



# SILCOATES

Independent education for boys and girls aged 3-18

## HEAD OF JUNIOR SCHOOL for September 2020

### CANDIDATE INFORMATION PACK



## **From The Headmaster**



Thank you for your interest in this post.

I have been the Head of Silcoates since September 2017, having been Deputy Head (Academic) at Reading Blue Coat School and, before that, Head of History and Politics at Highgate School, Head of History at Colston's Girls' School and a History and Politics teacher at Whitgift School. I have progressed in my career through moving schools. I therefore know from first hand that applying for – and getting – leadership posts is not easy and so I would like to thank you in advance for the time and effort it will take to complete an application.

Silcoates is a lovely community to be part of, with friendly, dedicated staff and able, enthusiastic and courteous pupils. The information on the School within this pack and on our website will hopefully give you more of a flavour of this.

The Head of Junior School is a key figure within the SLT, which comprises the Headmaster, the Deputy Head (Academic), the Deputy Head (Pastoral), the Head of Junior School, the Director of Admissions and Marketing and the Bursar. We are a tight-knit team, who work closely together to formulate strategy and plan for the future for the School in the short- and long-term. Each member has a clear role and responsibility for a major area of school life, ensuring that there is transparency and accountability but I hope that each person will possess enough autonomy for them to innovate and implement new ideas within their remit. That said, I also believe passionately in teamwork and feel that the SLT works in a collegiate fashion under my leadership.

The Person Specification will hopefully give you a clear idea as to the qualities we are looking for in the successful candidate. I have certainly benefitted a great deal from the range of experience I have had to date; someone who has knowledge of a variety of roles and schools will therefore be at an advantage. I also consider flexibility to be key, with the ability to adapt to a variety of roles and requirements. I value highly people who are able to finish the job in hand: successful school leadership requires not just an ability to devise solutions to problems but also an ability to deliver change – and then to re-deliver if at first it does not succeed. Lastly, personal qualities will be an important consideration. Being on the SLT is a great deal of fun but it can be tough at times and so an ability to be honest within the team, and to seek or offer help where it is needed, will be vital.

I would also strongly encourage those from outside the immediate area to apply. Having moved around the country quite a bit, I have been struck by the friendliness of the Wakefield area. It is also very affordable, particularly in terms of housing costs, and Silcoates offers generous fee remission for children of staff who attend.

I hope that you are excited by this opportunity at Silcoates and that, having read the information below, you are encouraged to apply. I appreciate that this could be a big step for you, both personally and professionally, and so do please get in contact with me via my PA, Carol Woodhead – at [carolwoodhead@silcoates.org.uk](mailto:carolwoodhead@silcoates.org.uk) – so that we can have an informal conversation on the telephone if you would wish. Please also get in touch if you would like to arrange a visit prior to applying.

With best wishes,

A handwritten signature in black ink, appearing to read 'Philip Rowe'.

Philip Rowe  
Headmaster



## **OVERVIEW OF SILCOATES SCHOOL**

Silcoates is a co-educational 3 to 18 school of 510 pupils, which seeks to bring out the very best in every pupil through instilling in them a love of learning and a willingness to seize every opportunity they are given. The School is located five minutes from Junction 41 of the M1 motorway and ten minutes from Junction 30 of the M62 motorway. A daily coach service, covering six routes, is provided for pupils living slightly further afield.

The School underwent a regulatory compliance inspection in October 2019 and was found to be compliant in every category, there being no recommendations or action points for us to consider. The Pre-School was also inspected by the National Day Nurseries Association in September 2019 and was given the Platinum Award due to the excellence of its provision.

Whilst many of our pupils begin their life at Silcoates in the Junior School, others join aged 11 and 16 (and at many points in-between!). This continuity serves to embed the skills and qualities that make our pupils enthusiastic and effective learners. It also ensures that they develop strong and life-long friendships with their peers. New pupils to the School are given an especially warm welcome and they soon feel valued members of our community.

Whilst we are academically selective, the pupils have a broad range of abilities and needs and thus we have a curriculum that becomes increasingly flexible as pupils develop their own strengths and aptitudes. The most academic will succeed at Silcoates. Students have been accepted at Cambridge, Durham and other Russell Group Universities, as all our pupils are given the opportunity to fulfil, or even exceed, their academic potential.

The breadth and variety of our curriculum is matched by the range of activities on offer outside the classroom. Having all the School on one site enables the pupils in the Junior School to benefit from the vast array of facilities on offer, from the all-weather playing surface to the indoor swimming pool to the fully-equipped Drama Studio. In the Senior School, pupils are given numerous opportunities to get involved, both within and outside the curriculum.

Sport and exercise are important features of life at Silcoates. Boys are introduced to our core sports of rugby, hockey and cricket in the Junior School and, due to our size, most have the opportunity to play for the School throughout their career. Recent tours have included the US and Canada, Italy and South Africa. We passionately believe that sport is for all and so alternative options are available, such as basketball, tennis and badminton, with the emphasis being as much on participation and development as on achievement.

All pupils are given every encouragement to express themselves in the full range of artistic activities. This is certainly in evidence in the Junior School, where the children have the chance to sing, paint and perform on an almost daily basis. Pupils throughout the school have the opportunity to excel in Art and are also able to study Photography at A Level. Music is thriving, not least due to our modern and well-equipped specialist facility. Drama is thriving: recent productions have included 'Alice in Wonderland' and 'Grease'.



Pupils of all ages have the opportunity to push themselves way beyond their comfort zones through going on trips and expeditions abroad. The Duke of Edinburgh's Award Scheme is very well established at the School and several pupils achieve Gold every year. 'Grit' and determination are also evident on our biennial expedition to Tanzania, when senior pupils have the opportunity to participate in the life of a rural village, whether that be through refurbishing a school or educating the children. Such activities are life-changing and many pupils look back on them as one of their highlights of their time at Silcoates.

The principal accolade that many parents and former parents afford the School is that it is a warm and welcoming community and that their children make friendships here that last them a lifetime. It is certainly true that there is not one 'type' of Silcoatian and that the School endeavours whenever possible to focus on an individual's needs, whether they be academic, co-curricular or social, to ensure that everyone feels encouraged, safe and happy. Our pastoral system enables every pupil to have a close relationship with their form teacher or tutor and, in the Senior School, their Head of Section.

Not only do we care for one another, we also acknowledge the good fortune we have been given to be part of Silcoates. All pupils take part in a large number of charitable activities throughout the year. Through our Assembly programme, we seek to imbue each and every member of our community with a sense of mission to help others. Humility and a sense of responsibility are traits we wish to see at the heart of all Silcoatians.

## **THE JUNIOR SCHOOL**

The Junior School is housed in three separate buildings alongside the Senior School and is also adjacent to our thriving Pre-School. The Junior School currently has two classes in Years 5 and 6 and single classes in Reception to Year 4. Each class is principally taught by a Class Teacher, except in Years 5 and 6, when there is a degree of specialisation, such as in Year 6 when Science is taught in the Science labs by Senior School teachers. The Pre-School works closely with the Junior School and the Head of Pre-School is line-managed by the Head of Junior School.

The Junior School is prized by parents as welcoming and friendly and pastoral care throughout the School is strong, with the Head and Assistant Head readily available if required. Learning support is coordinated by the Head of Learning Support for the whole school, ensuring continuity of provision once pupils enter the Senior School.

Sport, music and drama are all at the heart of the Junior School curriculum. Pupils participate in team sport at a young age: rugby and hockey for the boys, netball and hockey for the girls and cricket for all. There are a range of musical clubs and ensembles and performances take place throughout the year, the Young Voices concert at Sheffield Arena being a particular highlight. The Junior School choir is large and performs at a number of events, including the Easter and Christmas services. The main drama production involves pupils from Years 5 and 6, with an emphasis being on participation and performance.

In terms of play and outdoor space, the Pre-School and Junior School have their own fenced-off areas, as well as a larger playground for the older children. They also have access to the

more specialist facilities around the site, such as the heated indoor swimming pool, when the timetable allows.

### **JOB DESCRIPTION**

The Head of Junior School is responsible for the day-to-day running of the Junior School.

In this role, a high level of integrity, flexibility and ingenuity is expected. This job description will therefore only reflect the principal aspects of this post, the relevance and importance of which will vary depending on circumstances. At all times, members of SLT are expected to conduct themselves in a manner which upholds the school's core values and which meets all the requirements of the staff Code of Conduct.

### **Responsibilities within the SLT**

- To participate in SLT duties and whole school initiatives, such as chairing meetings, attendance at governors' meetings and participation in CPD and performance management initiatives.
- To support staff in the provision of a high quality education.
- To ensure learning and teaching is always a high priority.
- To brief the Headmaster at the earliest opportunity on any relevant issue.
- To have high professional standards and to set a fine example to all within the school community.
- To foster effective communications throughout all aspects of school life.
- To monitor the morale and the performance of the staff and keep the Headmaster abreast of any problems.
- To be part of the duty rota that provides cover by SLT during the school holidays.
- To make a contribution to the co-curricular life of the school.

### **Accountabilities as Head of Junior School**

- To have overall responsibility and accountability for the running and management of the Junior School.
- To line manage Junior School staff or delegate and oversee their management as appropriate.
- To teach a timetable of lessons per week as directed by the Headmaster.
- To develop excellence in teaching so that a high quality learning environment is provided for all pupils.
- To ensure there are good academic links between the Junior and Senior School.
- To keep up to date with national developments in the sector for the relevant Key Stages, and keep the Headmaster briefed on issues arising.
- To be in overall charge of producing the timetable for the Junior School.
- To ensure that all school policies that have an impact on the academic, pastoral or staff life of the Junior School are followed and up to date.
- To develop and co-ordinate the curriculum, taking into consideration the needs and expectations of parents, pupils and the requirements of the DfE.

- To ensure information relating to academic or pastoral matters is effectively communicated to relevant parties as applicable, including meeting with parents and guardians.
- To undertake academic target setting, monitoring and reporting, and produce academic data, including baseline testing.
- To oversee the production of Junior School policies and procedure, and ensure these and whole School policies are adhered to by staff and pupils.
- To have overall responsibility for ensuring that SIMS is updated for the Junior School.
- To undertake the role of Deputy DSL, with responsibility for safeguarding in the Junior School (in conjunction with the DSL).
- To have responsibility for pastoral policy and concerns within the Junior School, escalating issues as applicable.
- To have overall responsibility for behaviour management within the Junior School.
- To have overall responsibility for the management of attendance within the Junior School, and to escalate any concerns as appropriate.
- To have accountability for the Junior School's budget.
- To co-ordinate co-curricular activities and line manage to those i/c activities within the Junior School
- To act as Educational Visits Coordinator (EVC) for the Junior School.

### **Management of Staff**

- To provide appropriate support to ensure members of the Junior School teaching staff satisfactorily fulfil the expectations of a classroom teacher in line with Teaching Standards.

### **Management of Pupils**

- To have overall responsibility for all aspects of academic performance, behaviour management and discipline within the Junior School, and to oversee those staff to whom this responsibility may be delegated.
- To monitor pupil progress through the appropriate use of data.
- To manage the system of internal and external reports for Junior School pupils.

### **PERSON SPECIFICATION**

The successful candidate will possess, and be able to demonstrate, the following:

- A professional, welcoming and engaging style.
- Experience of successfully leading and managing a team.
- An excellent classroom practitioner, keen to adopt different teaching methods, ideas and strategies.
- A keen awareness of the latest developments in pedagogy in the primary age range and a passionate desire to bring best practice to the curriculum.
- A strong knowledge of, and interest in, pastoral care, safeguarding and welfare.
- A creative thinker, able to discern solutions to problems and then to implement them.
- Experience in successfully delivering whole school initiatives, particularly strategies and policies in the areas of safeguarding, pastoral care and behaviour management.

- An ability to command respect from pupils whilst remaining approachable.
- Diplomacy, integrity and a capacity to persuade others to accept and adopt different methods and approaches.
- A high level of productivity and an ability to complete tasks promptly and according to deadlines.
- Effective, and proven, leadership and management skills.
- A willingness to participate in co-curricular activities.

### **KEY INFORMATION**

- The start date is 1<sup>st</sup> September 2020.
- The salary for this position will be between L14 and L17 on the Leadership Group Pay Range for England and Wales.
- Service with the School is currently pensionable in accordance with the Teachers' Pension Scheme, although the School is currently undergoing a consultation with regard to changing to an alternative pension arrangement from September 2020.
- Children of full-time members of staff are entitled to 50% fee remission, subject to satisfying the usual entry criteria.
- School lunch is provided free of charge during term time.

### **PROVISIONAL TIMETABLE**

#### **Wednesday 26<sup>th</sup> February 9.00am**

Closing date for applications.

#### **Wednesday 4<sup>th</sup> March**

Candidates will be invited for a full day in School, in which they will be given a tour of the School, meet with members of the Junior School staff and the SLT and have lunch with a group of pupils. They will undertake a written exercise.

They will also have a full panel interview, involving the Headmaster amongst others, which will include a short presentation on school improvement.

### **APPLICATION PROCEDURE**

All applications must be submitted using the School's Application Form, which should be downloaded from our website and returned via email. Please include an accompanying letter in support of your application (no more than two sides of A4 in length and no smaller than Point 11 in font size). Try to ensure that it addresses the qualities included in the person specification and explains why you wish to work at Silcoates School.

Silcoates School 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 appropriate to the post, including checks with past employers and the Disclosure and Barring Service.