

Queen Margaret's

Escrick Park • York

Information for candidates
applying for the post of

SENIOR DEPUTY HEAD

Introduction

QM is looking to appoint, from September 2018, an inspirational, caring and enthusiastic, forward-thinking, energetic leader who is deeply committed to the benefits of an all-girls' education to succeed our current Senior Deputy Head following promotion to a Headship.

Queen Margaret's is a boarding school for girls who aspire to be leaders in every walk of life. Established in 1901, the School has a roll of 300 girls aged between 11 and 18, of which 70% are Full Boarders and 30% Day Boarders. Education at Queen Margaret's is an exciting, challenging and fulfilling experience. The girls develop a wealth of skills for use in their own lives and seek to make a positive difference in society.

"In an all-girls environment I've been able to try so many new things; and the staff are always there to help and encourage you. In a mixed school I wouldn't have had the confidence."

So said one Sixth Former, and we see the results as our girls go out and make their way in the world.

They go to top rank universities, but it's their personal attributes – from self-confidence to soft skills such as communication and teamwork – that ease them into really interesting jobs. Every independent school says as much, but at QM you only have to meet our girls to see the living proof.

Visitors to Queen Margaret's find themselves charmed by the School from the moment they arrive. Regarded as one of the top ten all-girls' boarding schools in the country, we intend to be here, offering our unique holistic education to parents and their daughters, for another 100 plus years at least. Over the last 20 years or so, the School has benefited from a programme of significant capital investment resulting in major expansion and impressive new facilities whilst simultaneously gaining a growing reputation for academic excellence.

Our new Senior Deputy Head will be influential in maintaining, shaping and driving forward the potential of our remarkable School.



Location

Set in 75 acres of beautiful, rural parkland in ESCRICK, six miles south of the historic city of York, the School has been in ESCRICK Park, its present location, for over 60 years. The 17th century Grade II listed main building is surrounded by superb facilities making Queen Margaret's a very well equipped and attractive school.

York is easily accessible by both road and rail. The high-speed train journey to London takes less than two hours and Edinburgh is only two and a half hours away. The international airports at Leeds-Bradford and Manchester are also within easy reach.

The theatres and many cultural offerings of York are a major resource for students and the School has strong links with both the University of York and York St John University, and many local businesses.

History

The School takes its name from Scotland's only female Saint, Queen Margaret, Queen of Scotland 1070-1093. Queen Margaret's was founded in Scarborough in 1901 by the Woodard Foundation, an organisation committed to the establishment of boarding schools where teaching would be firmly based on the Christian religion. Following evacuation to Pitlochry during the First World War, and then to Castle Howard during the Second, the School finally came to ESCRICK Park in 1949.

In 1986 the School was re-established under a new company and, at the same time, became independent of the Woodard Foundation. Since then the School has undergone dramatic expansion and enhanced its reputation for academic excellence.

Facilities

At the heart of the School is the fine country house, originally a private residence but now accommodating the impressive Wenlock Library and boarding for Years II, III and IV, as well as the Head's Study, the Staff Room and administrative offices. Traditional buildings accommodate many of the classrooms and laboratories. Of particular charm are the cottages within the School grounds that are used to considerable effect to allow girls in Year I to settle into School life in a homely 'farmhouse' environment and to enable girls in the Upper Sixth to have a taste of independent living. In contrast, the stunning, contemporary Centenary Building is home to St Margaret's Chapel and the Chapman Theatre, both large enough to accommodate the whole School and used for services and assemblies throughout the year. The Sports facilities are extensive including a large Sports Hall and Swimming Pool, Squash Courts, an Astroturf, Lacrosse and Hockey Pitches and courts for Netball and Tennis as well as studios for Dance.

Set in such lovely grounds, the School campus exudes a warm, homely atmosphere whilst providing facilities which befit a 21st century education.

Boarding and Pastoral Care

Boarding defines school life at QM; it is central to our vision of developing the whole person, and it means our girls can be busy and purposeful all day. There is no distinction in our mind between day and boarding. Day girls (known as 'Day Boarders', because every one of them has her own bed here) regularly stay overnight.

The boarding houses are arranged horizontally according to year group. Each boarding house has its own special identity and the accommodation and facilities are age appropriate. On entering QM each girl also becomes a member of one of our six vertical Houses and she remains in this House throughout her time at QM. This provides the opportunity to mix and socialise with other year groups, encouraging a spirit of teamwork and friendly competition.

The School's overriding concern is the individual welfare of each girl and this is taken very seriously by all staff. The Chaplaincy is central to this mission and to spiritual growth, both through formal worship and in its support and guidance to the School community.

The house staff are usually the first point of contact for all parents, whether a girl is in need of formal advice or a sympathetic ear. For academic support each girl has a Tutor and a Senior Tutor who liaise regularly with the house staff.

Another feature of pastoral care is the International Council, comprising of student representation from different countries to promote cultural diversity and international understanding through multicultural events. It also serves as a consultative conduit enabling girls to raise matters of personal or wider concern. The Health and Wellbeing Centre provides a team of nurses who are available day and night and surgeries with the School Doctor take place twice a week. There is also an Emotional Wellbeing Practitioner available for confidential advice.

The opportunities for senior girls to demonstrate leadership have grown in recent years. The Head Girl, who chairs the School Council, is supported by two Deputies and the School has Prefects, House Captains and Deputies as well as Monitors.

Teaching and Learning

23 subjects are offered to GCSE or IGCSE and 31 to A Level. Girls are encouraged to study a broad and balanced range of subjects throughout the School.

The 2017 GCSE results revealed that an impressive 64% of all entries received grade A/7 and above, more than three times the national average. The 2017 A Level results showed that 50% of all girls taking A Level examinations in 2017 achieved three or more A*- B grades. 40% of entries gained the highly sought after A*- A grades and almost 70% of entries gained A*- B grades.

Most QM girls go on to Higher Education. Five QM girls have this month secured offers at Oxbridge. University destinations include Oxford, Cambridge, Imperial, LSE, UCL, Durham, Bristol, Stern Business School (USA) and The Royal Drawing School (London) on a diverse range of courses. Examples include Engineering, Art Foundation, Mathematics, History, Music Management, Medicine, Law and Business Management.

Enrichment

Sport, Music, Drama, Dance, together with the extensive range of clubs and societies and the vertical House system, all contribute to give the girls an exceptionally rich, challenging and balanced education.

Sport is very important and the excellent facilities provide a wide variety of activities which enable every girl to participate whatever her ability, from the enthusiastic beginner to the county or national representative. Netball, Hockey, Lacrosse, Cross-Country, Athletics, Rounders, Tennis, Badminton, Squash, Basketball, Aerobics, Fencing, Fitness, Golf, Riding, Swimming and Gymnastics are all provided for.

The Creative Arts also play an important role in life at QM. Whether girls are budding artists, actors, musicians or dancers, the School provides specialist tuition and opportunities for them to perform and exhibit their work. Recent productions include 'West Side Story', 'A Christmas Carol', 'Bad Girls', an open air performance of 'A Midsummer Night's Dream' and the latest Dance Show, 'Emotion in Motion.'

The School runs a varied programme of events, trips and activities of an academic and cultural nature including visits abroad to places such as Italy, Chile and Australia. The girls are keen to support charities through their fundraising: Recently a group climbed the national three peaks for charity and last year they raised over £3,000 for Project Mala with a Coast to Coast cycle challenge.



SENIOR DEPUTY HEAD: THE ROLE

Queen Margaret's can focus so intensely on the needs of each girl because we are a small school, and we shall stay small for that reason. Our finances work at our present numbers, yet we aim to enrol more girls so that we can continue to invest in our future. Even so, QM will remain a small school.

The role of our Senior Deputy Head is to provide front line day-to-day support to the Head, taking responsibility for the School in her absence. In addition the Senior Deputy Head will play a major role in the delivery of our strategic goals and be influential in producing and driving the actions in our Annual Development Plan. The Senior Deputy Head will be a strong presence around the School and at a variety of School activities and events both internal and external. In the Head's absence, the Senior Deputy Head will maintain close contact with the Chairman of Governors.

As such the role has a high level of responsibility for pastoral, enrichment and administrative matters and is a senior member of our strong Senior Leadership Team (SLT) which consists of the Head, Senior Deputy Head, Academic Deputy, Director of Boarding, Director of External Relations, Bursar and the Clerk (Director of Compliance).

The Senior Deputy Head will need to take the lead where required and work closely with all of the SLT, and in particular the Academic Deputy and the Director of Boarding.

The Senior Deputy Head will be the Designated Safeguarding Lead (DSL), a key responsibility in any school. The ability to think clearly and strategically with excellent judgement and communication skills is essential. Our aim is to have a school that runs smoothly, in which the girls and staff are happy and fulfilled. The role is residential as you will be on call at times each week during the academic year.

The Senior Deputy Head is responsible for the effective day-to-day management and organisation of QM and for supporting the Head in ensuring that all girls enjoy the highest possible standard of education and pastoral care.

The duties and responsibilities outlined are not intended to be exhaustive and the Senior Deputy Head will be expected to be flexible and to take on new responsibilities as necessary to meet the needs of a busy and thriving boarding school.

In conjunction with other members of the SLT, the Senior Deputy Head acts as a formal and informal source of support for all teaching and pastoral staff by making time to listen to colleagues, resolve disputes, arbitrate as necessary and address issues as and when they arise.

The broad areas of responsibility are outlined overleaf. It is also expected that responsibilities may evolve over time given the particular strengths and interests of the successful candidate and the changing needs of the School. The Senior Deputy Head will also take on other responsibilities as the Head may from time to time reasonably determine.

Finally, it is a given that you will be an inspirational classroom teacher with a passion for your subject, whatever that might be. We expect you to teach around 25% of a full timetable.

The ability to retain a sense of humour under pressure and maintain a lightness of touch when driven to do otherwise are essential to the success of this role.

Our girls today will become our parents and friends of tomorrow. You will be part of a community who can guide them, inform them and look after them on that journey.



Responsibilities

The following list, which is in order of priority for QM, is not exhaustive but is by way of example. Responsibilities and duties may vary as the position evolves.

Deputy to the Head

- Deputise for the Head whenever necessary
- Assist the Head in the smooth running of the School and in sustaining Queen Margaret's reputation as a nurturing, friendly and forward thinking girls' school.

Safeguarding, Health and Wellbeing

- As the Designated Safeguarding Lead (DSL), oversee all safeguarding matters in the School, coordinating action within the School over any suspected cases of abuse and maintaining relations with Children's Services, the police and local authorities
- Provide up-to-date information on safeguarding and its practice to girls, parents and staff as necessary
- Keep the Head fully informed of any safeguarding issues arising, and brief the Governor with special responsibility on a regular basis
- Report at least termly to the Governors' Pastoral Committee and prepare the Governors' Annual Safeguarding Report
- Ensure that safeguarding training for all staff is carried out in accordance with statutory guidance
- Act as line manager for the Senior Sister, meeting with her weekly
- Have overall responsibility for reviewing and updating the School's policy on safeguarding.

Pastoral

- Chair the weekly pastoral meetings
- Oversee the Rewards and Sanctions System, consulting on criteria, developing policy, and implementing decisions
- Review and update the Code of Conduct and discipline policies on a regular basis and to ensure that they are clearly communicated to pupils, parents and staff
- Contribute to maintaining a high standard of discipline amongst girls throughout the School and overseeing the application by other members of staff of a consistent and fair approach to discipline, dress and behaviour in line with Senior School policies
- Discuss with girls breaches of discipline and behaviour and take the lead role in examining any major incidents; determining appropriate action in a fair, timely and consistent manner in line with School policies
- Oversee the quality and consistency of pastoral care across the School
- Line manage and liaise with members of the wider pastoral staff including the Director of Boarding, the Heads of Year, and the Senior Sister
- Meet with the Head of Catering on a weekly basis.

Day-to-Day Management of the School

- Coordinate and oversee the efficient organisation of School Assemblies, Chapel Services, Mark Reading and Speech Day events. To manage the staff duty rota
- Coordinate the programme of School trips and educational visits and ensure that all necessary risk assessments are in place in accordance with School policies
- Represent and market the School in a professional and exemplary manner including the meeting of visitors and prospective parents
- Ensure the accurate maintenance and updating of the electronic calendar, beginning and end of term routines; ensuring that important dates are clearly communicated
- Be a part of various School committees and chair those as required
- Actively participate in and support various School co-curricular activities
- Deal effectively with girl, parental and staff complaints.

Supporting and Managing Staff and Girls

- Provide appropriate support for staff and girls (and occasionally parents) as required on personal and professional matters
- Work with the Chaplain to enhance spiritual life of the School
- Foster by example the School's ethos and intellectual life promoting among colleagues a critical approach to teaching, self-evaluation and personal development
- With the Academic Deputy, have oversight of the professional development of staff, working with members of the SLT to develop and deliver the academic staff appraisal and training plan, including INSET programmes
- Assist the Head to manage staff performance, behaviour and morale, supporting them to attain the highest standards and report any areas of concern immediately to the Head
- Resolve any difficulties that might arise between members of staff and girls, seeking to reach mutually acceptable outcomes in a reasonable and timely manner
- Have responsibility for the effective induction of new staff and staff taking on new responsibilities, providing them with appropriate guidance and advice
- Appoint, train and manage the team of Prefects and Monitors
- Carry out formal staff investigations and/or act as Chair at formal disciplinary, grievance or appeal hearings, within the guidelines of the relevant policies, as required.

Other Duties as a Member of the SLT

- In liaison with the Clerk, ensure that relevant whole School policies are in place and legally compliant
- Keep up-to-date with new developments and Government initiatives on school matters, making appropriate and timely adjustments as necessary and ensure compliance with relevant inspection documentation
- Assist with the appointment of teaching and pastoral staff
- Liaise with other members of the SLT, to oversee the probationary period of new staff and make recommendations for confirmation of employment to the Head.

Person Specification

Essential

- Hold a high quality university degree in a recognised academic discipline
- Have a teaching qualification
- Be an outstanding teacher
- Have evidence of leadership experience in a variety of situations
- Have experience of working in a boarding school environment.

The skills below have been put together to help you assess your own suitability for this post. We shall use them, together with your experience, when we assess the candidates. They are all to be considered as essential.

- Be an excellent listener and calm negotiator
- Be a confident and respected public speaker
- Demonstrate leadership and personal responsibility by motivating others, showing drive and determination
- Be adaptable and show good judgement
- Demonstrate authority, respect and trustworthiness
- Have excellent writing and proofreading skills
- Have exceptionally high standards regarding accuracy, clarity and consistency of language
- Have high level IT skills
- Support the ethos of a full boarding school and broad education
- Have a clear sympathy with the advantages of single-sex education
- Be able to promote academic excellence, sporting success and individual creativity
- Be able to exercise total discretion and uphold confidentiality, when appropriate
- Be able to act as a critical friend, counsel and be supportive of colleagues
- Have an interest in curriculum change and be inspired by academic challenge
- Have an interest in teaching and learning developments
- Have awareness of ISI inspection criteria
- Have energy, drive, enthusiasm, a positive manner and a sense of humour.

Desirable

- Held both academic and pastoral leadership roles within a school
- Experience of complex risk assessments
- Experience of event management within a school.



Terms and Conditions

QM would like the successful candidate to commence employment in September 2018. There will be a probationary period of six months.

The gross annual salary will be competitive and depend on the experience of the successful candidate. The appointee will be eligible to join the Teachers' Pension Scheme.

Accommodation is provided subject to the conditions in and under the terms of a licence to occupy. Meals will be provided during term time during the hours of work. There will also be evening and weekend working.

The appointee is required to give the School six months' notice of his/her intention to leave this post.

A fee remission for the appointee's daughter(s) is available at the discretion of the Head.

All employees of Queen Margaret's are responsible for promoting and safeguarding the welfare of children and young persons and must adhere to and ensure compliance with the School's Safeguarding Policy. If in the course of carrying out the duties of this post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, this must be reported to the Head.

Applicant Information

An Application Form, together with the Queen Margaret's Recruitment Policy, can be found on the School website at queenmargarets.com/informing/vacancies. This should be accompanied by a letter of application addressed to the Chairman of the Governors. Please email completed applications to Claire Tonks, Head's PA, (ctonks@queenmargarets.com).

A School Prospectus Pack can be obtained by contacting Claire Tonks, Head's PA, at ctonks@queenmargarets.com or on 01904 727610.

Interview Timetable

- The closing date for applications to reach the School is 12 noon on Monday 5 February 2018
- Interviews will take place on Monday 19 February and, for candidates who get through to the final round, on Tuesday 20 February 2018
- Candidates must bring with them to their interview certain documents which will be specified in the invitation to interview. An appointment will be announced as soon as possible after the interviews are completed
- Candidates are referred to the School's Recruitment Policy and are expected to be aware of the School's Safeguarding Policy both of which can be found on the School's website.

Queen Margaret's is committed to safeguarding and promoting the welfare of children and young persons and candidates must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Note

Although this document is designed to give a fair picture of the nature of the role and conditions of employment, it does not represent a legally binding contract. A separate contract of employment will be submitted for that purpose upon receipt of references and acceptance of a verbal offer made to the successful candidate.



A large, multi-story stone building with many windows and a balcony, set against a blue sky with white clouds. The building is surrounded by a green lawn and some trees. A flag is flying on a pole in front of the building.

QM

*Let your
journey begin.*

01904 727600

QUEENMARGARETS.COM

QUEEN MARGARET'S
ESCRICK PARK, YORK YO19 6EU