



Job Description

Deputy Headteacher in the Senior School

George Watson's College is seeking to appoint a Senior School Deputy Headteacher on a full-time, permanent basis from August 2018.

THE SCHOOL

George Watson's College is one of the country's best co-educational independent day schools. Founded in 1741 by a local merchant concerned for the education of young minds, it fulfils to this day the role intended by its founder. Despite its size, everyone remarks that it has a small-school 'feel': the close-knit and friendly relationships amongst all its constituents are a hallmark of the School. Its motto – *ex corde caritas* (Love from the Heart) – is central to its values as it seeks to sustain what is described as 'The Watson's Family'.

This tangible sense of togetherness is significantly enhanced by everyone being on one purpose-built site, which is located in the attractive residential district of Morningside, to the South West of the centre of Edinburgh. Edinburgh itself is the second strongest city economy in the UK, outside of London, with the highest percentage of graduates and professionally qualified adults in the UK and over 25% of school age children attending fee-paying schools. Watson's is proud of its independent status and, whilst remaining true to its Scottish roots, seeks to sustain and develop an international perspective. The curriculum is adapting to the innovations inherent in Scotland's Curriculum for Excellence and the new Scottish National Qualifications. In addition, the School offers its Fifth and Sixth Year pupils the opportunity to take the International Baccalaureate Diploma programme. Watson's is the only school to offer this alternative alongside Scottish qualifications.

The School welcomes a wide range of academic ability, and has very high academic standards, with 90% of pupils going on to Higher Education and a large proportion of pupils achieving outstanding success. Watson's also has excellent facilities, and offers a huge range of courses as well as extra-curricular activities. In addition, it has particular strengths in Sport, Music, Drama, Outdoor Education, Technology and in Support for Learning. The School is very well resourced with a campus-wide IT network.

The Principal, Melvyn Roffe, took up his post in 2014. Leadership of the Senior School is delegated to Gordon Boyd, Head of the Senior School, and the Senior School Leadership Team, including four Deputy Headteachers. A parallel structure exists in the Junior School.

JOB PURPOSE

- As a Senior Leader and with understanding of current strengths and areas in need of development, to lead, manage, direct and influence aspects of the improvement of George Watson' College in line with school priorities.
- As a member of the Senior School Leadership Team (SSLT), to work with other senior leaders of the College – Junior School Leadership Team and the Leadership teams of the Bursar and Chief Operating Officer - to ensure that development priorities are clearly articulated, well understood and vigorously implemented and evaluated.
- To do so in a way that accords with the wider approach to 'Getting It Right For Every Child' espoused by the Scottish Government and our ambition to be a UNICEF Rights Respecting School.
- To undertake responsibilities in order to provide the greatest possible impact on Senior School pupils' attainment, achievement and progression in line with our motto '*ex corde caritas*' : challenge yourself, care for others.

General Responsibilities:

- To work closely with the Head of Senior School, SSLT and key middle leaders, to provide appropriate operational and strategic leadership of the Senior School, including its pupils, parents, teachers and support staff.
- To model leadership that is authentic, visible, clear and confident. To provide leadership that is characterised by strong relationships established through regular and appropriate discussion, debate and communication with relevant individuals and groups of people. To encourage other leaders to develop a similar leadership style.
- To exercise considerable autonomy in oversight of a wide portfolio of senior leadership activities and tasks, to ensure that these are undertaken in an informed, responsive, imaginative and coordinated manner.
- To assume responsibility for one of four main portfolios: ,Curriculum, skills & exams; Self-evaluation, learning & teaching; Pupil wellbeing & guidance and Pupil enrichment. These will be re-distributed between Deputy Heads from time to time and, on an annual basis, details will be reviewed and amended, as necessary.
- To give strong leadership to staff and pupils alike and to pursue aspects of under- performance assiduously. To contribute to formal management processes as appropriate and as necessary.
- To formulate and pursue agreed professional review targets and to ensure that self-evaluation is a central aspect of development planning.

- To take a lead from other members of SSLT on particular themes (self-evaluation, raising attainment, 'Getting It Right For Every Child', enrichment) to provide consistency of approach with middle leaders, staff and pupils.
- To share with the Head of Senior School overall responsibility for the school and its activities through term time and, outwith term time, to share responsibility for being 'on call'. This will include sharing responsibility for dealing with urgent matters concerning pupils and staff and, at agreed times, as emergency contact for out of school activities.
- To teach allocated classes, as necessary.
- At particular times, to deputise for the Head of Senior School.

Job Information:

Accountability to	Head of Senior School (HoSS)
Membership of	Senior School Leadership Team (SSLT), Leadership Group of the College, Senior School Leadership Forum (aka Principal Teachers' Meeting)
Accountability for	Specific Principal Teachers and through them respective Departments and specific support staff managers
Supported by	One of: Curriculum Support Administrator, Guidance Support Administrator, Careers/S6 Support Administrator, HoSS's PA

Relationships:

The success of the post will depend on the ability to build strong, respectful relationships with a wide range of colleagues. These include:

- Head of Senior School as line manager
- Peers in SSLT
- Peers in the wider Leadership Group
- Direct reports
- Teachers, support staff, pupils and parents
- Principal and Governing Council, as necessary
- External agencies, as appropriate
- Partners in other schools and organisations

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Qualifications/ Accreditation	As required by the General Teaching Council Scotland (GTCS). Full registration in teaching required for permanent posts.	Additional qualification(s) in educational leadership or post- graduate study
Employment History	Experience as a Principal Teacher/Head of Department or other similar role.	
Communication Skills	<p>Ability to apply the correct use of English grammar, punctuation and spelling.</p> <p>Ability to communicate fluently and effectively in all modes, at all levels and to a variety of audiences.</p> <p>Ability to build effective relationships</p> <p>Skill in building effective partnerships with pupils, parents, carers, colleagues and the community.</p>	Previous experience of report writing, e.g. contributing to Standards & Quality report, School Improvement Plan.
Strategic vision, values and aims	<p>Ability to contribute to creation of shared strategic vision and aims for the school.</p> <p>Evidence of ability to plan and deliver high quality learning experiences that meet the needs of all children.</p> <p>Have a sound knowledge and understanding of research in learning and teaching to secure improvement.</p>	<p>Experience of having worked with children, staff and others to promote participative citizenship and culture of respect.</p> <p>Evidence of relevant professional reading and application of learning.</p>

	Commitment to and understanding of issues related to inclusion.	
Professional knowledge and understanding	<p>Ability to develop effective systems to monitor and evaluate learning and teaching.</p> <p>Ability to apply knowledge and understanding of good practice in leadership.</p> <p>Have knowledge and understanding of school self-evaluation and improvement strategies and ability to analyse and use evidence to support sound judgements.</p>	<p>Have undertaken leadership, management and / or curricular CPD.</p> <p>Involvement in self, peer and school evaluation activities.</p>
Personal qualities	<p>Demonstrate self-awareness and the ability to inspire and motivate others</p> <p>Build and sustain personal credibility by teaching effectively.</p> <p>Demonstrate ability to initiate change amongst staff.</p> <p>Commitment to positive school ethos.</p>	<p>Experience in coaching or mentoring.</p> <p>Experience of effective teamwork.</p>

Additional Responsibilities:

Deputy Headteachers in the Senior School shall undertake such other responsibilities as the Head of Senior School or Principal may from time to time reasonably require.

REMUNERATION

This post will be remunerated on the Head and Deputy Head Scale for the period of the tenure of the post-holder. This scale is currently between £65,196 and £70,377 per annum.

REVIEW

This Job Description shall be reviewed annually as part of the School's Performance Review programme.

TERMS OF APPOINTMENT

This post will be appointed to on a permanent basis following a process of external competitive selection.

DISCLOSURE SCOTLAND - PROTECTION OF VULNERABLE GROUPS SCHEME

All staff must be prepared to undergo screening to confirm their suitability to work with children and young people.

CONTINUING PROFESSIONAL DEVELOPMENT / PROFESSIONAL REVIEW

All staff are required to participate in appropriate programmes of continuing professional development and undergo professional review as set out in the School's policy.

APPLICATION PROCESS

To apply, please send a letter of application of not more than 800 words giving us more information about you and why you would like the role, addressed to Mr Melvyn Roffe, Principal. The letter, completed application form and diversity monitoring form must reach Mrs Jane Robinson, Head of Human Resources by email (vacancies@gwc.org.uk) no later than noon on Monday 19 February 2018.

Any specific questions relating to the advertised post can be put directly to Mr Gordon Boyd, Head of the Senior School.

Closing date: Monday 19 February 2018 at noon.

Interviews are scheduled to take place on Thursday 1 March 2018.