



St Dunstan's
College

ASSISTANT HEAD – HEAD OF MIDDLE SCHOOL

Recruitment Information

| | |
|----------------------------|-------------------------|
| Employment Status | Full Time, Permanent |
| Required From | September 2018 |
| Job Location | Senior School |
| Application Closing Date | Monday 12 February 2018 |
| Interviews Week Commencing | Monday 19 February 2018 |



WELCOME TO ST DUNSTAN'S COLLEGE

Thank you for your interest in our College. We are a community that is grounded in the vibrancy of our South London setting and we celebrate the opportunities afforded to us by being located in such a diverse environment. We encourage creativity and innovation, expect high standards of performance and support members of our community with clear professional development and a range of benefits.

Mr N Hewlett
Headmaster

St Dunstan's Educational Foundation (Charity Number 312747) consists of three elements; St Dunstan's College, St Dunstan's Enterprises and St Dunstan's International.

ST DUNSTAN'S COLLEGE

The history of St Dunstan's College can be traced back to 1408, making it one of the oldest schools in the country. It still retains strong links with the City of London, from where it originated. For the last 125 years, the College has been located in Catford, within the Borough of Lewisham, in South East London. The location of the College is a key element in defining its identity and the College is a proud reflection of the diverse and vibrant community in which it is located. The Headmaster is a member of HMC (The Headmasters' and Headmistresses' Conference) and the Head of the Junior School, a member of IAPS (The Independent Association of Prep School Heads). The College Leadership Team, chaired by the Headmaster, consists of the Bursar, the Head of Junior School and the Deputy Heads of Senior School. Admission to the College is competitive at all entry points. St Dunstan's has a truly coeducational ethos, following the admission of girls in 1994, for over 940 pupils aged from 3 to 18 years. The Pre-preparatory Department was established in 1995 and a Nursery followed in 2008. Both now form part of a flourishing Junior School which sits within the College site and by extension, is an essential component of College identity. Most Junior School children transfer on to the Senior School as a natural transition. Parents like to commit to the whole-College 'family' and a large proportion of parents have more than one child at the College. The social life of the College is therefore an important feature of its ethos and our 'Family Society' is as important in name as it is in what it achieves.

ST DUNSTAN'S ENTERPRISES

The Foundation's commercial arm provides facilities and activities for external use, including a range of sports amenities for football, rugby, tennis and swimming; an impressive wedding venue space and clubhouse for social events; a private nursery; holiday clubs and summer schools. Planning permission has just been granted for a new Multi-Use Games Area (MUGA) to enhance our sporting provision, and works will commence early in 2018.

ST DUNSTAN'S INTERNATIONAL

The Foundation works closely with a Chinese partner on a number of projects including providing places for a number of Chinese students, who join the community in Year 10 and Year 12. These students live with host families in the local area for the duration of their studies. The partnership also extends to the provision of nursery education in China. Further exploration is taking place on additional international ventures, including the establishment of international schools.



The Structure of the College

St Dunstan's College is a through-school educating from Nursery to A Level. The College consists of a Junior School (Nursery –Year 6) and a Senior School (Years 7 – 13). The College Leadership Team consists of the Bursar, the Senior School Deputy Heads Academic and Pastoral, the Head of the Junior School and is chaired by the Headmaster. The Junior and Senior Schools each have a School Leadership Team responsible to the Head of Junior School and the Headmaster, respectively.

The Senior School Leadership Team is chaired by the Headmaster and consists of the members of the Senior School Academic Leadership Team (SSALT), the Senior School Pastoral Leadership Team (SSPLT) and the Assistant Head Co-Curricular. The SSALT is chaired by the Senior School Deputy Head Academic, and includes the Assistant Heads Curriculum, Inclusion and Enrichment and Director of Studies. The SSPLT is chaired by the Senior School Deputy Head Pastoral, and includes the Assistant Heads Head of Lower School (Years 7-9), Head of Middle School (Years 10 and 11) and Head of Sixth Form.

Teachers in the Senior School are members of their subject department. Each department is led by a capable Head of Department and lessons are, where appropriate, taught in purpose-built facilities.

The Role: Assistant Head – Head of Middle School

This position is ideal for a dynamic and energetic teacher, who likely has some experience in school middle leadership, as a Head of Year, Head of Department or similar role. They will be adept at managing the expectations and demands placed on them by the College Leaders to whom they report as well as by the staff they manage, the students and parents. The Head of Middle School will approach the role with a sense of excitement and will relish tackling the challenge of ensuring that students in Years 10 and 11 enjoy the wide variety of co-curricular experiences on offer whilst maintaining the high academic standards held by the College. They will know that the best way to understand and predict student progress is through robust, regular tracking and analysis of academic data, and should enjoy working with data to underpin their academic planning for the Middle School. As a member of the SSLT, the Head of Middle School will embrace the strategic thinking required to create and deliver an ambitious and purposeful development plan each year. They will be a delegator without being a micromanager, and will strike a healthy balance between developing a vision for the Middle School and putting in the work in order to turn the vision into reality.

The Head of Middle School will be a tactful and clear communicator, able to deftly balance the competing demands of teaching, managing their team of Heads of Year and tutors, running and attending meetings, and interacting with students and parents.

Above all else, the Head of Middle School will be an excellent teacher, a model of best practice in and out of the classroom, and an example to others. In this way, they will lead from the front, supported by their colleagues, students and parents who will have every confidence in their ability to deliver excellent outcomes in the Middle School.

JOB DESCRIPTION

Responsible to: The Deputy Head – Pastoral

Responsible for: Head of Year 11 and Head of Year 10

Purpose of the Role: Lead the Middle School (Years 10 and 11), ensuring appropriate pastoral and academic support is in place for all pupils. Represent these year groups and their needs on the SSLT, being also involved in Senior School Development Planning.

Strategy

- With the Senior School Leadership Team, help produce the Senior School Development Plan with specific reference to Middle School aspects. Share responsibility for translating the vision for the Senior School into agreed annual objectives.
- With the Senior School Pastoral Leadership Team, ensure the College's pastoral policies continue to meet the needs of Middle School students.
- Assist in preparation for ISI inspection when required.
- Develop and lead new initiatives, as required.
- Communicate the vision for the Middle School and the strategy for achieving this vision with the College Leadership Team and Board of Governors, as required.

13+ and 16+ Transition and Recruitment of Students

- With the Head of Lower School, ensure that Year 9 students are supported as they make their GCSE choices and transition from Lower School to Middle School.
- Work with the Admissions team and Headmaster in the 13+ admissions process, and in supporting students joining the College in the Middle School at other atypical entrance points.
- With the Marketing and Admissions teams, help organise and deliver Open Day events.
- As a member of the SSLT, support the recruitment process at 11+ and 16+ (and

vacancies in other atypical entrance points as they arise).

- With SSPLT, organise and deliver Induction Day for new students.
- With the Head of Sixth Form, arrange events to introduce Years 10 and 11 to life in the Sixth Form.
- With the Examinations Officer, oversee Year 11 public examinations, and Year 10 and 11 internal examinations.
- With SSPLT, allocate students to tutor groups.

Leadership and Staff Development

- With SSPLT and the Heads of Year 10 and 11, allocate tutors to forms in the Middle School, and advise and support tutors as needed.
- Lead the Middle School Head of Year team, and through them, the tutor team. Chair regular, minuted Head of Year meetings and ensure Heads of Year hold regular, minuted tutor meetings. Attend SSPLT meetings to represent the Middle School.
- Oversee behaviour management within the Middle School, including monitoring standards of punctuality, dress and appearance.
- Support the Headmaster in the recruitment, deployment, motivation, development and appraisal of teaching staff. Ensure that Heads of Year and tutors in your section have a clear understanding of their roles and responsibilities.
- Lead by example: embody the competencies of Senior Leaders and Teachers at St Dunstan's College.

Teaching and Learning

- Provide a professional role model for others by clearly demonstrating through practice the Principles of Excellent Teaching and Learning.
- Track and monitor student progress through the Middle School through the College Student Tracking and Reporting System (STARS).
- Collate and analyse data obtained through the STARS process to report termly to SSLT on Middle School academic progress.
- Ensure that the Rewards system is consistently employed by staff, and that Middle School students are acknowledged for outstanding work and/or behaviour.
- Take responsibility for organising, developing and delivering events related to the Middle School, including start and end of term/year activities, the Arts Festival, Adventure Week and Science Week.
- Oversee and develop the pastoral curriculum as delivered through tutor time (PSHEE)
- Oversee the Middle School assembly programme.
- Engage with the Forder Programme of co-curricular activities.

Training and Professional Development

- Have a full understanding of the College's Safeguarding policy and procedures.
- Attend safeguarding training as required.
- Ensure the safeguarding and wellbeing of students in accordance with College policies.
- Regularly review your own practice, set personal targets and take responsibility for your own development.
- Engage fully with the College probation and appraisal programme.
- Assist the new staff induction programme to ensure that all new staff are welcomed and appropriately briefed to undertake their responsibilities in the Middle School.
- Deliver staff Professional Development as required.





COMPETENCIES OF MIDDLE LEADERSHIP AT ST DUNSTAN'S COLLEGE

All middle leaders at St Dunstan's College are:

- positive and consistent in demeanour and manner, representing and encouraging the values of the College and its areas of operational and strategic development.
- able to identify, model and promote the PETALs* and PEPCs** within the College.
- able to improve student attainment by working effectively with teachers and educational data.
- able to formulate a clear vision for their area of College life through effective development planning.
- able to inspire, empower, motivate and develop staff through effective communication, first-rate administration and gravitas.
- effective and fair delegators.
- able to manage and defuse difficult situations.
- able to think strategically by recognising strengths and weaknesses in the school structures and processes.
- able to manage those above and below them effectively to turn ideas into actions.
- able to maintain perspective and to make sound and balanced judgements.
- able to explain and present decisions and ideas clearly and articulately.
- able to address issues of underperformance honestly, robustly and sensitively.

COMPETENCIES OF A TEACHER AT ST DUNSTAN'S COLLEGE

All teachers at St Dunstan's College are expected to:

- fulfil the Principles of Excellent Teaching and Learning (PETALs) set out by the College*
 - fulfil the Principles of Excellent Pastoral Care (PEPCs) set out by the College**
 - enrich the co-curricular life of the College by engaging with pupils beyond the confines of the classroom.
 - further their understanding of subject and pursuit of knowledge
 - engage in academic discourse with pupils and staff
 - balance work commitments by demonstrating
- high levels of personal organisation, planning and prioritisation
 - express themselves clearly and articulately to pupils and staff
 - welcoming and engaging with the many ideas, views and thoughts associated with a progressive organisation
 - embrace technological change and innovation
 - support the progress of all pupils, no matter what their needs, and through the effective use of educational data, as appropriate.
 - be self-reflective enough to recognise their own strengths and weaknesses as a teacher and be proactively involved in their own professional development

*Principles of Excellent Teaching and Learning (PETALs)

Teachers at the College deliver lessons that demonstrate:

1. **Planning.** Lessons are organised, well resourced, and located within a coherent scheme of learning.
2. **Engagement.** Students are actively focused on their learning.
3. **Teaching.** Teachers show strong subject knowledge and successfully challenge students to think for themselves.
4. **Assessment.** Teachers check and respond to student understanding and progress within and across lessons.
5. **Learning.** Lessons have clear learning outcomes based on high expectations.

****Principles of Excellent Pastoral Care (PEPCs)**

Staff at St Dunstan's College provide excellent pastoral care by being:

1. **Fair.** Students are treated in a consistent, reasonable and fair manner.
2. **Proactive.** Staff are aware of their students' circumstances, and are able to intervene early to prevent issues from arising or worsening.
3. **Involved.** Staff have positive and open relationships with their students. Students feel that the staff know and understand them, and are comfortable speaking with staff, even about sensitive issues.
4. **Responsive.** Staff react quickly to pastoral concerns, informing Tutors, Heads of Year and/or the DSL as appropriate, and providing the immediate attention that a student may need to feel reassured.
5. **Consistent.** Staff are consistent in their expectations of high standards of behaviour and academic conduct from the students. Staff hold students accountable for their actions, rewarding positive behaviours and applying sanctions in a fair and prescribed way when behaviour falls short of expectations.

Professional Attributes

The following professional attributes are expected from all staff:

Courtesy, consistency, discretion, energy and stamina, resilience, enthusiasm, flexibility, initiative, sound judgement, patience, integrity and honesty, self-awareness.



PERSON SPECIFICATIONS

The Following Experience and Skills are Essential/Desirable

| | Essential | Desirable |
|--|-----------|-----------|
| A good degree in your teaching subject or a closely related discipline | X | |
| Further education in your teaching subject, or education | | X |
| Teaching experience through the age range from KS3-5 | X | |
| Pastoral experience as form tutor or similar | X | |
| Experience in School Middle Leadership as Head of Year, Head of Department, or similar | | X |
| A track record of improving academic outcomes for students | X | |
| Experience organising and running large-scale events | | X |
| A teaching qualification | | X |
| A passion for subject and a high level of subject knowledge | X | |
| A willingness to enhance student learning through ICT | | X |
| A strong work ethic and high levels of personal organisation | X | |

THE PACKAGE

Salary: Competitive

Benefits: Generous Pension Scheme
Tuition fee remission* (25%)
Private Health Care Insurance (50% paid by employer)
Free lunch and beverages during term time
Free off road parking
Reduced health club membership
Salary Sacrifice Schemes including Childcare Vouchers, Tax Free Childcare and Bike2Work
Season Ticket Loan
Free winter and summer social events
Annual flu immunisation
Use of College leisure facilities including gym, tennis courts and pool*

** Conditions apply*

APPLICATION PROCESS

Please complete the application form available on our website and include a covering letter. This letter is your opportunity to evidence where you meet the person specification and will include your supporting statement.

Full details of the application process can also be found on our website.

Completed application forms and covering letters should be emailed to recruitment@sdmail.org.uk

Promoting and Safeguarding the Welfare of Children and Young People

The post holder will be required to adhere to the College's Safeguarding Policy 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 College these concerns must be reported to the College's Designated Safeguarding Lead (DSL) in accordance with the College Safeguarding procedures'

