head

Start date: September 2018

Job Information

Responsible to: Headmaster

Where: South Lee School, Nowton Road, Bury St. Edmunds, Suffolk

Pension: Teachers Pension Scheme

Benefits:

The successful applicant will be eligible for the following benefits upon commencement of employment:

- Competitive rates of pay
- A free lunch each day when the kitchen is operational
- Free Parking for all employees
- Auto-enrolment into the Teachers' pension scheme
- Professional development and ongoing CPD through internal and external training
- Private Medical Insurance
- 50% reduction in fees for all children of staff

The successful candidate will have a demonstrable record of excellence in teaching and school leadership at senior or middle management level, in addition to outstanding administrative and communication skills.

The appointee must subscribe fully to the "South Lee School Way", understanding and promoting how academic study, pastoral care and extra/co-curricular activities contribute equally within it.

It is anticipated that the appointed candidate will themselves go on to seek a headship at a leading school in due course.

Job Description

The role is to assist in the overall leadership and management of the School, as part of the Senior Management Team (SMT), with overall responsibility for all academic and pastoral matters and to take a strategic lead in the development of teaching, learning, assessment and reporting (including the development of digital learning).

The Deputy Head will teach a reduced timetable.

The exact nature of the responsibilities taken on by the new Deputy Head are not set in stone and may be flexible in order to reflect the strengths and interests of the successful candidate.

Job Purpose

1. To be responsible for the day-to-day running of the Prep School both academic and pastoral care in Years 4 - 8.
2. As Designated Safeguarding Lead (DSL) to ensure the School has safeguarding as its main priority.
3. To implement the school's strategic plan in the Prep School and to recommend and contribute to change across the school as a whole.
4. To be a member of the School's Senior Management Team and to advise on the leadership, management, improvement and development of the whole school.
5. To attend Governors' Meetings and sub-committees as required.
6. To have budgetary responsibility for academic and pastoral care in the Prep school.
7. In conjunction with the Bursar, Head of the Pre-Prep and Head of Early Years, take responsibility for ensuring compliance both statutory and otherwise of the school policies and procedures.

KEY RESPONSIBILITIES

Leadership and Management

- deputise for the Headmaster where necessary
- ensure that the School is inspection-ready and to lead the School's academic and pastoral response to inspections
- in conjunction with the Headmaster design job specifications and actively lead the employment of new staff as required
- to manage academic and pastoral budgets, allocating funds according to priority and need
- review regularly the effectiveness of academic and pastoral policies to ensure effectiveness, consistency and compliance
- lead the School's staff development and appraisal programme and manage related tracking system
- responsible for promoting and reviewing all relevant regulatory Health & Safety policies and risk assessments with the Health and Safety Officer Governor and Bursar
- in conjunction with the Bursar, be responsible for ensuring that the School's systems and procedures for Emergency situations is fit for purpose and understood by all stakeholders

- in conjunction with the Head, manage formal complaints, disciplinary and grievance procedures according to the School's policies
- support the Headmaster in proactively marketing the School
- along with the school's Future School Liaison, lead independent school entry procedures, including common entrance.

Teaching and Learning

- lead by example as a teacher and a manager, achieving high standards of pupil attainment, behaviour and motivation through excellent teaching
- lead, develop and innovate teaching and learning strategies
- managing Heads of Department, recognising their specialisms, and empowering them to implement best teaching practices in line with the strategic plan
- enthusiastic, dynamic leadership of learning and teaching throughout the School's curriculum, responsible for ensuring that learning and teaching are of the highest possible quality, through providing support for Heads of Department and their subject colleagues and encouraging a positive culture of continuing professional development and self-review
- maintain a high profile as an example of best and leading practice within the classroom
- draw up, agree, maintain and implement the School's academic development plan (Years 4 to 8), liaising with the Head of Pre-Prep and where necessary the Head of Early Years to ensure a coherent and consistent whole school curriculum
- regular informal and formal observation of day-to-day teaching and learning through visits to classrooms and discussions with teaching staff
- promote innovative practices in the use of digital learning and teaching across the curriculum and take responsibility for interrogating and analysing of performance data, to determine trends and patterns, and ensure priorities are appropriate, and improvement in standards is promoted
- lead the development and implementation of pupil assessment
- responsibility, in partnership with Head of Pre-Prep and Head of EYFS, for maintaining, reviewing and updating the academic / curriculum and pastoral sections of the School's ISI Self-Evaluations Form (SEF)
- be responsible for the programme of academic enrichment

Designated Safeguarding Lead (DSL)

- lead the management and administration of pastoral and guidance provision, and disciplinary procedures
- undertake all the responsibilities of a DSL for safeguarding in the school, including keeping the Headmaster informed of safeguarding issues
- respond effectively and immediately to safeguarding / child protection concerns raised by staff or students or raised through other means
- ensure all school safeguarding policies are up-to-date to meet and exceed the National Minimum Standards required by ISI and Every Child Matters
- manage the preparation of all paperwork and systems in readiness for inspections
- actively raise awareness of safeguarding / child protection issues with all staff

- ensure that all staff and governors are aware of school safeguarding policies and are appropriately trained to recognise and deal with safeguarding / child protection issues
- ensure the timely induction of new staff to the school in relation to safeguarding issues
- be the first point of contact for parents, pupils, teaching and non-teaching staff and external agencies in all matters of child protection
- co-ordinate the child protection procedures in the School
- monitor the keeping, confidentiality and storage of records in relation to child protection
- maintain links with the LADO (Local Authority Designated Officer)
- monitor and maintain (with assistance from the Safeguarding Team) all safeguarding records
- liaise with other professionals where and when required / appropriate
- where appropriate, take part in the child protection conferences or reviews
- where students leave the school, ensure that their destination school is made aware of any safeguarding / child protection issues in line with national, regional and school policies

Pastoral

- provide strong moral guidance to pupils
- work closely with the Head of Pre-Prep and Head of Early Years to oversee pupil well-being and welfare
- work closely with Form tutors to ensure good staff interaction and discipline, bringing to the attention of the Head any areas of concern
- keep a detailed electronic record of pupil behaviour and discipline on the school's management information system (Years 4-8)
- be aware of the well-being of staff providing support for colleagues offering appropriate praise and/or advice as necessary
- organise and ensure the smooth running of events including Speech Day & Prize Giving, Carol Concert, termly 'Final Assemblies' (etc.), ensuring all relevant notices are delivered to staff, governors, parents and pupils

Communication

- act as the conduit between the Headmaster and staff
- support the Headmaster in communicating effectively with parents
- to develop and maintain the Staff Handbook (teaching), liaising with the Bursar who produces the Staff Handbook (employment)
- coordinate the information supplied to parents for information evenings, ensuring that it is up to date and accurate
- chair staff briefing meetings (Years 4-8)
- compile reports on academic and pastoral matters to go to the relevant Governors' Committees
- coordinate arrangements and communicate with the school community in severe weather conditions
- responsible for the School's Academic calendar, ensuring that it is accurate and communicated effectively

Other Responsibilities

Please note that the above list of responsibilities is non-exhaustive and the Deputy Head job description is subject to annual review by the Headmaster and Governing Body.

A limited teaching timetable (details to be discussed upon appointment) is envisaged and no specific specialist subject is sought.

The above responsibilities are in addition to the responsibilities and duties outlined in the School's standard job description for a Teacher. These responsibilities are also subject to the general duties and responsibilities contained in the Contract of Employment and letter of appointment.

Person Specification

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

Professional Attributes	Essential	Desirable
Qualified Teacher Status (QTS)	✓	
Experience of management and leadership	✓	
Awareness of latest ISI inspection criteria and priorities	✓	
Qualified ISI Inspector		✓
Relevant and recent INSET	✓	
Awareness of safeguarding issues, including legislation and good practice	✓	
Experience of managing budgets	✓	
Understand importance of maintaining appropriate documentation	✓	
An effective classroom practitioner	✓	
Understand and appreciate the nature of independent education		✓
Possess a track record of initiative and innovation		✓
High level of IT literacy		✓

Personal Attributes	Essential	Desirable
Ability to maintain confidentiality appropriate to the setting	✓	
Have outstanding communication skills (including effective public speaking), and relate very well and sensitively to pupils, staff and parents	✓	
Ability to lead, motivate and manage others, and to work as part of a team	✓	
Effective organisational, presentation and management skills	✓	
Ability to prioritise, plan, monitor and evaluate	✓	
Genuine respect for pupils, staff, parents and governors	✓	
Commitment to being involved in the life of a busy prep day school	✓	
Empathy with the aims and ethos of South Lee School	✓	
Enthusiasm and a keen sense of humour	✓	