



St Christopher's School

Job description

Job purpose: The Deputy Head (Strategy and Operations) will support the Head in the development and implementation of the school strategy, to ensure all pupils have the best possible care, have access to a broad, creative and balanced curriculum and co-curriculum and achieve the highest standards, in line with the ethos of the school. They will deputise and manage the school in the absence of the Head.

Accountable to: The Head

Accountable for:

- Contributing to the school's vision and assisting the Head in translating this vision into agreed objectives
- Overseeing the operations of the day-to-day life of the school
- Ensuring that the school is compliant with all regulatory updates and changes and fully prepared for ISI inspections
- Managing the School Development Plan and SEF, and supporting and mentoring colleagues in their use of focussed improvement plans
- Leading on staff wellbeing and professional development of the teaching staff, including new staff induction, NQTs and teacher training processes
- Developing and managing the school's co-curriculum, including trips (with the Educational Visits Coordinator), clubs and Houses
- Developing our Bursary programme
- Taking the lead on our outward facing activity, including external partnerships, liaison and projects with alumnae, parent workshops, participation in research
- Line managing some teaching staff, and taking responsibility for leading Subject Leads
- Deputising for the Head, as required

1. Policy / Strategic Direction & Development

- Assist the SLT in establishing policies for achieving the school's short and long-term strategy and agreed objectives
- Keep abreast of educational developments in the independent and state education systems and possess a thorough and up-to-date working knowledge of the Independent Schools Inspectorate requirements

- Model tactical and innovative approaches to school improvement leadership
- Promote a culture of inclusion within the school community where all views are valued and considered
- Work with the Head to ensure the school and the people and resources within it (including the school's systems, organisation and processes) are organised and managed to provide a modern, efficient, effective and safe working and learning environment, based on rigorous self-evaluation
- Work with the SLT to deliver an appropriate and forward-thinking programme of professional development for teaching staff, supporting high-quality teaching and learning
- Support the Head in establishing vision for capital projects
- Report to Governors at least termly and attend Governors meetings as required

2. Leadership and management of others

- Lead by example, providing inspiration and motivation, and embody for the pupils, staff, governors, parents and the wider community the vision, purpose and leadership of the school
- Assist the Head in the daily operational management of the school
- Take responsibility for the school's daily structure and to liaise closely with the Deputy Head Academic who has responsibility for the timetable
- Oversee and manage the school assembly programme, leading assemblies on a regular basis
- Support the Registrar and Upper Key Stage Two coordinator in 11+ administration
- Deploy people and resources efficiently and effectively i.e., staff absence, deployment of TAs and supply staff
- Take responsibility for the day-to-day management of designated staff, including the professional review and development process
- Oversee and line manage the Educational Visits Coordinator
- Oversee staff wellbeing and development
- Keep the school handbook and school procedures up to date
- Oversee staff INSETs, as well as the arrangements for the beginnings and ends of every term
- Act as a source of mutual support for the Head and the SLT, as well as act as a key and visible point of contact for pupils, staff and parents
- Lead staff appraisal and support the SLT in coaching staff
- Assist the Head in identifying individual staff and school training needs, including induction, and arranging for them to be met
- Develop the co-curricular offer to pupils
- Support the Deputy Head Pastoral and the Deputy Head Academic with disciplinary matters

3. Teaching and Learning

- Be a lead practitioner in creative and effective approaches to teaching and learning
- Undertake an appropriate timetable of teaching in accordance with the duties of a standard scale teacher as outlined in the general job description
- Assist with the recruitment process to ensure the school appoints staff of a high calibre who will promote the high standards of teaching expected throughout the school

4. Communications, marketing and external links

- Help develop and support the school's marketing strategies to ensure its attractiveness in the wider market and secure optimum pupil numbers
- Assist the Head to develop amongst staff an outward perspective and personal commitment to the promotion of the school
- Support effective communication links between staff (including staff news and notices), parents (including newsletter and parent handbook), pupils and the wider community
- Liaise with and be a member of FOSC committee (Friends of St Christopher's)
- Work with the school secretary to devise the school calendar and work with the Deputy Head Pastoral, the Deputy Head Academic and the Director of Music to organise school events, including parent events and musical services
- Organise and share in the supervisory responsibilities in morning/after school care as required by the Head
- Oversee the arrangement of Open Events
- Develop our Bursary programme
- Take a leading role in the development of outreach, charities and partnerships

5. Management of resources

- Manage daily staff cover and duty rotas, including teaching assistants
- Assist the Head in identifying future resourcing needs and aspirations for the School for consideration in the school budget planning process

6. General requirements

All school staff are expected to:

- Work towards and support the school vision and the current school objectives outlined in the School Strategic Plan
- Contribute to the school's programme of co-curricular activities
- Share in the supervisory responsibilities in morning/after school care
- Support and contribute to the school's responsibility for safeguarding pupils, working within the child protection Safeguarding Policy at all times
- Sit on the Health and Safety Committee and work within the school's Health and Safety Policy to ensure a safe working environment for staff, pupils and visitors

- Work within the school's Equal Opportunities Policy for all pupils and staff, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues
- Engage actively in the appraisal process

Review and amendment:

The job description should be seen as enabling rather than restrictive and will be subject to regular review

This leadership role carries a substantial timetable allowance

PERSON SPECIFICATIONS

SELECTION CRITERIA	ESSENTIAL	DESIRABLE
Qualifications /sttainment	<ul style="list-style-type: none"> • Degree • QTS or equivalent • Evidence of recent appropriate in-service training and professional development 	
Experience	<ul style="list-style-type: none"> • Successful and demonstrable experience of leadership, strategy and management • Successful teaching experience in more than one Key Stage/phase • Experience of providing school-based INSET • Range of curricular responsibilities • Experience of providing pastoral care for pupils and for staff 	<ul style="list-style-type: none"> • Some experience of strategic planning or of curriculum evaluation • Timetabling or cover arrangement experience • 11+ admissions process
Professional skills	<ul style="list-style-type: none"> • Outstanding interpersonal and communication skills (verbal and written); able to engender a positive team spirit and to gain the trust and confidence of all staff • Effective leader, able to innovate, inspire, imagine and rally people around them • Ability to speak their mind clearly and with integrity • Ability to be firm, fair and decisive and a good listener • Ability to work effectively as a key member of a leadership team 	

	<ul style="list-style-type: none"> • Strong analytical and problem-solving skills, combined with a proactive approach to change management • Strong organisational and administrative skills • Ability to interpret and produce data in a variety of forms • Ability to think strategically and to see through complex strategies from concept to conclusion • Track record of working with stakeholders and external agencies at senior levels • Sufficient numeracy to interpret statistical data and manage budgets 	
Professional knowledge	<ul style="list-style-type: none"> • Excellent classroom practitioner with a sound understanding of child development and principles and practice of primary education • An awareness of recent important national education developments • Evidence of inspirational and successful school-based innovation • Understanding of Safeguarding procedures • Working knowledge and understanding of the role in ICT to enable innovative and effective approaches to learning and teaching • Understanding of ISI regulatory requirements framework and knowledge of the inspection process 	<ul style="list-style-type: none"> • Working curriculum knowledge of all Key Stages in the Primary phase
Attitude/ approach	<ul style="list-style-type: none"> • A sensitivity to the needs of children • Personal integrity, honesty, energy, stamina, enthusiasm • A willingness to give generously of their time to support the girls on their educational journey • Commitment to personal development and lifelong learning • Approachable, a good listener and empathetic • Ability to remain calm under pressure • Clear-sighted, determined, positive, results orientated • Proven skills of flexibility and adaptability 	

