



KNIGHTSBRIDGE SCHOOL

Deputy Head Recruitment Specification

Introduction

Knightsbridge School currently educates 430 boys and girls from ages 3 – 13 and from 2020 we are excited to be expanding our provision to the age of 16. The school, which is set in the heart of London, combines a warm and nurturing environment with excellent resources, a commitment to teamwork and the professional development of staff.

Overview

This role is ideal for a dynamic leader who is able to inspire confidence and trust in parents, children, colleagues and with other schools. In the 2019 – 20 academic year the role will be predominantly 'project' based with an element of operational management of the school. You will work closely with the Head to create, build and sell the plans for the extension of the school's provision to age 16.

From September 2020 this person will be responsible as Head of Section for Years 9 – 11, creating, building and representing this section of the school as well as managing all operational whole-school matters on behalf of the Head. We have built a unique school with a living emphasis on the development of the whole child as a full participant in the school community, embodied in our KS Code; the Deputy Head will be fully committed to the school's ethos and to develop our understanding of how to educate our children socially, emotionally and educationally up to age 16.

Job Description

Purpose:

The Deputy Head is a member of the Senior Management Team (SMT) and is responsible to the Head for operational matters across the whole school as well as taking specific responsibility for years 9 -11.

In the 2019 – 20 academic year the Deputy will work closely with the Head to develop, market and implement the plans for the extension.

Key Responsibilities

1. Leadership & Organisational

- a. Assist the Head in implementing the school's strategic plans and take a proactive role in the leadership and operational management of the school.
- b. Represent the school externally at events, deputising for the Head as required
- c. Lead, manage and develop direct reports where appropriate guiding them on the management of their staff.
- d. Ensure the smooth operational running of the school on a daily, weekly and termly basis, co-ordinating the school calendar, the regular school processes and addressing ad-hoc situations.
- e. Contribute to whole school professional development identifying common development needs and be responsible for Inset schedules.
- f. Undertake teaching responsibilities, typically 20 periods of 20 mins per week, including cover, as required.
- g. Build strong relationships with the current senior school pupils (years 4 – 8) and their parents.

2. Years 9 - 11

- a. **Section Development:** Promote the KS provision for years 9-11 in the wider community, to other schools, prospective parents and pupils.
- b. **Staff Management:** Manage staff team to include: Recruitment, Induction, Monitoring, Performance Management.
- c. **Teaching & Learning:** Oversee and improve the quality of teaching and learning in the years 9 - 11, liaising with Heads of Department
- d. **Curriculum:** Provide a broad balanced curriculum overseeing and monitor and oversee the implementation of programmes of study ensuring the effectiveness of the planning and delivery of the curriculum. Oversee off-site activities in relation to quality and safety.
- e. **Assessment:** Track the progress of pupils in the school through appropriate use of internal assessment, evaluating and acting on the results in liaison with the Learning Support team. Take responsibility for entry and exit at 13+ and 16+
- f. **Pastoral and Behavioural:** Manage the rewards and sanctions schemes, acting as an escalation point and advising staff on the management of issues of concern.
- g. **Communication and Events:** Develop the school's relationships with the parent body through informal and formal two-way dialogue and reporting systems. Oversee the organisation of school productions and other special events
- h. **Future Schools:** Collate future school information for all pupils at Year 11 and other times as required.

Person Specification

Education:

Batchelor Degree with PGCE qualification to include KS3 and KS4 teaching
Further relevant qualification desired, eg Masters

Experience:

- Minimum of 5 years' teaching experience
- Leadership role in at least one independent school with children to 16 years.
- Experience of leading new initiatives

- Management of teams

Personal Qualities and Competences

- Excellent communication skills, both written and verbal
- Strong collaboration skills
- Proven ability to balance diplomacy and assertiveness
- Pragmatic, determined and motivated
- Highly organised
- Proven ability to adapt to change
- Innovative and forward-thinking
- Strong coaching skills
- Thoughtful & considered
- Strong principles and values
- Demonstrated commitment to safeguarding and promoting the welfare of children

Safeguarding

Knightsbridge School is committed to safeguarding children and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to DBS checks and other relevant employment checks.

Applications

The position commences from September 2019. A summer term start will be considered for the right candidate.

Expressions of interest can be made by sending a CV with covering letter and further details can be obtained from Rosie Binns at HR@knightsbridgeschool.com or 020 7590 9000. The school will require an Application Form to be completed prior to any interview.