

Feltonfleet School

Deputy Head - Pastoral Care, Community and Well-being

Required for **April 2018**

Deputy Head

The advertisement in the TES is as follows;

Feltonfleet is seeking to appoint a dynamic and talented senior leader to provide inspiring leadership in all aspects of School life. With a proven commitment to all-round education, the position will have a particular focus on the pastoral care and well-being of pupils and be the lead role in the day-to-day running of this happy, ambitious and thriving Prep School. This is an exceptional opportunity for an imaginative, intelligent and innovative candidate to play a major role in the leadership of the School community and to inspire deeply committed and excellent staff. The post can be adapted to suit his or her qualities and experience. The new Deputy will have the desire to go on to head a prep school in 4-5 years.

Closing date: 9.00am, Friday 10th November 2017

Feltonfleet School

Feltonfleet is a thriving, co-educational day and weekly/flexi-boarding prep school located near the A3 in Cobham, Surrey. There are 400 pupils on roll, of which 80 are in the Pre-Prep, Calvi House. The School is set in 30 acres of woodland and grounds, and presents a marvellous working environment. It has charitable status and there is a board of Governors.

Mrs Shelley Lance succeeds Alastair Morrison as Head in January 2018, after a number of highly successful years as Deputy Head. There are 45 full-time teaching staff and a large support team. Approximately 60 boys and girls are weekly or flexible boarders. We follow a Monday to Friday routine, with matches for prep school pupils on Saturday mornings.

Feltonfleet enjoyed a highly successful ISI Inspection in November 2012 and an outstanding judgement from ISI for our boarding provision in November 2015. All areas of the School have been refurbished and the Lower School classrooms (Years 3 and 4) were completely re-shaped in 2014. A state of the art Theatre and Dance Studio were opened in May 2015, transforming the front of the School.

The approach to teaching and learning at Feltonfleet is exciting and challenging, with an emphasis on growth mind-set. Change is eagerly embraced by colleagues and pupils who share a passion for learning and finding new and better ways of doing things, consequently standards are high. Creativity, thinking skills and instilling a thirst for independent learning are at the heart of our approach.

Staff are well supported through a Professional Development Review programme which encourages colleagues to seek appropriate courses. The School has a strong internal programme of INSET and is constantly seeking to raise standards.

Demand for places in the School is considerable.

The Deputy Head at Feltonfleet

The current post holder, Shelley Lance, will take over the headship from Alastair Morrison in January 2018 having been Deputy Head since 2011. The Senior Leadership Team includes the Bursar, Head of Pre-Prep, Assistant Heads - Co-ordination & Operations, Teaching & Learning, Digital Learning & Pupil Tracking - Head of Boarding and Head of Upper School. As well as operational management, there is a strong emphasis on planning, strategy and leadership.

The successful candidate will bring innovation, creativity, ambition and vast energy to the role, promoting the educational experience of pupils, staff, parents and the wider community. Experience gained in an SLT role in another school would be valuable, but is not essential, and applications from colleagues in the maintained and independent sectors would be equally valued.

We are looking to appoint a genuinely outstanding person to this key role in our School and one who has the drive and ability to lead a major prep school of their own in the future. Central to this is a candidate who is optimistic and passionate about prep school education, as well as determined to respond to every challenge with a positive and effective response. The expectation is that the candidate would have the ambition and ability to Head a major prep school in 4-5 years.

The successful candidate will teach around a third of a full teaching timetable (approximately 12 x 30 minute periods). Any subject will be considered.

The successful candidate will be a qualified teacher ready to move into a senior leadership role, or with experience of senior leadership, or be a deputy head in another school.

Deputy Head Pastoral Care, Community and Well-being

a. Accountable

- To the Headmistress.

b. Responsible

- For fulfilling the responsibilities of the Deputy Head and supporting the Headmistress.

c. Key areas of responsibility

- Deputise for and represent the Headmistress as required.
- Lead the School's commitment to pastoral care, community and well-being.
- Act as line manager to Assistant Heads, Head of Pre-Prep, Head of Boarding and Year Leaders.
- Oversee, in conjunction with the SLT, the systematic monitoring of educational standards.
- Support and advise the Headmistress in helping to provide a clear strategy for the continued development of Feltonfleet.
- Take responsibility for decisions relating to the leadership, management and day-to-day running of the School, ensuring communications are consistent and that policy is fully understood and implemented.
- Lead ISI Inspection planning and preparation.
- In conjunction with the Bursar, take responsibility for ensuring regulatory compliance of the School's policies and other documents.
- Provide high visibility and proactive leadership. Support the Headmistress in the internal and external marketing of the School, including evening events, Saturday mornings for matches and occasionally at other weekend times.
- Support the Headmistress in fostering good relations with parents, ensuring, as far as possible, the involvement of all in the life and ethos of the School and developing links beyond the immediate School community.
- Co-ordinate practical arrangements for the appointment process and interviewing of new staff.
- Work closely with members of SLT, liaising, supporting and advising as required, and meeting weekly with the Headmistress.
- Attend the following Governors' Committee Meetings: Education, Strategy, Risk, Safeguarding and Health & Safety.

d. Pastoral Care

- Lead and manage the pastoral care framework to ensure every individual child is supported and cared for and that the promotion of well-being lies at the core of everything we do.
- Designated Safeguarding Lead and chair of Safeguarding Committee.

- Oversee, in conjunction with the Bursar, the School's commitment to Critical Incident Management.
- Lead, manage, appoint and develop Year Leaders.
- Monitor Staff welfare and be a listening ear for the community and, in particular, provide a conduit for the Headmistress to report on Staff well-being and morale.
- Direct counselling services and support and liaise with outside agencies.
- Overall responsibility for behaviour management across the School, developing and leading strategies for rewards and sanctions.
- Develop and manage pupil leadership programmes.
- Organise communal worship services, including assemblies, evensong, carol services and the Diversity Awareness Programme.
- To lead the induction of new staff and maintain the Staff Handbook.
- To chair the Welfare, Safeguarding, Critical Incident and Pupil Voice Committees.

e. Communications

- Overarching responsibility for ensuring that all forms of communication, internal and external, are of a consistently high standard in all areas of the School.
- Ensure that School strategy, policy and development planning is clearly communicated and fully understood in all areas of the School.
- Ensure a commitment to eliciting pupil and parent voice as appropriate and to monitor the action plans in response.
- Represent the Headmistress at some senior School events.

f. School Development

- Advise the Headmistress and liaise closely with the SLT on long-term strategic development.
- Take a leading involvement in the production, execution and auditing of the Annual School Development Plan, in liaison with the Headmistress and the SLT.
- Ensure that School strategy and policy is being fully and consistently implemented in all areas of the School.

g. Performance

- To be a highly visible presence in supporting the efforts of every colleague and pupil.
- To ensure staff have the resources and support they require to be able to carry out their duties positively and effectively.
- To lead ISI Inspection planning and preparation.
- To observe, review and audit for high level quality assurance and intervene or advise on interventions where necessary.
- To evaluate performance and achievement levels in all areas of the School advising the Headmistress and liaising with the SLT and other key colleagues as appropriate.

Person specification

Qualifications and experience required

- Qualified teacher status.
- Evidence of being an outstanding and innovative classroom practitioner.
- Success as a middle manager or senior leader.
- Evidence of recent relevant in-service training ensuring familiarity with current educational practice.

Practical skills required

- Evidence of a commitment to high quality teaching.
- Evidence of excellent leadership experience.
- Outstanding verbal and written skills, with high level of IT proficiency.
- Excellent interpersonal skills.
- A decision maker, able to demonstrate understanding before making sound and timely judgments.
- Discernment and sensitivity when resolving conflicts.
- High levels of initiative and creativity.
- Able to plan, monitor, evaluate, audit and review proactively.
- Able to work to and meet deadlines.

Personal qualities

- Understanding of and commitment to the busy day and weekly boarding ethos of the School whilst at the same time able to maintain a healthy work-life balance.
- A positive and optimistic outlook and the ability to demonstrate empathy.
- Ability to plan for and lead change successfully.
- Able to demonstrate high standards and expectations.

- Promote constructive solutions to problems with parents, staff or pupils.
- Flexibility and adaptability.
- Excellent communication skills, especially listening.
- Confidence in public speaking.
- Open minded and consultative, innovative and independent.
- Ability to work calmly under pressure.
- Excellent organisational skills.
- Able to motivate pupils and staff to achieve their potential.
- A clear vision for successful prep school education.
- An understanding of current thinking on effective leadership.
- Warm, kind, giving and sympathetic.
- A great sense of humour and fun to work with.

Other areas of School life

All teachers appointed to Feltonfleet are expected to contribute fully to the extra-curricular and pastoral life of the School.

Pastoral care is a strong feature of Feltonfleet life. Weekly boarding for boys and girls is an important element in the life of the School.

Games and the wider life - An involvement in games would be well received and there could be opportunities to coach front line teams. The School expects its teachers to contribute whole-heartedly to other aspects of school life by drawing upon their own interests and enthusiasms. The richness of the School depends upon teachers who, for example, coach games, direct plays, support and organise clubs and society meetings, or take children on trips and residential expeditions.

Salary and support

Salary will be highly competitive and commensurate with experience.

The successful appointee will also be entitled to the following;

- The children of full time staff are educated at a reduced rate;
- Use of a staff lap top;
- Use of corporate games clothing for games coaching;
- Free school meals.

This post offers an exciting opportunity to work in a well-established, developing and ambitious school. At a time when interest in the School, and demand for places is considerable, the future is very exciting.

Safeguarding and Child Protection

The successful candidate will be expected to commit to the following;

The post-holder's responsibility for promoting and safe-guarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Safeguarding Policy and Child Protection Statement at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety of welfare of children in the School s/he must report any concerns to the School's child protection officer or to the Headmistress.

The successful candidate will be required to provide an enhanced DBS Disclosure. In seeking references on short-listed candidates the School may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

Applications and the appointment process

A brief letter of application and a completed, signed application form should be addressed to the Deputy Head, Headmistress Elect Shelley Lance, as soon as possible.

The timetable for the appointment process is as follows;

Monday	Closing date, 9.00am Friday 10 th November 2017
Tuesday	Long list interviews, Tuesday 21 st November 2017
Wednesday	Long list interviews, Wednesday 22 nd November 2017
Tuesday	Short list interviews, Tuesday 28 th November 2017

The Headmistress Elect, Shelley Lance, would be delighted to talk on the phone to any candidate who would like to know more about the post. She can be contacted at the School (01932 862264) or michelle.lance@feltonfleet.co.uk

Details of the post and application forms are available on the School web site - www.feltonfleet.co.uk - or from the Head's PA, HMPA@feltonfleet.co.uk - 01932 862264.

Shelley Lance
September 2017