



ST BEES SCHOOL

A member of the Full Circle Education Group

The Appointment of the Deputy Head

Autumn 2017





From the Headmaster, Jeremy Hallows

Tucked away in the beautiful village of St Bees in Cumbria you will find our historic and world renowned school. Everyone who visits St Bees feels an immediate sense of belonging and are touched by the incredible landscape, wondrous coastal location and the heritage of our unique campus. It is a beautiful place to live and work that will bring the best out of children and colleagues alike.

Working at St Bees School will provide unique challenges and opportunities. It is sure to be a place where your professional development and repertoire of competencies develop faster than ever before.

When we open in September 2018, St Bees will be a school for the whole family which follows the innovative and exciting Fusion Curriculum through its membership of the Full Circle Education Group. This offers a ground breaking curriculum, forward thinking ideas on holistic education and creates a model of education that will prepare the children for the challenges of today and those of the future.

As we follow our recruitment programme, I want to attract ambitious colleagues who share my belief that there is no greater privilege than to shape the values, aspirations and outcomes of all children who attend the school. As Deputy Head, you can rest assured that you will be given the responsibility and authority that you need in order to fully enjoy the professional fulfilment that the role can offer.

St Bees School will be a place of peace, respect and high academic aspiration. Our exceptional curriculum and innovative activities programme will ensure that the children will have every opportunity to nurture their existing interests and to find new ones.

St Bees School will be a delight for all round schoolmasters and mistresses who give willingly of their time and who understand their duty to ensure that children leave the school with a wide range of interests, a strong work ethic, a global network of friendships and a sense of adventure.

I hope that you will take the time to apply. A warm welcome awaits.



Background

This is a unique appointment that will provide the challenge and professional experience that will ensure that the successful candidate is fully prepared for Headship in a relatively short time frame.

The Deputy Head will work closely with the Headmaster, Executive and Board to define and develop the future strategy of the school. An upward academic and pastoral trajectory must be established, alongside consolidation of the school's reputation for innovative thinking, which will define St Bees amongst its competitors within the independent sector.

The successful candidate will not only match closely the person specification for the job but also demonstrate a considerable capacity for creative thought. An appetite for (suitably quantified) risk-taking may also, on occasion, be required.

An eye for detail will be an essential prerequisite for the day-to-day requirements of the job, as will a facility for anticipating trouble ahead. The key managerial challenge will be to harness the collective strength of common room to ensure that the whole exceeds the sum of its parts. The successful candidate will also build strong personal and professional relationships with key constituencies: pupils, staff, parents, prospective parents and Board.

In summary, this is an outstanding opportunity for an exceptional candidate who has the capacity to play a key part in the development of the school in the years ahead.

Organisational Structure

The school is governed by a Joint Venture Management Board comprising representatives from the Full Circle Education Group and St Bees School Trust whose partnership has enabled the school to prepare to open once more in September 2018.

The Executive Team is responsible to the Board for the strategic development of the school and for ensuring inspection readiness and regulatory compliance. Since the Deputy Head will have broad oversight of the day to day life of the school it is expected that they will serve on the Executive Team and chair the school's Senior Management Team which is responsible for the day to day operational life of the school.

As a small school in the early years, broad areas of provision will be managed and developed under a Faculty system. Pastoral Care will be overseen by an appointed Director who will also act as Resident Houseparent at opening.



Deputy Head:

The Deputy Head reports to the Headmaster.

Job Specification

The role will have a strong bias towards the academic affairs of the school initially but the scope of the role and authority of the post-holder will grow with the school.

Vision

- to promote the aims of school with passion and conviction;
- to work closely with the Headmaster, Board and members of the Executive to contribute developing the strategic priorities of the school.
- to ensure the effective fulfilment of agreed strategic intentions on time and to budget.

Leadership

- to work closely with the Headmaster to ensure effective oversight of the academic management of the school;
- to be responsible for the delivery of the best possible outcomes for pupils
- to be responsible for the timetable, staffing and rooming;
- to lead, monitor and evaluate the academic dimension of the School
- to provide challenge and direction to colleagues in middle management;
- to develop and support the delivery of the innovative curriculum;
- to provide inspirational leadership of the learning and teaching dimension in which inquiry- and discovery-driven learning play a major role;
- to work closely with the School's pastoral leadership to integrate academic attainment with character development, striving to deliver a holistic, rounded education;
- to manage all aspects of the School's assessment, reporting and recording system;
- to provide strong and inspirational leadership to the Common Room and to play a leading role in shaping and promoting the vision and values of the school;



Operational School Management

- to deputise for the Headmaster in his absence;
- to work closely with the Director of Pastoral Care to ensure the smooth running of the school;
- to be responsible for the effective operation of the school on a day to day basis;
- to organise the cover timetable for absent colleagues;
- to prepare the agenda for meetings of the Senior Management Team (SMT);
- to coordinate curriculum meetings and ensure that decisions are recorded and followed up with action;
- to attend meetings of Board sub-committees as required (Education, *Health & Safety*, HR);
- to work closely with the pastoral dimension to spearhead the pupil academic performance management provision and manage the progress tracking system;
- to ensure the efficient functioning of the school's EAL provision through the International Department and enable fast-track integration of foreign pupils into the mainstream;
- to oversee the organisation of public events such as Prizegivings and Parent Consultations;
- to oversee the school's preparation for inspection;
- to co-ordinate school Inset;
- to liaise with the Marketing and Admissions Department on the organisation of events relating to the recruitment of pupils, such as Open Days and Entrance Examinations;
- to oversee the induction and appraisal of staff & specifically NQT's;
- to address meetings of pupils, parents and staff, as required;
- to ensure effective and fair deployment of all staff

The appointed candidate will teach a greatly reduced timetable and contribute to the co-curricular programme.



Person Specification

The following personal and professional qualities will be considered essential:

- honours graduate with QTS;
- substantial and relevant teaching experience in a relevant education setting;
- consummate inter-personal skills and the proven capacity to foster strong relationships;
- excellent academic credentials and track record as an outstanding teacher;
- diplomacy, discretion and an active desire to assume responsibility for school leadership;
- personal and professional resilience;
- relevant school management and leadership experience;
- an affinity for curriculum innovation;
- experience of curriculum and staffing management;
- capacity to manage a demanding and diverse workload;
- outstanding oral and written communication skills;
- an affinity for international education;
- commitment to boarding;
- commitment to safeguarding, equality and diversity;
- understanding of the ethos and culture of independent education;
- wisdom and a sense of adventure.

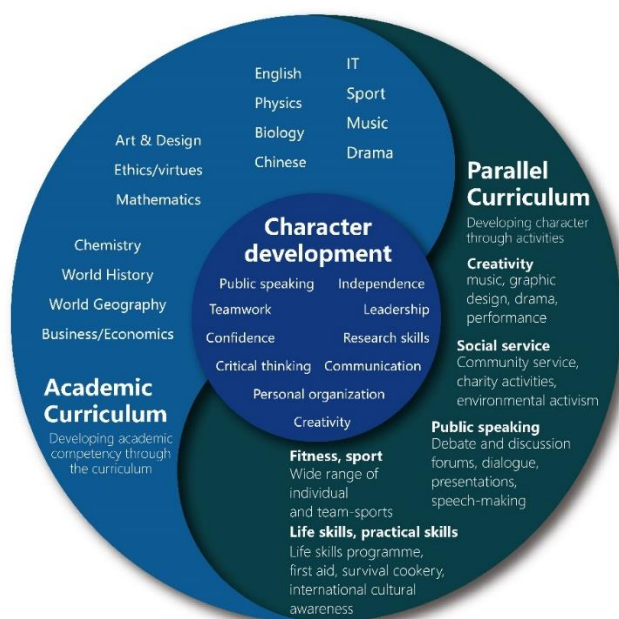
The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.



The Educational Model for St Bees School

Full Circle's Fusion Curriculum integrates the best parts of the English and Chinese curricula. The outcomes are defined in the graphic below, and summarized as follows:

- fluent Chinese speakers – with the rise of China as the next world super power, this will provide our pupils with huge future advantages;
- understanding Asian culture and attitudes;
- development of a global mind-set through the Global Awareness Programme;
- higher-order mathematics (and physics) competencies;
- International Department with intensive EAL focus for foreign pupils;
- overtly inquiry-based, concept-driven learning;
- character development integrated actively and purposefully into all components of the curriculum and valued/assessed with an enhanced emphasis on the importance of critical thinking, public speaking, independence, confidence, personal organisation, teamwork and leadership;
- information intelligent – using information technology to know where to find information, how to use information and how to organize information effectively;
- entrepreneurial spirit through an emphasis on business and enterprise activities;
- a mix of knowledge and skills for success in examinations.
- The balance between academic attainment and character development. Through the parallel curriculum, St Bees integrates character development opportunities into every facet of educational life, promoting the importance of EQ.





- Progress monitoring, Progress tracking
 - Tutor system with frequent performance monitoring of each pupil;
 - tracking of academic progress with custom-built IT programme;
 - tracking of character development;
 - active trouble-shooting and remedial support
- Twin Campus concept

The Full Circle family comprises a growing number of schools in the UK and China, all of which run the Fusion curriculum. Pupils therefore have unique enrichments through exchange visits, study opportunities (short-, medium- and longer-term study visits), shared project assignments and summer/winter camps.



Life in St Bees



St Bees is a special place to live and work. The area is one of outstanding natural beauty with countless opportunities for those who wish to pursue an active or adventurous lifestyle or indeed for those who seek a place of peace. It is the perfect location for the delivery of a modern independent education away from the pressures, distractions and noise of urban life.

Climbing, bouldering, fell running and coastal pursuits are as prevalent as you would expect. The campus of St Bees School is a five-minute walk from the beach and a ten-minute drive from the nearest lakes. Scafell Pike is within easy reach as are the vibrant cultural centres of Whitehaven, Cockermouth and Keswick. St Bees is a small village of approximately 1000 residents and is served by its own railway station. In the local pubs and restaurants there is, within the village, something for all tastes from high class cooking to a more traditional experience.



St Bees is a wonderful place to raise children with all of the activities, fresh air and strong sense of community which prevails. It is a special environment.



The School owns its own 9-hole links course which runs parallel to the beach. It is the perfect school course. Challenging, conveniently located, superbly maintained and ideal for a just a few select holes or a full 18. Nearby there are superb driving range facilities at Whitehaven and we have several outstanding club courses each within a short drive and with very reasonably priced green fees.



St Bees is the starting point for the renowned Coast to Coast walk and we are surrounded by the routes of Wainwright's Walks. There have been several recent television series which have featured the splendour of our location. Tony Robinson's Coast to Coast is the most recent and is a great introduction to the area. St Bees is on the fringe of the main Lake District which has now been recognised as a UNESCO world heritage site. Whilst the main Lake District towns are crowded and popular in the summer months, St Bees retains its air of calm and tranquillity.



The West Coast of Cumbria is also renowned for its industry and innovation. Nuclear, renewable and other energy technologies ensure that there is a strong employment market.

Local primary schools offer outstanding provision for children up to Year 6. St Bees Staff are entitled to a generous remission on school fees.



Houses are very attractively priced. Whilst most needs are served by the shops in St Bees, Egremont and Whitehaven, major shopping centres are not too far away in Workington, Penrith and Carlisle when the need arises.

Sport is a local passion with thriving clubs in all major sports and the area hosts some unique events and traditions which ensure that there is always something new to enjoy. You might happen upon hound trailing, wrestling or indeed gurning as you research the area.



Application:

All applications should be made on the School's application form. CV's should not be included. No supporting letter is required or expected since the application form specifies all required content. Please ensure that your current salary level is included in the application form. This information will be treated confidentially.

Completed application forms should be emailed or posted to:

headmaster@stbeesschool.co.uk

Headmaster,
St Bees School,
Wood Lane, St Bees,
Cumbria,
CA27 0DS

Appointment Process:

Closing Date:	Midnight, 28 th November
First round interviews	w/c 4 December
Short list interviews	w/c 11 December
Job Start	April or September 2018
Salary & Benefits	£45 to 60k Discounted school meals, golf and leisure membership Membership of TPS
Informal visits	Are welcome but not essential. Please call 01946 828000 to arrange a visit prior to application.
Further information	Please feel free to call the Headmaster, Jeremy Hallows, for an informal conversation about this post. 01946 828001
Interview Travel Expenses	25p per mile by car Standard Rail Fare - St Bees has its own railway station Overnight accommodation will only be covered by prior arrangement
Closing Date	As advertised.



Application and Recruitment Process Explanatory Note

1. General

St Bees School ("the School") is committed to ensuring the best possible environment for the children and young people in its care. Safeguarding and promoting the welfare of children and young people is our highest priority.

The School aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

All queries on the School's Application Form and recruitment process must be directed to the Head.

2. Application Form

Applications will only be accepted from candidates completing the relevant Application Form in full. CVs will not be accepted in substitution for completed Application Forms.

Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Applicants will receive a Job Description and Person Specification for the role applied for.

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers. Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Head or the Bursar [as appropriate]. If you would like to discuss this beforehand, please telephone in confidence to the Head or the Bursar [as appropriate] for advice. Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service ("DBS") for the post. Additionally, successful applicants should be aware that they are required to notify the school immediately if they are any reasons why they should not be working with children.

The school takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect his/her suitability to work with children must notify [the school/their manager] immediately. This will include notification



of any convictions, cautions, court orders, reprimands or warnings he/she may receive. He/she must also notify the school immediately if he/she is living in a household where anyone lives or works who has been disqualified from working with children or from registration for the provision of childcare.

Staff and/or successful candidates who are disqualified from childcare or registration, including 'by association', may apply to Ofsted for a waiver of disqualification. Such individuals may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed. Please speak to the [head/bursar] for more details.

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

The School has a legal duty under section 26 of the Counter-Terrorism and Security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism'. This is known as the Prevent duty. Schools are required to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. Accordingly, as part of the recruitment process, when an offer is made the offer will be subject to a Prevent duty risk assessment.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.

If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children. Where you have no previous employment history, we may request character references which may include references from your school or university.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if you have been appointed, and a possible referral to the police and/or DBS.

3. Invitation to Interview

Applicants will be short-listed according to the relevance and applicability of their professional attributes and personal qualities to the role. Short-listed applicants will then be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail.

All formal interviews will have a panel of at least [three] people chaired by the [Head or another designated senior member of staff]. The Chair of Governors should chair the panel for the Head's appointment. The interviewers involved will be required to state any prior personal relationship or knowledge of any of the candidates and a judgement will be made by the Chair as to whether or not an interviewer should therefore withdraw from the panel. Should the Chair have a conflict of interest, the Vice Chair shall decide whether the Chair should withdraw from the panel.



The interview will be conducted in person and the areas which it will explore will include suitability to work with children.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by you from the awarding body.

All candidates invited to interview must also bring with them:

1. A current driving licence including a photograph and paper counterpart or a passport or a full birth certificate;
2. A utility bill or financial statement issued within the last three months showing the candidate's current name and address;
3. Where appropriate any documentation evidencing a change of name;
4. Where the candidate is not a citizen of a country within the European Economic Area or Switzerland, proof of entitlement to work and reside in the UK.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

4. Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

1. Receipt of at least two satisfactory references (if these have not already been received);
2. Verification of identity and qualifications including, where appropriate, evidence of the right to work in the UK;
3. A satisfactory enhanced DBS check and if appropriate, a check of the Barred List maintained by the DBS;
4. For a candidate to be employed as a teacher, a check that that the candidate is not subject to a prohibition order issued by the Secretary of State;
5. For a candidate who has lived or worked outside the UK a check using the NCTL Teacher Services' System that a candidate is not subject to any teacher sanction or restriction;
6. Verification of professional qualifications;



7. Verification of successful completion of a statutory induction period (for teaching posts - applies to those who obtained QTS after 7 May 1999) where relevant;
8. Where the successful candidate has worked or been resident overseas, such checks and confirmations as the School may consider appropriate so that any relevant events that occurred outside the UK can be considered;
9. Satisfactory medical fitness;
10. If you are undertaking a leadership role, evidence that you have not been prohibited from participating in the management of independent schools.

It is the School's practice that a successful candidate must complete a pre-employment health questionnaire. The information contained in the questionnaire will then be held by the School in strictest confidence. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed workload, extra-curricular activities, layout of the School. The School is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, considering medical evidence and considering reasonable adjustments.

5. References

We will seek the references referred to in section 4 above for shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview. If you do not wish us to take up references in advance of the interview, please notify us at the time of submitting your application. All referees will be asked if the candidate is suitable to work with children.

The School will compare any information provided by the referee with that provided by the candidate on the application form. Any inconsistencies will be discussed with the candidate.

6. Criminal Records Policy

The School will refer to the Department for Education ("DfE") document, 'Keeping Children Safe in Education' and any amended version in carrying out the necessary required DBS checks. The School complies with the provisions of the DBS Code of Practice, a copy of which may be obtained on request or accessed here: <https://www.gov.uk/government/publications/dbs-code-of-practice>.

7. Retention and Security of Records

The School will comply with its obligations regarding the retention and security of records in accordance with the DBS Code of Practice and its obligations under its Data Protection Policy. Copies of DBS certificates will not be retained for longer than 6 months.



Policy on the Recruitment of Ex-Offenders

The School will not unfairly discriminate against any candidate for employment on the basis of conviction or other details revealed. The School makes appointment decisions on the basis of merit and ability. If an individual has a criminal record this will not automatically bar him/her from employment within the School. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out below.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if they have been appointed, and a possible referral to the police and/or DBS.

Under the relevant legislation, it is unlawful for the School to employ anyone who is included on the lists maintained by the DBS of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for the School to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence. It is also unlawful for the School to knowingly employ someone who works in the relevant settings and is disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009, whether by association, or otherwise.

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the School. The School will report the matter to the Police and/or the DBS if:

- the School receives an application from a disqualified person;
- is provided with false information in, or in support of an applicant's application; or
- the School has serious concerns about an applicant's suitability to work with children,

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question;
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters;
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters;
- in the case of disqualification from providing childcare, whether the applicant has or is able to obtain an Ofsted waiver from disqualification; and
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.



If the post involves regular contact with children, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence, serious class A drug related offences, robbery, burglary, theft, deception or fraud. If the post involves access to money or budget responsibility, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

If the post involves some driving responsibilities, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted of drunk driving.



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