

THE APPOINTMENT OF DEPUTY HEAD (From August 2020)

Introduction



Harrow Shanghai is seeking a well-qualified, energetic, inspiring and committed individual to fulfil the role of Deputy Head (whole-school) from August 2020. The successful candidate will find the responsibilities within the role an ideal grounding for promotion to headship in time and he/she will be given every opportunity to make a lasting and very positive legacy in a school that enjoys a prestigious reputation. The successful candidate will play a central role in both the strategic planning and the ongoing development of the School for the benefit of current and future pupils.

The role is well-suited to candidates who have gained educational leadership experience in the UK and/or overseas. This may have come about within pastoral care roles (e.g. boarding care, Head of Year, Head of Sixth Form etc.), and/or within managerial and teaching and learning positions (e.g. Head of Primary, Head of Senior School, Director of Studies, Deputy Head). The specifics of the job description will ultimately therefore be adapted to ensure the impact of the successful candidate's strengths, experience and interests is maximised.

Background

Opened in 2016 by HRH Prince Edward, Harrow Shanghai is the fourth overseas sister-school branch of the world-famous London institution. The others are located in Bangkok, Beijing and Hong Kong. The School accommodates children from 18 months to 18 years and follows the EYFS Framework, English National Curriculum and (I)GCSE and A Level programmes. The School is divided into four phases: Early Years, Pre-prep (Years 1 to 4), Prep (Years 5 to 8) and Senior School (Shells to Upper Sixth).



The School enjoys excellent facilities, a committed and loyal staff, bright and hardworking pupils, all within a spacious purpose-built site just 35 minutes' drive from the centre of one of the most vibrant, dynamic and cosmopolitan cities in the world. Aside from the main teaching areas, facilities include a newly created astroturf pitch, playing fields, dedicated performing arts facilities and a competition-standard pool. The School will soon be in a position to gain access to a regular watersports programme through the creation of a lake close-by to the School site.

The vibrant city of Shanghai is a fabulously exciting and rewarding place to live and work. Superb cuisine, culture, travel and sport are all readily on-hand in this high-octane, 21st century, international hub. Families, married couples and single staff all enjoy a lifestyle that would be simply unobtainable in the UK, and most other countries globally.



The School has now put down firm foundations and has a strong reputation not only in Shanghai and China, but across Asia and beyond. It works closely with its sister schools – and most especially with London – in order to ensure it delivers on the excellence parents can expect from a Harrow School. Public examination results are outstanding and leavers have already gone on to take up places at the world's most prestigious universities (including many Russell Group universities and Oxbridge). 54% of all A Levels taken in 2019 were graded A*/A, with 83% A* to B. Outcomes at (I)GCSE are no less impressive.



As one would expect from a Harrow School, our extra-curricular, leadership and service programmes, and expeditions, play a central role in everyday life and our parents fully recognise the importance of a holistic, and 'character building' education which has been synonymous with Harrow for almost 450 years.

The Role

The College is seeking to appoint an ambitious, engaging and influential Deputy Head with proven leadership, management and communication skills, and the commitment and ability to ensure the School continues to deliver on its mission and ambitious aims.

Aside from deputising for the Head Master in his absence, the broad responsibilities of the Deputy Head at present include the following (although these may well be adapted according to the successful candidate's experience, strengths and skills):

- Strategic Planning
- Direct Line-management of: Director of Studies, Senior Housemaster, Heads of Prep, Pre-prep and Early Years, Director of Co-curricular
- Academic Progress and Pastoral Care
- Inspection Readiness and Compliance
- Daily Management of Staff
- Teaching and Co-curricular Involvement
- Administrative Duties and Events



Strategic Planning

- The Deputy Head is a member of the School's Senior Leadership Team made up of the Head Master, Deputy Head, Director of Studies, Head of the Prep, Head of Pre-prep, Head of Early Years and Head of Operations. As such, he/she will contribute greatly to the strategic planning of the educational experience offered by the School to ensure improvements are constantly brought about for all stakeholders.

- The Deputy Head contributes regularly to the Board of Governors meetings through the creation of papers and reviews. He/She also meets regularly with a number of the governors as part of their desire to understand School life and the Harrow Shanghai experience as fully as possible
- The Deputy Head has a direct input into the School's Development Plan, action plans and performance reviews.

Academic Progress and Pastoral Care

The Deputy Head line-manages a team of pastoral and academic leaders: the Heads of Phases, the Senior Housemaster and the Director of Studies. The main pastoral duties will include:

- To act as the School's Designated Safeguarding Lead and ensure that the School is compliant with all legislation on child protection matters
- To liaise with the Head Master, nominated governor for child protection, pastoral teams and local agencies as appropriate over safeguarding and child protection matters
- To ensure regular Child Protection training for all staff, to maintain CP records and ensure safeguarding policies are understood and followed correctly at all times
- To ensure relevant safeguarding information is disseminated appropriately regarding new pupils and that records are transferred correctly on the departure of pupils
- To ensure the highest standards of care are delivered to all pupils at all times and that School policies are followed correctly
- To ensure all rewards and sanctions are recorded appropriately and that patterns and trends are identified and tackled early
- To ensure pupils demonstrate the highest standards of behaviour, discipline and dress at all times expected of a Harrow School
- To oversee the promotion of, and framework for, 'pupil voice'
- To attend, occasionally, the pupils' School Council meetings and act upon concerns appropriately
- To monitor and support the performance of tutors
- To regularly contribute to the assembly programme
- To assist in the appointment of monitors and develop leadership opportunities for all pupils
- Alongside the Medical Centre staff and Director of Student Services, to ensure all staff are aware of important pupil Individual Health and Educational Plans



Inspection Readiness and Compliance

Working in tandem with other members of the SLT, the Deputy Head will take the lead in ensuring the School meets all of the Independent Schools' Inspectorate British Schools Overseas Standards and the framework of expectations for a Harrow School, as dictated by Harrow International Schools Limited. This will involve:

- To contribute to the creation, reviewing and updating of all policies
- To lead on the creation of the School's annual self-evaluation document
- To lead on annual compliance reviews
- To maintain an ongoing compliance audit

- To ensure all required documents and data are correctly available to staff, parents and governors
- To act as the School's Health and Safety Coordinator and sit upon the H and S Committee

Management of Staff

The Deputy Head is responsible for the day-to-day management of the Common Room staff members. As such the post-holder will be expected:

- To ensure all staff adhere to the Staff Code of Conduct at all times
- To ensure staff set high expectations for pupils and deal appropriately with behavioural matters
- To be available regularly to advise and assist staff with matters involving parents, pupils or colleagues
- Alongside other SLT members, to contribute to the School's performance management processes
- To mentor staff, arrange, coordinate and contribute to appraisals and the School's Continuous Professional Development Programme
- To manage capability and disciplinary proceedings in consultation with the Head Master
- To oversee the co-curricular commitment levels of all staff members and line-manage the Director of Co-curricular Activities
- To ensure staff supervision duties are carried out appropriately and correctly
- To oversee the arrangements of induction processes for new staff



Teaching and Co-curricular Involvement

The Deputy Head is expected to lead by example in terms of providing strong role-modelling for teaching and learning of the highest quality as a classroom practitioner. He/She can expect a timetable of around 10-20% of the usual full-time allocation. All candidates will be considered, whatever their subject specialisms.

The post-holder will also:

- Through line-manage of the Heads of Phase and Director of Studies oversee curriculum development, timetable planning, resource allocation, CPD needs etc.
- Contribute regularly to the School's teaching and learning quality assurance measures
- Be committed to on-going professional development and be prepared to lead in-house development sessions for staff
- Contribute regularly to the School's co-curricular programme during the week, at weekends and occasionally during the holidays



Administrative Duties and Events

The Deputy Head will lead on ensuring the School terms are well-planned and run smoothly. In the main this will involve:

- Chairing a Calendar Planning Committee
- Liaising closely with the Head of Operations and support staff team
- Line-managing the Director of Co-curricular
- Managing and overseeing the School Calendar and ensuring events are coordinated, managed and timetabled appropriately
- In consultation with the Head Master, setting and publicising the annual term dates
- Arranging all INSET programmes
- Assisting with marketing duties in connection with pupil recruitment
- Assisting with the recruitment of new staff
- Contributing regularly to School publications
- Assisting in the delivery of parents' workshops and information evenings
- Leading on the organisation of the School's Prize Giving event and other major occasions

Salary, Package and Terms



The successful candidate can expect to receive a generous salary commensurate with the important status of the position, including a substantial performance-related bonus. Accommodation will be provided and a relocation allowance will be paid. Annual flight allowances and full family medical insurance are also included.

Up to two children of the post-holder will be eligible for a 100% remission on fees for a Harrow education across all phases of the School, subject to the College's usual admissions policy. Any further children enrolled will receive a 50% remission.

The post-holder will have use of mobile devices (e.g. Macbook) to assist them with carrying out their duties. All meals may be taken in the College during term time at no charge. By the nature of the role, the post-holder is expected to have a regular presence at events that may take place in the evenings and at weekends.

Person Specification

The successful candidate is likely to be able to demonstrate a high number of the following:

Skills:

- Excellent interpersonal and communication skills including the ability to relate well to people on all levels, to resolve conflicts in a sensitive manner, to encourage and to motivate
- An ability to work effectively as a member of a leadership team, to show initiative and imagination, to have vision and the ability to inspire others
- First class organisational and administrative skills, with the ability to remain calm under pressure and work to tight deadlines
- Strong analytical and problem-solving skills, combined with a solution-focused, proactive and positive approach to change management
- An ability to see through complex strategies from concept to conclusion
- An ability to maintain a high work rate and to juggle a range of tasks and competing priorities
- Excellent IT skills
- Sufficient numeracy skills to interpret statistical data
- An acute eye for detail



Personal Attributes:

- Personal integrity, selflessness, honesty, energy, stamina, enthusiasm, dedication and a sense of humour
- A willingness to give generously of their time to support Harrow events and activities
- Excellent interpersonal and communication skills, showing diplomacy and sensitivity when necessary, and confidentiality at all times
- A 'can-do' attitude and high levels of resilience which rub off on others around them
- A true enjoyment of working with, and being in the company of, children
- A commitment to personal development and lifelong learning
- Effectiveness and energy in investigating and implementing positive change
- A willingness to "roll up one's sleeves" to get the job done
- Unwavering high standards and a desire to constantly improve oneself, others and the School



Application Process

Applicants should complete and submit the online Harrow Recruitment application form by the **closing date of Friday 25 October**.

Initial conversations via Skype are expected to take place during the first week in November. Long list interviews will take place at Harrow School (London) during the week beginning 25 November. The short list process will be conducted at Harrow Shanghai during the week beginning 9 December.



Harrow School Shanghai is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening including checks with past employers, prohibition orders, criminal background checks and an enhanced DBS check.