

BADMINTON
SCHOOL

Appointment of

DEPUTY HEAD
(School Development)



Welcome from the Headmistress

Dear Candidate

Badminton School is seeking an outstanding individual to be Deputy Head (School Development) for our thriving day and boarding School, which has remained at the forefront of girls' education for over 160 years. Whilst the School retains a nationally outstanding academic record, its focus continues to be on nurturing the girls' natural curiosity and fuelling their passion for learning.

We are looking to appoint a Deputy Head (School Development) who can contribute to our Senior Management Team and, with our Board of Governors, deliver our School's strategic development plan. The ability to translate professional teaching experience into a wider context is vital. We seek a solutions-focused individual, who can provide clear leadership and strategic (as well as day to day) direction and who also has a real strength in communication and developing positive professional relationships. The Deputy Head (School Development) will have the ability to communicate with all stakeholders from pupils to parents, through to Governors and the wider educational and business community.

At this time of change and challenge in the Independent Sector, developing the School via partnerships and by diversifying its offering is vital. Therefore, this is a key ambassadorial role with opportunity to further enhance the School's exceptional reputation both nationally and internationally. This role is a fantastic opportunity for an experienced middle or senior leader who is keen to break new ground and make a difference.

I look forward to receiving your application.

Mrs Rebecca Tear, Headmistress

Badminton is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children. The successful candidate must be willing to undergo child protection screening appropriate to the post including DBS checks.

Badminton School

Badminton School is an independent day and boarding school for girls aged 3 – 18 years. Its location in Westbury-on-Trym on the leafy outskirts of the University City of Bristol provides all the amenities and opportunities of a diverse city, mixed with the green open space of the surrounding areas. The School itself has an enviable sense of community, which is felt the moment you step through the gates to the private campus of beautiful buildings and pleasant gardens.

The School consistently achieves impressive academic results, which enables the girls to access a wealth of world-class universities, Music Conservatoires and Art Colleges. Badminton has a holistic approach to learning and girls are encouraged to develop as individuals, to pursue their own interests and expand and explore their ambitions, both in their academic work and co-curricular activities. The aim at Badminton is to encourage the girls to become curious, confident and enthusiastic learners within a community that is supportive, friendly and fun!

The happiness and welfare of the girls is paramount to everyone at Badminton. There are around 450 pupils and the small community and small class sizes mean that there is a focus on the girls as individuals, leaving no opportunity for anyone to be anonymous. Awareness of responsibility is cultivated and the community code of conduct makes girls aware that other people matter. The girls' mutual respect and support for not only their peers, but the whole School community, goes right to the heart of the School's ethos. Badminton enables girls to become increasingly independent in a supported environment and gives them scope to explore ideas and activities. Girls therefore develop the confidence to take reasonable academic risks when faced with a challenge, to transfer skills and to problem solve. Ultimately, this gives Badminton girls the opportunity to become their best self, whatever that self may be.

At the top end of the Senior School, the Sixth Form occupy a separate self-contained Sixth Form Centre with large common rooms, small seminar rooms and study bedrooms. They have more freedom and, consequently, more responsibility, which helps to prepare them for the transition towards leaving School and succeeding with their university course or Gap Year challenge. We are proud that the Sixth Form girls still remain an integral part of School life, enriching it by inspiring and empowering the younger girls through their leadership and mentoring roles and involvement in House activities.

Badminton Junior School provides a healthy balance between academic work and recreational activities with plenty of opportunity for creativity and physical exercise. Their aim is to foster a love for learning in preparation for the Senior School.

The School's Vision and Values:

Vision:

"Badminton provides the best preparation for girls living and working in a global society".

Values:

- To provide an education which nurtures intellectual curiosity and which is challenging and fun, balancing academic excellence with fulfilment of individual potential in the arts, sport and extra-curricular activities.
- To provide pastoral care which teaches respect and tolerance for the whole community and requires each girl to take responsibility for herself and others. To create opportunities for every girl to make a contribution to the well-being of the school and genuine mutual support.
- The international mindset of the school aims to create an awareness of the needs and concerns of society at local, national and global levels.
- Badmintonians leave the School as curious, confident and courteous individuals who will thrive in a competitive, global society.
- Badminton respects the past and looks to the future, ensuring good stewardship of the Badminton name, the campus and the School's world-class reputation.

School Results and Achievements

A Level (Year 13)	2018	2017	2016	2015	2014
Pass rate	100%	100%	100%	100%	100%
Grades A*, A, B	72.9%	86.2%	89.9%	85.4%	85.3%
Average Subjects Per candidate	3.17	3.26	3.29	3.38	3.40
GCSE (Year 11)	2018	2017	2016	2015	2014
Grades A*, A, B	96%	93.8%*	90.2%	92.6%	94.3%
Average Subjects Per candidate	9.9	9.0*	9.80	10	9.85

Bristol and the South West

With all that a major European city can offer, Bristol is a historic city with a proud maritime heritage surrounded by beautiful English countryside. It is highly accessible by road sitting near the M4/M5 interchange, and boasting two major railway stations (Bristol Parkway and Bristol Temple Meads) as well as Bristol International Airport which connects the city to significant European destinations. The Sunday Times recently hailed the city as “as the best city to live in Britain.”

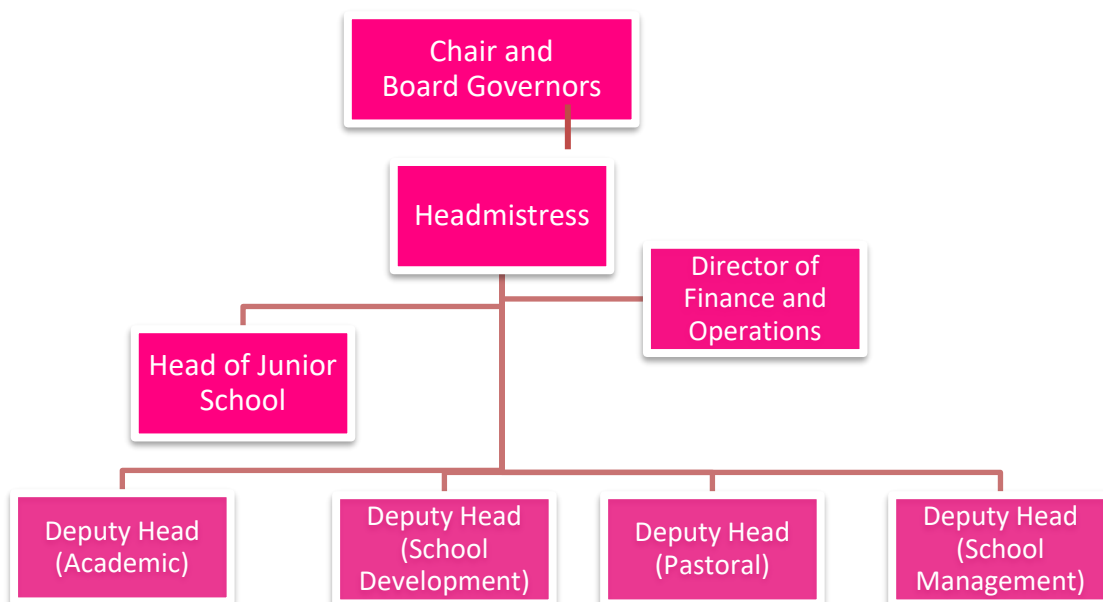
There are several world-class attractions in Bristol including Britain’s most acclaimed historic ship the SS Great Britain, its iconic Clifton Suspension Bridge (both built by Isambard Kingdom Brunel), the world’s fifth oldest zoo and an outstanding network of city museums. Bristol is also home to Britain's oldest working theatre, The Bristol Old Vic, opened in 1766.

Bristol plays host to major festivals throughout the year, including the Bristol Balloon Festival and the Harbour Festival. From major West End shows, to stand-up comedy and performing arts festivals, Bristol has plenty of plays and productions to suit all tastes.

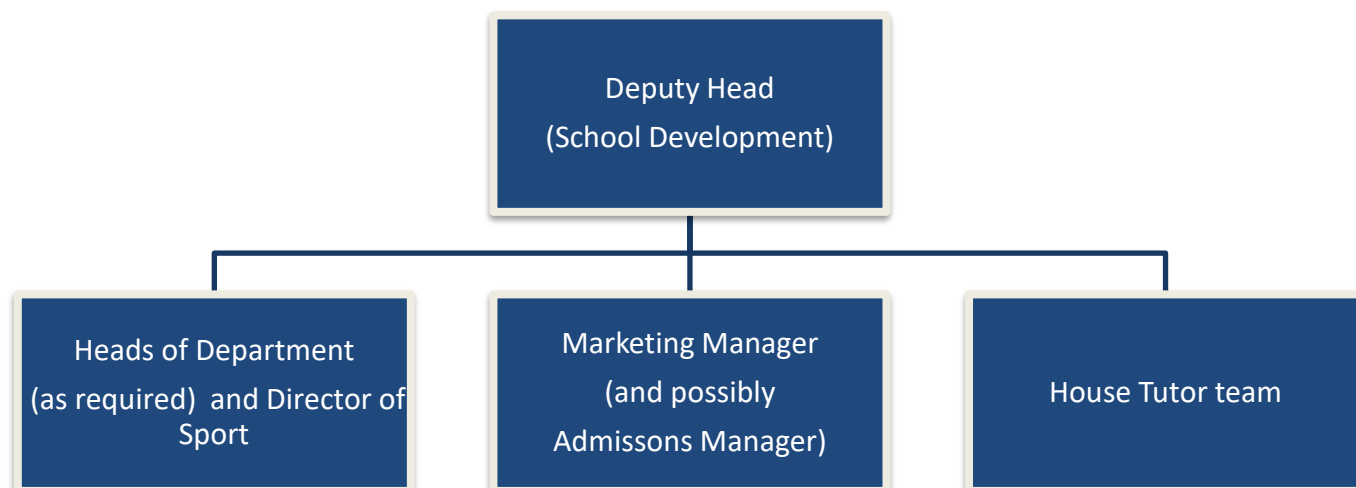
The shopping quarter has over 500 stores, more than 50 cafes and restaurants, great cinemas and entertainment. On the outskirts of the city there is also The Mall at Cribbs Causeway with a neighbouring cinema and a retail park.

Structures

Management Organisation



Deputy Head (School Development) Organisation



Deputy Head

Job Description

Aim of the role

The Deputy Head (School Development) (DHSD) is a member of the Senior Leadership Team (SLT) and is responsible for overseeing the development of the School within Bristol, the Southwest and further afield, including internationally. The DHSD has a key strategic role as a member of the SLT in ensuring that the Head and the other SLT are updated and aware of all matters relating to these areas.

The DHSD is a self-motivated and enthusiastic professional who is committed to the education of young people in a residential environment and have excellent inter-personal, written and oral communication skills. The DHSD takes a lead in formulating, driving and implementing strategies for development opportunities both at home and abroad, as well as contributing to whole school issues and strategy. The DHSD is committed to the School community and its development. The DHSD also has an appreciation of the competitive nature of girls' single-sex boarding in the UK and be keen to grasp the challenges that this presents.

The primary function will be to lead and develop all aspects of pupil recruitment and retention, marketing and communications, local and international partnerships and alumnae relations at Badminton School. You will work to ensure that the development of the School is taken forwards to safeguard the future of the School community, and to be an advocate for these aspects with current and prospective pupils, parents and staff.

As a member of SLT, the DHSD has a wider role in assuming a shared responsibility for the School's reputation and for actively facilitating the School's vision and policy. SLT is responsible to the Board of Governors for the operational management of the School and it reviews and makes proposals on policies and procedures and on activities and events in School, both routine and one-off. The DHSD will contribute to and advise SLT on his or her own areas of expertise, particularly partnerships and recruitment of pupils, and regulatory matters in relation to these areas, but will also be expected to play a part in the wider management of the School. This will include a commitment to whole-School issues such as marketing, assisting with pupil recruitment, managing School events and working with Governors.

The DHSD expected to ensure their teams are integrated with and contribute to the life in a busy school in all areas.

Accountability

The DHSD is a member of the Senior Leadership Team and reports directly to the Head. All teachers responsible to the Deputy Head (Academic) on academic matters, to the Deputy Head (Pastoral) on matters of discipline, pastoral, welfare and safeguarding, and ultimately to the Head.

The DHSD must:

- Participate in appropriate meetings with colleagues and parents;
- Participate in appraisal arrangements;
- Support all major school occasions and events generally;
- Attend all relevant INSET days and any relevant external courses recommended by the Head;
- Attend Management Meetings (such as SLT, SMT and EMG) as required, and report back as appropriate;

- Attend other key meetings such as ICT Steering, Operations, as required;
- Be in School before the start and after the end of each term as required and on days SLT are called to meetings during holidays;
- Attend meetings of Governors sub-committees as required by the Head and Governors, and similarly providing written and verbal reports as required;
- Take an appropriate share of wider SLT duties (such as marketing events, holiday cover and home contact for trips, etc.);
- Keep abreast of developments in education and appropriate legislation and regulatory requirements and ensure that suitable changes effected in school as a response;
- Liaise with all departments throughout the School, including the Junior School.

General Responsibilities:

- Undertake specific duties delegated by the Head;
- Assist the Head in upholding the visions and values of the School and policies for their implementation;
- In the absence of the Head and the Director of Finance and Operations (DFO), the DHSD will be responsible, with the other Deputy Heads, for the day-to-day running of the Senior School;
- Act as a Deputy Designated Safeguarding Lead Person (DDSL) for the School;
- Work within SLT to plan School development and improvement thereof;
- Lead by example as a teacher, manager and leader;
- Ensure the smooth running of the Admissions processes in the Senior School;
- Develop the profile of Badminton within Bristol, the Southwest, and further afield, including internationally;
- To keep up to date with ISI and NMS issues;
- Initiate ideas and formulate School policy.

Specific Responsibilities and Roles

- **Line Management:**
 - The DHSD will line manage:
 - the Marketing Manager and may be required to line manage the Admissions Manager (depending on role of Head of Junior School who oversees Junior School admissions)
 - Those HoDs or other staff as allocated by the Head
 - The Director of Sport
 - The House tutor team and therefore oversee House events
 - The DHSD may undertake other line management of individuals or teams as required due to School developments.
- **Policy Making and Compliance:**
 - Work with the Head, SLT and Governors to develop and implement strategies for improving pupil recruitment and retention;
 - Be the lead in ensuring compliance with all regulatory requirements for admissions are met;
 - Ensure and data protection compliance regarding all aspects of role;
 - Brief staff and Governors on all matters regarding admissions compliance and admissions status;
 - Advise the Head regarding School development of and improvements to the admissions processes.

- **Admissions, Alumnae and Marketing:**

- Bring dynamic, enthusiastic and 'hands-on' leadership and direction to the Admissions and Marketing teams;
- Keep abreast of developments in admissions and marketing and communication areas and to develop a detailed knowledge of regulations;
- Ensure communication between the School and new parents is appropriate, regular, positive and pro-active;
- Ensure communication between the School and alumnae is appropriate, regular, positive and pro-active;
- Ensure the School's communication and representation to the world in print, via media and social media is positive, beneficial and enables the School's progress and good name;
- Oversee the preparation, allocation and management of the admissions, marketing and alumnae budgets;
- Update and maintain policies, with specific responsibility for those relating to admissions, marketing and alumnae;

- **Partnerships:**

- Be primary contact for local state/independent school partnerships individually and as group, liaising with Bristol City Council and others as required;
- Audit all current other partnerships and ensure their good stewardship;
- Seek out and create new local, national and international partnerships that have synergy with the ethos of the School and its aims/values and, above all, add value to Badminton or enable Badminton to make an appropriate contribution;
- Ensure all necessary due diligence checks are carried out when engaging with any new potential partner and maintain vigilance in such areas;
- Undertake national and international travel to represent the School and develop partnerships;
- Work with the Operations Manager (and others as required) to facilitate partnerships and oversee good stewardship of partnership relationship and the School's facilities and / or programmes.

- **International Expansion**

- Maintain and develop positive relationships with partners and potential partners overseas;
- Record and monitor activities and brief the International Expansion Group (IEG) and the governing body as required;
- Ensure communications are made in a timely manner and are in accordance with agreements made with IEG;
- Travel to view and review partnership activities in country;
- Play a lead role in programme management and be present for at least 50% of holiday programmes at Badminton;
- Ensure partnership activities and return visits to UK are suitably managed.

- **School Life:**

- Be readily available to staff and girls;
- Lead the Charities Committee within School and proactively promote charitable issues and activities;
- Ensure due diligence on all charities nominated for support by the School are carried out in advance

- **Wider Management Duties:**

- Be a presence at all school functions such as plays, concerts, a share of matches and other events;
- Be available on the day before Staff INSET at beginning of term, during Public Exam Result times and as otherwise requested by the Head;

- Lead INSET and CPD for staff in School as necessary;
 - Lead meetings or Assemblies as required;
 - Interview candidates for teaching posts and other posts as required;
 - Support the Boarding life of the School and take a share as an on-call/duty member of SLT during evenings, weekends and holidays as required;
 - Take a share in marketing and recruitment events, be they in UK or overseas.
- **Teaching**
 - The Deputy Heads usually expected to teach around 1/3rd of a full timetable (10 lessons), depending on the subject s/he offers and other pressures on their time in that academic year.
 - Given the requirement of the post to be able to travel, perhaps at short notice, the DHSD, may be deployed to team-teaching or cover rather than being allocated specific classes given the potential impact on continuity for the girls.

Personal Specification

The personal qualities needed for leadership roles at Badminton:

- Initiative, energy, flexibility, adaptability and open-mindedness to ensure the School continues to move forward
- A passion for enabling young people to thrive, both academically and as members of a global society
- Leadership qualities that motivate and inspire colleagues and team members
- A high degree of personal initiative with the drive and ability to meet challenging goals
- A strategic and entrepreneurial approach
- Excellent time management, and the ability to prioritise and work to tight timelines
- An eye for detail and the ability to plan accurately
- High-level interpersonal skills, and the ability to communicate effectively with a wide range of stakeholders
- The ability to develop and sustain positive working relationships with others (across the range of stakeholders)
- Eternal optimism and resilience in the face of challenges
- The ability to remain calm under pressure or in stressful situations

In addition, the DHSD will need:

Essential:

- A degree or equivalent level qualification
- A professional teaching qualification
- A minimum of 5 years post qualification experience
- Experience in at least one significant leadership role
- A track record of success in leadership in schools
- Excellent IT skills including Word, Excel and database experience

Desirable:

- Leadership roles in a range of areas of School life
- A leadership or management qualification
- Experience of leading change management projects

Recruitment Process

Process

Candidates should download the Application Form from the School website and also send a letter addressed to the Headmistress, Mrs Rebecca Tear, highlighting their interests in and experience for the role, in no more than 2 sides of A4.

Timetable

Deadline for application: 9.00am on Monday 12 November 2018

Candidates will be notified by no later than 14 November 2018 whether they will be invited to interview.

All applications to be sent to the HR Manager: hr@badmintonschool.co.uk

References will not be taken up until a candidate has been notified of this.

First round interviews: **Thursday 22 November 2018**

Second round interviews: **Friday 23 November 2018**

Safeguarding

Badminton School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. All staff have a responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and are required to adhere to the School's Safeguarding Policy and related procedures. 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 School, he or she must report any concerns to the Designated Safeguarding Lead or other appropriate person as set out in the Policy.