

**Working with us**

Achieving more than you believed possible – that’s what constitutes a quality education. At Cognita it is what we strive for in our schools. We want it for our children, and we want it for the people who work for us.

Since Cognita’s launch in 2004, we’ve built an international network of 64 schools that serve some 30,000 pupils across seven countries in the UK, Europe, Latin America and South-East Asia. Cognita’s international network of schools and regional offices, combined with our ongoing investment in the professional development of our people, means we can offer first-class career opportunities with a global dimension. If you want to take your career further, we want to support you in achieving that goal within Cognita.

**St. Nicholas School Aims**

St. Nicholas Preparatory School is an independent school promoting a rich and varied education in which all children are valued equally and encouraged to fulfil their potential.

We offer a structured and challenging environment.

Children are rewarded for the highest standards of behaviour, effort and academic achievement.

**St. Nicholas School Values**

Ambitious

Respectful

Resilient

Kind

Together we are a Team

**Shared Responsibilities**

All members of staff have shared responsibility to comply with all policies and procedures and most importantly those relating to Safeguarding, Safer Recruitment, Child Protection, Data Protection, Human Resource issues and Health and Safety.

*“The job holder’s responsibility for promoting and safeguarding the welfare of children and young person’s for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Education Safeguarding Policy (including Child Protection Procedures) at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School’s Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.”*

All employees should promote relationships based on mutual respect where all are treated with dignity and fairness promoting equality of opportunity and co-operation.

Effective communication is the responsibility of all staff and inclusive of all appropriate stakeholders (e.g. pupils, colleagues, parents, outside agencies etc).

Additionally all members of the teaching staff should aspire to excellence and, if not already, to become, outstanding teachers. All should comply with the DfE Teachers’ Standards.

**JOB SPECIFICATION**

**Job Title:** **Deputy Head**

**Reporting To:** The Headmistress

**Internal Contacts:** All school employees, pupils

**External Contacts:** Education establishments, suppliers, parents

# OUTLINE JOB DESCRIPTION

**KEY PURPOSE OF the JOB**

The Deputy Head is responsible for all aspects of the day-to-day management of the school and as such, must be committed to working towards the best possible environment for the nurture and education of all pupils whilst continually enhancing the quality of education and pastoral care. He/she must communicate effectively with present and prospective parents and the wider community, always with the aim of making the school the best of its kind in its area, a school that will attract and retain the best pupils.

The Deputy Head is responsible also for all aspects of curriculum, assessment and reporting ensuring the highest standards of teaching and learning in the context of a curriculum which is appropriate to the needs of the pupils and the school which maximizes progress and attainment.

The Deputy Head is also the Designated Safeguarding Lead for the whole school.

**KEY DELIVERABLES**

* The smooth and efficient running of the school on a day to day basis to ensure pupils are safe, secure and receive the best educational experience.
* The development and delivery of a school curriculum which best meets the needs of the pupils and expectations of the school
* Responsibility for all aspects of planning, preparations and assessment including data management
* Organisation and development of INSET timetable for individual, departmental and school level
* Responsibility for school academic timetable
* Setting of cover when staff are absent
* Highest standards of pastoral care and safeguarding for pupils and staff

**Leadership and Management**

* + Support and deputise for the Head and to ensure the Head is updated on every aspect of the school
  + Act as the Designated Safeguarding Lead, overseeing staff training, updates, making referrals and liaising with parents and outside agencies in order to execute these responsibilities
  + Support and uphold the school's policies on Safeguarding, Safer Recruitment, Health and Safety with specific reference to staff and pupil welfare, behaviour, discipline and bullying, teaching and learning and the curriculum
  + To oversee the formulation of the whole school timetable and individual timetables, working with Subject and Key Stage Leads to ensure the proper delivery of the curriculum and the opportunity for teachers to deliver effectively and pupils to learn to the best of their ability
  + Working with Subject and KS Leads to develop curriculum innovation across the school and which prepares pupils for 11+ entry to Senior Schools in London and beyond
  + To assist the Head in building strong links with feeder schools at 11+

**Pastoral Care and the Welfare of Pupils and Staff**

* + Responsibility for the overall monitoring of pupil welfare, safeguarding and child protection issues
  + Work closely with the SLT and Compliance Committee, SENDCO and relevant educational support bodies
  + Providing appropriate support for staff
  + The communication of formal complaints procedures
  + To have advanced safeguarding and child protection training in order to effectively carry out the DSL role and ensure staff receive regular training and updates in this area

**Curriculum, Assessment and Reporting:** **Progress and Attainment**

* Manage the development and delivery of the curriculum for successful entry to senior school at 11+
* To monitor all aspects of planning, pupil work and assessment to ensure all of highest standard and appropriate to needs to the pupils and expectations of the school
* To lead and manage the summative assessment cycle including baseline assessments and benchmarking e.g. CATS, PIE, PIMs
* To lead and manage on monitoring processes e.g. pupil asset, PPRs leading to the implementation of interventions
* To analyse pupil assessment data alongside historic data to identify recurring trends and patterns and to inform school improvement objectives

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**Admissions and Marketing**

* To support the admissions process for all pupils including the organisation of admissions days and the assessment of pupils trialling at the school
* To support the revision of the ‘New Parent Handbook’

**Day to day management of the school**

* To deliver the termly calendar and consequent to this the week ahead brief for staff and daily updates ensuring all duties and classes are properly covered. In this respect to be the main link with supply agencies.

**Event management**

* To lead on the co-ordination of whole School events ensuring all interested parties are fully engaged, prepared and able to deliver
* To liaise with Friends in the development and delivery of their events
* Maintain appropriate level of liaison with the local community/ outside agencies

**Staff**

* To be “Safer Recruitment” trained and to engage and support the recruitment of staff e.g. preparing appropriate materials, observation and interview
* To manage all aspects of Induction and Training in the school
* Maintain up to date records for CPD/INSET/Training, Induction and Recruitment
* To update annually the staff handbook
* To provide pastoral care for staff, helping and developing them as appropriate
* To support the development, recruitment and training of parent volunteers to support the curriculum e.g. parent readers
* To monitor staff attendance and related data also managing the return to work process

**Budget management**

* In liaison with the Head, to manage budgets on Curriculum, Assessment, INSET and Training ensuring a fair and adequate distribution of resources in line with SIP/SDP

**Line Management and Performance management**

* To line manage colleagues as agreed with Head
* To lead on Performance Management with colleagues as agreed with the Head

**Policies**

* To have specific responsibility for the development and management of policies relating to Safeguarding, pupil and staff welfare, pupil and staff induction, academic and curriculum management including teaching and learning, monitoring, assessment and reporting
* To review annually policies in the St Nicholas Staff Handbook.

**The Deputy Head will undertake a weekly teaching commitment which is likely to equate to approximately 5 hours per week**

**Person Specification**

* Have commitment to high standards of teaching and learning
* Possess good communication skills in written and oral form
* Experience of working with Senior Management
* Demonstrate good leadership and teamwork skills
* Show strong commitment to working to develop and improve the school
* Ability to remain calm in sometimes stressful situations
* Being polite and courteous to staff, pupils and parents

**Education and Skills**

* Educated to degree level or above
* Qualified Teacher Status or equivalent
* Evidence of further professional development

Able to demonstrate fit with our company values: Excellence, Respect, Integrity, Collaboration and Accountability – and passion for our overall vision: ‘to enrich the lives of children and challenge them to achieve more than they believe they can.

**Remuneration**

* According to experience and qualifications
* Teachers Pension Scheme
* The school is committed to the further professional development of employees and the post holder would be able to take full advantage of training provided by Cognita and other providers

*Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity (if the candidate has lived in the UK and/or criminal policy checks for all other countries lived or worked in for a period of 3 months or more since the age of 16 (irrespective of whether they worked in those countries).*

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