



Old Palace of John Whitgift School



Deputy Head Application Pack Spring 2020

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Nursery and Pre School

Melville Avenue, South Croydon, CR2 7YN
t: 020 8688 2027

Preparatory

Melville Avenue, South Croydon, CR2 7YN
t: 020 8688 2027

Seniors

Old Palace Road, Croydon, CR0 1AX
t: 020 8688 2027

Sixth Form

Old Palace Road, Croydon, CR0 1AX
t: 020 8688 2027

**Old Palace of
John Whitgift School**

Independent Girls' School

Nursery to Sixth Form

Mrs Jane Burton, Head

schooloffice@oldpalace.croydon.sch.uk

www.oldpalace.croydon.sch.uk

March 2020

Dear applicant,

Thank you for your interest in the position of Deputy Head at Old Palace School of John Whitgift, Croydon. The post has become available following a recent restructure of the Senior Leadership Team to support the School in delivering its strategic aims.

Old Palace is a successful girls' independent school and provides an excellent education for girls aged 1 to 18 across our Senior and Prep School sites. I was appointed as the Head of Old Palace in September 2019 and so I am very much looking forward to appointing another Deputy Head at the Senior School who can work alongside me and the rest of the senior leadership team to deliver the ambitious strategy for the next stage of the school's history and secure Old Palace as the leading provider of girls' education in the local area. This is an exciting time to be joining the team.

In this pack you will find information about Old Palace, the John Whitgift Foundation and the requirements for the role. Additional information on the school can also be found on our website <https://www.oldpalace.croydon.sch.uk>

I hope that after reading this information you will be interested in applying for the post of Deputy Head at Old Palace and I very much look forward to receiving your application.

Jane Burton

Head



part of the
**john
whitgift
foundation**

Registered Charity No. 312612

Finis Coronat Opus

Pro Ecclesia Dei

Introduction to Old Palace School



Old Palace is a very special, unique and stimulating environment for both students and colleagues alike. We have high expectations for every student at Old Palace who enjoy a first class, academic education and are able to experience a wealth of opportunities to enable them to develop as an individual through an outstanding extra-curricular and enrichment provision. We are very proud of the wide range of different clubs, activities, trips and events that the school provides across a whole range of areas including music, sport, dance, drama and so much more.

We have two sites; our Prep School is based in South Croydon (and includes Nursery provision from age 1) and our Senior School in Central Croydon. The Deputy Head position will be based at the Senior school but there will be opportunities to work collaboratively across both sites. The Senior School has the unique benefit of Grade 1 historical buildings coupled with modern teaching facilities and specialist spaces. It is well worth looking at the history of the school on our website.

In total we have around 650 students at Old Palace, with around 470 of these at the Senior School including just under 100 in the Sixth Form. The main points of entry to the school are at Reception, Year 7 and then again at Year 12. At the Senior School we have four forms of entry in each year group from Years 7-11. These are grouped around our House which are named after four Archbishops of Canterbury; Anselm, Hatton, Laud and Stafford.

Old Palace encourages and nurtures the special qualities of each and every individual entrusted to the school. The superb pastoral care is one of our foundations and ensures that every student is well supported as they move through the school. Our aim is that our students leave us as capable, confident and connected individuals ready to be successful in their future lives.

The Old Palace community is vibrant and diverse. We are a multi- cultural and multi-faith school united by common values and high expectations. As part of the John Whitgift Foundation we benefit from a generous bursary scheme which allows us to offer places to bright girls who otherwise would not be able to access independent education.

The academic strength of the school is reflected in the public exam results. Old Palace has high level of attainment and progress at both GCSE and A level. The 2019 Sunday Times Parent Power rankings saw the school ranked as the highest girls' independent school in the local area. When students leave us they go on to well-regarded universities including Oxford and Cambridge.

The John Whitgift Foundation



There are three schools in the John Whitgift Foundation: Old Palace, Trinity and Whitgift. The foundation provides support to Old Palace in a variety of ways and being part of a family of high performing schools brings many benefits in terms of collaboration and staff development opportunities.

The Foundation also supports the schools through its generous means tested bursary scheme where around 48% of students benefit from fee assistance, which is demonstrated at Old Palace by the diverse

student community representing all backgrounds and faiths.

All staff at Old Palace are employed by the John Whitgift Foundation and receive a number of benefits including fee discounts for any child accepted into one of its schools.

The Leadership Team

The Head currently enjoys the support of a Deputy Head and two Assistant Heads (based at the Senior School) and a Head of the Prep School. The recent restructure of the team has added an additional Deputy Head post.

The Leadership Team meet weekly to discuss both strategic and operational issues and in addition, each member of the team regularly meets with the Head on an individual basis. Members of the leadership team are also involved in various governors meetings and have a teaching load commensurate with their role.



Governance at Old Palace

The Court of the John Whitgift Foundation are the over-arching governing body for the school. They delegate powers to the Old Palace School Committee who carry out their duties as governors providing both support and challenge to the Head and the senior leadership team.

The School Committee meets termly as do the two sub-committees (Education & Welfare and Finance & Premises). A Deputy Head would be required to attend and play a full part in both the Education & Welfare sub-committee and the School Committee.

The Deputy Head role

The successful candidate will be joining Old Palace at an exciting time. The post holder will play a key role, alongside the Head of Old Palace, the rest of the senior leadership team and the governors in shaping the future of the School. The ability to be rise to challenges, embrace change, be innovative alongside remaining resilient and flexible will be essential. Alongside this, a sense of humour is a much-valued quality in our team!



The Deputy Head will value the support and challenge of the Head of Old Palace in their role along with further support from the governors and the John Whitgift Foundation. In addition, they will benefit from the collaborative working with the other members of the senior leadership team across both sites.

Finally, Old Palace is committed to ensuring that the Deputy Head will be supported in their development needs to allow them to shape their career as necessary.

Purpose of the role

The primary responsibility of the Deputy Head is to support the Head and work with the rest of the leadership team in providing an excellent standard of education for all students at Old Palace.

To achieve this, the successful candidate must be an excellent classroom practitioner with the ability to lead people with emotional intelligence, energy and integrity. The Deputy Head will also reflect the values and strategic vision of Old Palace through their own practice and decision making and will uphold and set the highest professional standards across the school community.

The ability to encourage and support innovation, project manage a range of initiatives alongside upholding academic and pastoral excellence across the school are all essential characteristics of this role.

The responsibilities allocated to the Deputy Head role will need to be flexible over time, to meet the needs of the school. We are currently planning that this Deputy Head role will include strategic responsibility for:

- Teaching and Learning across the Senior School
- The development of the Sixth Form
- Curriculum planning and development across the Senior School
- The development of an outreach/partnership programme with local schools



In addition, the Deputy Head will be responsible for:

- the educational performance and provision across range of departments or year groups
- the staff performance and development in those areas
- certain events and activities across the school
- reporting to governors as required

Person Specification

The following criteria will be used when assessing the suitability of applicants:

Essential: without which candidates will be rejected

Desirable: useful for choosing between two strong candidates

Essential	Desirable	Evidenced by
Qualifications		
Good Honours degree, Qualified Teacher Status	Relevant Further Degree or professional studies	Application form
Experience		
Track record of successful whole-school leadership experience at Assistant Head level or equivalent in the independent and/or state sectors	Experience leading sixth form provision	Application form Interview process References
Proven track record of raising and sustaining high standards of student achievement	Experience of developing a successful outreach programme	
Leadership in developing pedagogy and using innovative approaches to develop teaching and learning		
Experience of managing a self-evaluation process of a school/department		
Knowledge, skills and abilities		
Demonstrable ability to establish a development plan and to lead, motivate and develop staff to ensure it is achieved	Experience of the ISI inspection framework	
Effective communication skills, both written and verbal, with a		

<p>wide range of internal and external audiences</p> <p>Ability to analyse student performance data to set effective targets and plan effective intervention in order to ensure students make strong progress</p> <p>Ability to hold others to account for their performance and accountability for student outcomes</p> <p>Ability to work effectively as part of a wider team and with governors, staff, parents, students and others in the local community</p> <p>Ability to give and receive effective feedback in order to improve performance</p> <p>Personal enthusiasm for, and commitment to, the learning process supporting research and debate about effective learning and teaching</p> <p>Commitment to the academic, social, emotional and cultural development of all students including their understanding of British values</p> <p>Ability to recognise and take account of the diversity of the school community</p> <p>Understanding of the current pedagogical and political developments in UK education</p> <p>Comprehensive understanding of the principles of effective safeguarding and commitment to developing a safe, secure and healthy school environment</p>	<p>Experience of school timetabling</p>	<p>Application form</p> <p>Interview process</p> <p>References</p>
Personal qualities		
<p>Possesses a passion for educating young people</p> <p>Able to form and maintain highly effective working relationships</p> <p>Excited by working as part of the larger Old Palace school community and motivated by working collaboratively with the Head and the rest of the leadership team.</p> <p>Committed to the principles of independent and single sex</p>	<p>Ambitious- wants to be a Head</p>	

<p>education</p> <p>Demonstrates high levels of emotional intelligence</p> <p>Possesses personal presence and impact</p> <p>Able to inspire and motivate staff and students and retain the trust of parents</p> <p>Able to show sensitivity and flexibility as circumstances demand</p> <p>Resilient and able to work under pressure when faced with complex and demanding situations</p> <p>Willing to be involved in all aspects of school life including outside of normal school hours and days and is adaptable to meet the needs of the school.</p> <p>Demonstrates a portfolio of professional development to date and is ambitious for their future career development</p> <p>Excellent and unequivocal references</p>		<p>Application form</p> <p>Interview process</p> <p>References</p>
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Notes to Applicants

Safeguarding

Old Palace School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Candidates are expected to demonstrate a sound understanding of leadership of, and contribution to, a safeguarding environment.

The successful candidate will be required to undergo an enhanced DBS with barred list check followed by safeguarding training as part of their induction.

Your application:

If you would like to apply for the position of Deputy Head at Old Palace, please apply online at:

[Vacancies - Old Palace](#)

In addition, please include a covering letter (no more than three pages of A4, font size 11) which fully addresses the competencies needed for the post and the person specification and outlines why you are keen to secure this position and join Old Palace. Please email the letter to jthomas@oldpalace.croydon.sch.uk

If you are shortlisted, we will take up references prior to your interview unless otherwise specified.

Timescales

Closing date: Monday 23 March 2020 by 9am
Shortlisting: Monday 23 March 2020
First Interviews: Friday 27 March 2020
Final Interviews Thursday 2 April 2020

School visit

Visits to Old Palace are by appointment only and can be arranged during the week commencing 16 March 2020. Please contact the Head's PA, Jane Thomas
jthomas@oldpalace.croydon.sch.uk to arrange.

Contact Details

Further enquiries about this position or application process are welcome.

Please contact:

Jane Thomas

Head's PA

jthomas@oldpalace.croydon.sch.uk

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Old Palace Road

Croydon

CRO 1AX