



## **Deputy Head (Lower School) For September 2018**

### **Deputy Head (Lower School)**

This is an excellent opportunity for a dynamic, ambitious teacher to take on a key role in this leading independent day school from September 2018.

The Deputy Head (Lower School) will be a member of the Junior Team and will be expected to contribute fully towards the effective leadership and management of this vibrant Junior School and take all necessary steps to achieve this. This includes taking an active role in policy and decision making, maintaining staff and pupil welfare and promoting good relationships with all those involved with the school. The Deputy Head should think strategically, respond to the school's changing needs and initiate improvements and developments, particularly in his/her areas of responsibility. The Deputy Head needs to be committed to maintaining the nurturing, supporting ethos of the School, and be an enthusiastic, positive role model within the School community.

The ideal candidate will be able to teach across the Key Stage 2 curriculum and lead a subject area. Applications should state the specialisms offered.

### **The Junior Team**

The Junior Team is chaired by the Head of Junior School and currently includes two Deputy Heads, one who has responsibility for the day to day running of the Lower School (Years 3 to 6) and one who has responsibility for the First School (Reception to Year 2). Two Assistant Heads (one for the Curriculum and one for Staff Development) are also members of the Junior Team. The team meets on a weekly basis and oversees the smooth running of the Junior School and develops Junior School strategic policy in line with the whole School Development Planning and Evaluation process.

### **Person Specification:**

The successful candidate should have the following qualities:

#### **Strategic Perspective**

- Ability to think strategically and see the wood for the trees
- A vision of a high quality broad and balanced education
- Knowledge of national and international developments in curriculum
- Ability to consider wider implications outside the immediate operating environment when making decisions

### Leadership of People

- Successful experience in leading teams of staff
- Ability to persuade and lead individuals and groups of staff to achieve agreed objectives
- Ability to show respect and consideration for others
- Ability to be resolute in achieving objectives

### Decision Making

- Willingness to accept responsibility for decisions
- Confidence to make judgements in delegating responsibilities to others
- Communication and interpersonal skills
- Ability to present effectively, on paper and verbally, concepts, intentions and arguments
- Ability to communicate effectively with a variety of audiences
- Ability to listen to and learn from the views of others

### Planning and Organisation

- Ability to prioritise and plan objectives
- Financial awareness and ability to identify risks and opportunities
- High levels of efficiency and good time management
- Ability to monitor and evaluate outcomes of decisions to inform the next stage of planning

### Personal Effectiveness

- High levels of energy and stamina to achieve personal and school objectives within the necessary timescales
- Good health
- Resilience
- Sense of humour

### **Main Responsibilities of the Deputy Head (Lower School)**

He/she will:

- Support and assist the Head of Junior School
- Deputise for the Head of Junior School when required
- Ensure the smooth day-to-day running of Lower School by efficient communication, coordination and delegation
- Line manage the Lower School staff
- Oversee arrangements for pupil discipline and welfare in Lower School
- Be responsible for the continuous improvement of educational provision, administration and management of Lower School
- Deal with day to day parental concerns and queries for Lower School
- Support the Head in the leadership of the staff in particular by providing a positive link between the staff and the Head
- In conjunction with other members of the Junior Team, assist and support the Head in all areas of school planning and development.
- Teach approximately 15 lessons per week

The Deputy Head (Lower School) will be responsible for areas such as:

- Pastoral care of the Lower School girls becoming a Deputy Designated Safeguarding Lead
- Developing and organising a rich and vibrant extracurricular programme
- Dealing with parental concerns and queries
- Organising cover for absent staff efficiently and fairly
- Overseeing the production of the Junior School Bulletin with the assistance of the Junior School office
- Develop and organise special events e.g. Harvest Festival, Concerts, Open Days, Founder's Day, Sports Day etc. in co-ordination with DH First School
- Preparing and overseeing all duty, assembly and other rotas
- Managing the staffing arrangements for the 7+ assessment procedures
- Taking assemblies when required
- Mentoring new Lower School staff

As a member of the Junior Team the Deputy Head (Lower School) will:

- Contribute to the Junior School section of the Development Plan
- Assist with prospective parents in an ambassadorial role
- Assist the Head in the recruitment and appointment of new staff
- Manage the induction programme for all new staff with DH (First School)
- Provide professional support and guidance for staff and be a member of the appraisal team
- Attend some school functions outside of school hours

As the needs of the school change over time, these duties may be varied and the post holder will be expected to take on any additional responsibility the Head of Junior School may reasonably require. The Headmistress reserves the right to vary the precise responsibilities of this post should the needs change and opportunities arise.

### **Line Management**

The post holder will be responsible to the Head of the Junior School and will work closely with the Assistant Heads in the Senior School as appropriate.

### **The School**

North London Collegiate School is an academically selective girls' school. There are 790 students in the Senior School, 233 of them in the Sixth Form, and approximately 310 in the Junior School which consists of the First and Lower School. The School takes pride in the religious and social diversity of its intake.

The School's aims are to provide an ambitious education for all its pupils and to enable each girl to make the most of her own gifts. The highest priority is to maintain a team of professional teachers to whom each pupil is important, and who can introduce their subjects with enthusiasm and drive. All pupils are expected to learn to recognise academic excellence and realise that it is attainable.

Alongside these aims of the classroom, staff strive to make school a place where the whole personality can grow. Good relations between staff and pupils, and between girls themselves, are fostered. At North London Collegiate School, education is much more than passing

examinations and the girls are encouraged to try themselves out in a variety of ways. Staff strive to maintain a community which is tolerant and teaches service to others.

Set in over 30 acres of parkland, the School has extensive lacrosse pitches and tennis courts and a sports centre with indoor swimming pool and fitness suite. The School buildings are centred on the Old Mansion House where the sixth form is largely based. The main teaching block is spacious and well equipped with modern science laboratories and computer suites. A fine library on four floors was opened in 1999. A state of the art Performing Arts Centre was opened in March 2007 which is used for over 30 school productions a year, art exhibitions and provides a reception and sixth form café space.

Also on the campus are a Music School, Drawing School and Design Centre which are sited around the pond where there are water lilies in the summer.

There is also a Medical Centre housing the School's doctor, nurse and counsellor.

The Junior School has its own facilities including spacious classrooms, a science lab, an IT suite, an art studio and well stocked libraries. In addition the Junior girls benefit from the School's grounds, Performing Arts Centre, sports facilities, swimming pool and the dining room. One of the main objectives of the Junior School is to prepare the girls to make a smooth transition to the Senior School.

### **Extra-Curricular Activities**

In the Junior School alongside the academic subjects, a wide-ranging programme of extra-curricular 'clubs' is run during a lesson at the end of each day. Girls are expected to take part in these and may choose from such activities as games, dance, drama, arts and crafts, and cookery. Staff are also invited to run after school extracurricular clubs of their own choice.

### **Professional Development Opportunities**

There is a strong culture of professional development at the School. In addition to the openly advertised internal promotion and professional development posts, the School also offers a number of external opportunities.

Following the opening of two partnership schools, North London Collegiate School, Jeju (in South Korea), and North London Collegiate School Dubai, staff in the UK have opportunities to be involved in monitoring visits to South Korea and Dubai, and to be involved in the recruitment and training of their staff. A number of exchange opportunities are available to staff, both to Korea, and to partner schools in the USA and Australia.

The School works closely with The Prince's Teaching Institute, which is co-directed by the former Headmistress, Mrs Bernice McCabe. It provides residential, subject-specialist training to the maintained sector. The Prince's Teaching Institute activities currently reach 360,000 children in England and Wales. In 2014/15, 704 Secondary Schools, which is 16% of all Secondary Schools in England and Wales, have sent a teacher to a PTI course. Currently there are nine subject streams designed and led by NLCS staff, and the School pays for a number of staff from NLCS to attend the courses.

As part of the larger Senior School we benefit from being able to attend lectures and presentations from an eminent number of speakers, including John Bercow, Margaret Beckett, Brian Sewell, Tom Holland and Lord Winston.

## **Terms and Conditions**

North London Collegiate School has its own generous salary scale. A salary review is conducted each year. For this post the remuneration is currently between £52,462 and £72,646 per annum, according to experience. A salary review is conducted annually.

The School is a member of a BUPA group scheme; subscription is open to all staff. Staff may pay into the Teachers Superannuation Scheme. NLCS terms are shorter than the maintained sector.

Some staff accommodation is available on site. There is free use of the School's coach service and exclusive use of the indoor swimming pool, fitness suite and sports hall. Staff children who are selected to join the school enjoy 25% fee remission (for up to two daughters).

## **Applications**

Application should be made in writing to the Headmistress, Mrs Sarah Clark, with a letter of application, completed application form and the names and addresses of two professional referees, one of whom should ideally be the Head of the applicant's present school. If applying by email the application form should be sent to Gill Conway, Deputy Heads' PA, who is in charge of teacher recruitment at [deputyheadspa@nlcs.org.uk](mailto:deputyheadspa@nlcs.org.uk).

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment as part of their duties. The successful candidate will be asked to apply to the Disclosure and Barring Service for an Enhanced Disclosure.

**Closing date for applications: 4.00pm on 1<sup>st</sup> February 2018**

**Interviews likely to be held on 8<sup>th</sup> and 9<sup>th</sup> February 2018**

Expressions of interest and visits would be welcome before that date. Please contact Gill Mannion, the PA to the Head of Junior School; [gmannion@nlcs.org.uk](mailto:gmannion@nlcs.org.uk) if you would like to visit the School.