

North London Collegiate School



Founded 1850

Deputy Head (Pastoral)
Further Particulars

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 First and Junior 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 new 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 10 modern science laboratories and a network of computers. 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 a separate First and Junior School and a Medical Centre housing the School's doctor, nurse and counsellor.

THE SENIOR TEAM

The Senior Team is chaired by the Headmistress and currently includes the two Deputy Heads (one who is responsible for pastoral and personnel matters and one who is responsible for academic matters). Also part of the team are the Head of the Junior School, the Chief Operating Officer, the Director of Studies and Administration. The Assistant Heads and the Directors of Marketing and Development attend some meetings as required.

The team meets on a daily basis, is committed to strategic management, and acts as an advisory group for the Headmistress on all matters of whole school policy. It formulates the annual strategic plan and the budget and, after this has been agreed by governors, implements, monitors and evaluates the work of the school.

THE ROLE OF DEPUTY HEAD (PASTORAL) AT NORTH LONDON COLLEGIATE SCHOOL

Deputy Heads work as members of the Senior Team and take a key role in strategic planning, monitoring and evaluation as well as in the day to day life of this large and vibrant school community. Many duties involve extensive delegated authority. Deputy Heads are expected to be flexible in approach; willingness to undertake job rotation with each other should needs change and opportunities arise is important. Deputy Heads at North London Collegiate School frequently move on to Headships in other local, national or international schools.

The School has a policy of involving staff in decision-making and Deputies chair regular staff committees as well as ad hoc working groups when appropriate. The successful candidate will therefore need to demonstrate excellent communicative and collaborative skills. Deputy Heads share a number of general leadership responsibilities with the Headmistress: assemblies, a commitment to the Parents' Guild and the Old North Londoners' association, attendance at evening and weekend functions, parents' and governors' meetings and an involvement in staff appointments and promotions, franchising and external relationships.

In addition to these general responsibilities, the Deputy Head (Pastoral) will act as Designated Safeguarding Lead in the Senior School, working in conjunction with the DSL in the Junior School. The Pastoral Deputy will also chair and lead the pastoral leadership team, comprising the Heads of Sixth Form, Upper School and Middle School. The Deputy Head (Pastoral) also takes the lead in personnel matters for the staff, including arrangements for teacher exchanges and sabbatical opportunities. In addition to these duties, the Deputy Head (Pastoral) oversees the smooth running of the school community on a day to day basis, assigning duties, coordinating Assemblies and other school events such as taster mornings and afternoons and has oversight of admissions. The role is challenging, rewarding and varied.

The successful candidate for this position will be able to demonstrate strong leadership, team building and communication skills, a high level of organisational and interpersonal skills, be committed to maintaining the nurturing and supportive ethos of the school, and be an enthusiastic, caring and positive role model within the school community.

EXTERNAL 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 a partner school, North London Collegiate School, Jeju (in South Korea), staff in the UK have opportunities to be involved in monitoring visits to South Korea, and to be involved in the recruitment and training of their staff; similar opportunities are likely to exist for our second partner school which opened in Dubai in September 2017. A number of exchange opportunities are available to staff, both to Dubai and Korea, as well as to partner schools in the USA and Australia.

TERMS AND CONDITIONS

North London Collegiate School has its own salary scale: for this post remuneration is currently between £88,506 and £97,694 per annum, according to experience. A salary review is conducted annually.

The Deputy Head is entitled to free membership of the School's BUPA Health Scheme.

APPLICATIONS

Application should be made in writing to the Headmistress 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.

North London Collegiate School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to apply successfully to the Disclosure and Barring Service for an Enhanced Disclosure.

Applications close at 9.30am on Friday 27th October. Interviews will take place in the week beginning 30th October.

NORTH LONDON COLLEGIATE SCHOOL

DEPUTY HEAD

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 development in curriculum and examinations
- 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 Senior 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
- 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