



Scarborough College

THE APPOINTMENT OF DEPUTY HEAD (FROM JANUARY OR APRIL 2018)

Introduction

Scarborough College is seeking a well-qualified, energetic, inspiring and committed individual to fulfil the role of Deputy Head from January 2018. The successful candidate will find the responsibilities within the role an ideal grounding for promotion to headship in time and he/she will be given every opportunity to make a lasting and very positive legacy. The successful candidate will play a central role in both strategic planning and the ongoing development of the College for the benefit of current and future pupils.



The role is well-suited to candidates who have either a strong background in pastoral care (e.g. housemasters/housemistresses, Heads of Year, Heads of Sixth Form etc.), or within teaching and learning (e.g. Head of Department or Director of Studies). The specifics of the job description will therefore be adapted to ensure the impact of the successful candidate's strengths, experience and interests is maximised. Boarding school experience is not necessarily a prerequisite.

Background

Founded in 1896, Scarborough College originally provided boarding education for boys drawn primarily from across the north of England. It is now a fully coeducational boarding and day school for pupils aged between 3 and 18. The College is made up of three sections: a pre-school (Little Owls), a prep department (Bramcote) and a senior school. Whilst the College of today is conscious of its long-standing history, it is a forward-looking, ambitious, co-educational independent school. The successful candidate will be joining a dynamic team at what is an exciting time in the College's history with pupil numbers, and the school's reputation, growing significantly both locally and overseas.



The College enjoys excellent facilities, a committed and loyal staff, bright and hardworking pupils, and dedicated sites incorporating over 40 acres situated in the most sought-after residential area of Scarborough. Aside from the main teaching areas, facilities include a newly refurbished astroturf pitch, numerous playing fields over three sites and a performing arts centre with a 400 seater theatre. The College also makes regular use of the neighbouring 18 hole golf course.

The College is located just fifteen minutes' walk from the beach on the South Cliff of what has long been a famous and picturesque seaside town. York is a forty minute train journey away and London (King's Cross) can be reached easily in under three hours. Scarborough is a delightful town in which to live with direct access to the stunning North Yorkshire coastline, the North York Moors and the Wolds. The quality of life is high and the cost of living low.



A third of all senior pupils are full boarders, drawn from the UK and over twenty other countries across the globe. They presently reside within three beautiful Edwardian boarding houses within walking distance of the main campus. The College has been an IB World School for more than ten years. Public examination results are excellent and leavers regularly go on to take up places at the UK's most prestigious Russell Group universities.



With the boarding community full at present, a fourth boarding house will open in September and furthermore plans are well underway for the construction of a new 80-bed boarding house on the main campus. Negotiations are also taking place with relevant bodies in connection with the possible creation of a 'sports village' on one of the College's satellite sites.

The Role

The College is seeking to appoint an ambitious and engaging Deputy Head with proven leadership and communication skills, and the commitment and ability to ensure the College delivers on its mission and aims.

Aside from deputising for the Headmaster in his absence, the broad responsibilities of the Deputy Head at present include the following (although these may well be adapted according to the successful candidate's experience, strengths and skills):



- Strategic Planning
- Pastoral Care
- Inspection Readiness and Compliance
- Management of Staff
- Teaching and Co-curricular Involvement
- Administrative Duties and Events

Strategic Planning

- The Deputy Head is a member of the College's Senior Management Team made up of the Headmaster, Deputy Head, Head of the Prep, Director of Studies, Assistant Head (Academic Admin) and Business Manager. As such, he/she will contribute greatly to the strategic planning of the educational experience offered by the College to ensure improvements are constantly brought about for all stakeholders.
- The Deputy Head also attends all Board of Governors' meetings as well as those of the Governors' Education and Welfare Sub-Committee.
- The Deputy Head has a direct input into the College's Development Plan and performance reviews.

Pastoral Care

The Deputy Head line-manages a team of pastoral leaders: the Heads of Tier (Lower School, Middle School and Sixth Form), four housemasters and housemistresses, the Boarding Administrator and Medical Centre staff. The main pastoral duties include:

- To act as the College's Designated Safeguarding Lead and ensure that the College is compliant with all legislation on child protection matters
- To liaise with the Headmaster, nominated governor for child protection, pastoral teams and Local Authority Designated Officer (LADO) as appropriate over safeguarding and child protection matters
- To lead on regular Child Protection training for all staff, to maintain CP records and ensure safeguarding policies are understood and followed correctly at all times
- To ensure relevant safeguarding information is disseminated appropriately regarding new pupils and that records are transferred correctly on the departure of pupils
- To ensure the highest standards of care are delivered to all pupils, day and boarding, at all times and that College policies are followed correctly
- To ensure all rewards and sanctions are recorded appropriately and that patterns and trends are identified and tackled early
- To ensure pupils demonstrate the highest standards of behaviour, discipline and dress at all times
- To line-manage the PSHE Coordinator and contribute to the PSHE programmes across the senior school
- To chair the Boarding Council, Food Council and Boarding Staff Meetings
- To attend the pupils' School Council meetings and act upon concerns appropriately
- To monitor and support the performance of tutors
- To regularly contribute to the assembly programme
- To assist in the appointment of prefects and develop leadership opportunities for all pupils
- To be the key contact person for liaison with the UK Border Agency and UKVI regarding visas for overseas boarders
- Alongside the Medical Centre staff, to ensure all staff are aware of important pupil Individual Health Plans
- To produce an annual Pastoral Care Development Plan



Inspection Readiness and Compliance

Working in tandem with other members of the SMT, the Deputy Head will take the lead in ensuring the College meets all of the Independent Schools' Standards Regulations and the National Minimum Standards for Boarding Schools. This will involve:

- To contribute to the creation, reviewing and updating of all policies
- To lead on the creation of the College's annual Self Evaluation document
- To lead on annual NMS and compliance reviews
- To maintain an ongoing compliance audit
- To ensure all required documents and data are correctly available to ISI, parents and governors
- To act as the senior school's Educational Visits Coordinator

Management of Staff

The Deputy Head is responsible for the day-to-day management of the Common Room staff. As such the post-holder will be expected:

- To ensure all staff adhere to the Staff Code of Conduct at all times
- To ensure staff set high expectations for pupils and deal appropriately with behavioural matters
- To be available regularly to advise and assist staff with matters involving parents, pupils or colleagues
- Alongside other SMT members, to contribute to the College's performance management processes
- To mentor staff and contribute to appraisals and the College's Professional Development Programme
- To manage capability and disciplinary proceedings in consultation with the Headmaster
- To oversee the co-curricular commitment levels of all staff members
- To ensure staff duties are carried out appropriately and correctly
- To arrange and conduct all induction processes for new staff



Teaching and Co-curricular Involvement

The Deputy Head is expected to lead by example in terms of providing strong role-modelling for teaching and learning of the highest quality as a classroom practitioner. He/She can expect a timetable of around 50% of the usual full-time allocation. All candidates will be considered, whatever their curriculum specialisms.

The post-holder will also:

- Sit upon the College's Teaching and Learning Focus Group
- Contribute regularly to the College's teaching and learning quality assurance measures
- Be committed to on-going professional development and be prepared to lead in-house development sessions for staff
- Contribute regularly to the College's co-curricular programme during the week, at weekends and occasionally during the holidays



Administrative Duties and Events

The Deputy Head will lead on ensuring the College terms are well-planned and run smoothly. In the main this will involve:

- Sitting upon the College's Co-curricular Working Group
- Line-managing the Director of Co-curricular
- Overseeing the College Calendar and ensuring events are coordinated and timetabled appropriately
- In consultation with the Headmaster, setting and publicising the annual term dates
- Arranging all INSET programmes
- Assisting with marketing duties in connection with pupil recruitment within the UK and potentially overseas
- Assisting with the recruitment of new staff
- Contributing regularly to College publications
- Assisting in the delivery of parents' workshops and information evenings
- Leading on the organisation of the College's Prize Giving event and other major occasions

Salary, Package and Terms



The successful candidate can expect to receive a generous salary commensurate with the important status of the position alongside automatic enrolment within the Teachers' Pension Scheme. A relocation allowance will be paid.

Children of the post-holder will be eligible for a 66% remission on fees for an education within both the College's prep and senior schools, subject to the College's usual admissions policy.

The post-holder will have use of mobile devices (i.e. mobile telephone and Chromebook) to assist them with carrying out their duties. All meals may be taken in the College during term time at no charge.

By the nature of the role within a boarding context, the post-holder is expected to have a regular presence within the boarding houses and to cover house duties very occasionally in the evenings and at weekends when necessary.

Person Specification

The successful candidate is likely to be able to demonstrate a high number of the following:

Skills:

- Excellent interpersonal and communication skills including the ability to relate well to people on all levels, to resolve conflicts in a sensitive manner, to encourage and to motivate
- An ability to work effectively as a member of a leadership team, to show initiative and imagination, to have vision and the ability to inspire others
- First class organisational and administrative skills, with the ability to remain calm under pressure and work to tight deadlines
- Strong analytical and problem solving skills, combined with a solution-focused, proactive and positive approach to change management
- An ability to see through complex strategies from concept to conclusion
- An ability to maintain a high work rate and to juggle a range of tasks and competing priorities
- Excellent IT skills
- Sufficient numeracy to interpret statistical data
- An acute eye for detail



Personal Attributes:

- Personal integrity, selflessness, honesty, energy, stamina, enthusiasm, dedication and a sense of humour
- A willingness to give generously of their time to support College events and activities
- Excellent interpersonal and communication skills, showing diplomacy and sensitivity when necessary, and confidentiality at all times
- A 'can-do' attitude and high levels of resilience which rub off on others around them
- A true enjoyment of working with and being in the company of children
- A commitment to personal development and lifelong learning
- Effectiveness and energy in investigating and implementing positive change
- A willingness to "roll up one's sleeves" to get the job done
- Unwavering high standards and a desire to constantly improve oneself and others



Application Process

Applicants should complete and submit the online application form via the TES advert webpage by 4pm on the **closing date of Tuesday 20 June**.

Long list interviews are expected to take place on Monday 26 June, with the short list process scheduled for Thursday 29 June.

The Headmaster, Mr Charles Ellison, will be happy to answer any questions informally prior to an application. He can be contacted at the College by telephone (01723 360620) or by e-mail to headmaster@scarboroughcollege.co.uk.

Scarborough College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening including checks with past employers, prohibition orders and enhanced DBS.

