



Princess Helena College

Senior Deputy Head



Welcome

Thank you for considering the role of Senior Deputy Head at Princess Helena College.

We are seeking an exceptional candidate to play an important role in inspiring excellence in teachers and students and who can demonstrate the skills and abilities necessary to fulfil this key role in the leadership of our school community.

Founded in 1820, Princess Helena College (PHC) is a small and dynamic independent day and boarding school for girls and boys aged 11-18. It is a very exciting time to be joining PHC as the School prepares to celebrate its bicentennial anniversary in 2020 and welcome boys into boarding from September.

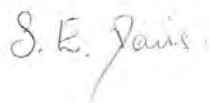
PHC combines academic excellence with a wide range of co-curricular opportunities, outstanding pastoral care and individual attention. Our staff deliver a programme of study and enrichment, which is tailored to meet the needs of each individual student, encouraging them not only to succeed, but to exceed their expectations.

The quality of our students' personal development was judged to be excellent by the ISI during their Educational Quality Inspection in 2019. Their report states that our students are '*self-confident and exhibit high degrees of self-esteem*' and noted that our students' behaviour was '*excellent*'.

The successful applicant will play a pivotal role in delivering the ethos of PHC and instrumental in shaping our vision for the future.

I would like to thank you for your interest in this post and I look forward to meeting you in the future.

Best wishes,



Sarah Davis, Head





The School

PHC is housed in an inspiring 1714 Queen Anne mansion, set in 100 acres of beautiful Hertfordshire countryside and conveniently located in north Hertfordshire, just outside the market town of Hitchin. London is just 33 minutes by train and Cambridge is 31 minutes.

The environment, ethos and opportunities we offer allow every student to discover talents and interests – be that intellectual, sporting or creative – and to fan the flames of those sparks to enable each individual to develop what is special within them.

The school delivers a stimulating and dynamic curriculum to develop and challenge all our students. Examination results are good. In 2019 32% of GCSE results were awarded grades 8/9 and at A level the A*/A figure was 25% with all students going on to either UK or overseas universities or a gap year.

Our subject specialists, our group-wide intranet, our own curriculum and our online learning portal all help us share knowledge and resources. In 2018, PHC joined United Learning, a large and growing group of schools aiming to offer a life-changing education across England. As a group, we achieve more by sharing than any single school could and there are extensive opportunities for CPD with other schools, both independent and maintained.

More detailed information about the school and our history can be found on the school website: <https://www.phchitchin.com/>

Academic

We enable students, whatever their ability, to achieve qualifications that exceed their expectations. A broad and balanced curriculum delivers a challenging education that is rewarding and enjoyable.

Individual attention and highly qualified staff encourage students not to fear making mistakes, but to learn from them and push their boundaries. Students develop good learning habits and leave as intellectually curious adults who are equipped with the knowledge, skills and confidence to be leaders in their chosen fields.

Each student's progress in all areas of the curriculum is managed closely by their Mentor and Form Tutor, in partnership with parents, and overseen by the Head of Key Stage. Each student meets with their Mentor weekly. Mentors offer guidance and support (both academic and pastoral), help manage workload, advise on best learning and revision practices, and ensure a good balance of activities is maintained.

Co-Curricular

Academic achievements demonstrate only part of the value a Princess Helena College education adds to our students' development and future lives. We believe in developing the whole individual by offering a wide range of co-curricular activities and opportunities to stimulate and challenge each student.

The programme offers activities at lunchtimes and after school, as well as longer term projects and one-off events, ranging from cinematography to the DofE Award and from life-saving to the Model United Nations.

There are over 30 clubs that run throughout the year, ranging from Coding for Fun, Law and Debating Society to Tennis and Yoga.



Boarding

Community, care and fun are at the heart of the Boarding House. Students are able to form lifelong friendships within our diverse community of UK and international boarders. Dedicated boarding staff provide a safe, happy and caring environment in which all boarders are able to develop and flourish.

Boarders at Princess Helena College live in the main school building and enjoy spacious rooms with scenic views of the Hertfordshire countryside. Highly experienced house staff deliver excellent pastoral care and create a supportive community, so that boarding truly feels like a home from home.

There is a regular schedule of activities and trips, offering all boarders the opportunity to discover all that the local area has to offer and to expose them to a variety of cultural and adventurous experiences.

Pastoral Care

Princess Helena College is characterised by mutual respect between the students and staff: everyone is expected to accept responsibility for their actions and to behave with care and consideration towards others.

Every student is appointed a mentor from our team of staff to guide them academically and personally. Mentors help to develop independence, resilience and perseverance and challenge students to push themselves outside of their comfort zone to make and seize opportunities.

With an emphasis on nurturing and encouragement, the House System is the epicentre of our community spirit. Our three Houses: Gloucester, Windsor or York are hubs across the year groups within which students form a family within a family working together in creative endeavours, co-curricular activities and fun competitions; whether it be choreographing a House dance or researching for a presentation.



The Leadership Structure

The Head leads the Senior Leadership Team, which comprises the Head, the Senior Deputy Head, Assistant Heads (Pastoral and Sixth Form), Heads of Key Stage, Boarding Housemistress and the Bursar.

The Senior Deputy Head will regularly chair committees as well as ad-hoc working groups as required and share a number of general leadership responsibilities with the Head, including attendance at evening and weekend functions, parents' and governors' meetings and involvement in academic staff recruitment and external relationships.



The Opportunity

We are seeking a dynamic and vibrant individual who will relish the opportunity to shape and develop the strategic aims of Princess Helena College and who will wish to play a central role in the life of our school community at an exciting time in its continuing development.

The Senior Deputy Head leads and supports all aspects of the academic life of Princess Helena College. Working in conjunction with the Senior Leadership Team, through the leadership of the Heads of Faculty, the Senior Deputy develops and implements the academic objectives and curriculum aims of the school. The Senior Deputy is responsible for the quality of teaching within the school and the academic progress of our students.

The Senior Deputy Head will have overall responsibility for the co-curricular programme, as well as matters pertaining to staffing. The Senior Deputy Head will also be responsible for the smooth day to day running of the school and regulatory compliance.

In the Head's absence, the Senior Deputy Head will deputise. This will include attending formal school occasions and acting as official host, representing the Head at staff briefings, assemblies and chairing the Senior Leadership Team meetings.





Key Responsibilities

Leadership

The Senior Deputy Head will line manage the following:

- Heads of Faculty
- Heads of House
- Staff who play a major role in co-curricular activities including the Co-curricular coordinator, Director of Sport and Head of Creative Arts
- Head of Careers

The Senior Deputy Head will chair Head of Faculty meetings and keep the Head informed of all discussion and developments. Where applicable, they will also attend Head of Key Stage meetings.

Strategy

As a member of the Senior Leadership Team, the Senior Deputy Head will play an active part in the development of whole school strategy. Specifically, the Senior Deputy Head will oversee the strategic development and operation of the school's academic curriculum, co-curricular programme and staff CPD and welfare.

Academic

They will be responsible for developing and improving the quality of education offered to the students in the school through the promotion of the highest possible standards of education, equality of opportunity and fostering an environment which is conducive to excellence in learning and teaching.

The Senior Deputy Head will co-ordinate all academic matters relating to staffing, curriculum, timetabling, options, data, reporting and tracking.

Teaching and Learning:

- Monitoring standards of teaching and learning and ensure that schemes of work and department handbooks are updated
- Planning and implementing initiatives for the development of teaching and learning
- Working with the ICT department to develop the ICT provision
- Implementing an ongoing programme of observation to ensure high standards of teaching and learning and promote the sharing of best practice
- Meeting Heads of Faculty to monitor standards
- Ensuring that the academic needs of individual students referred by Form Teachers or Heads of Departments, are met and, where necessary, develop a plan of action

School Operation

The Senior Deputy Head will be responsible for the smooth running of the School.

- Managing the School calendar
- Chairing the forward planning meeting and resolving any clashes
- Approving all educational trips and act as the Educational Visit Coordinator (EVC)
- Coordinating and managing assemblies, all award ceremonies and all other school events
- Overseeing the induction for new students
- Liaising with the Bursar, Estates Manager and Catering Manager



Assessment, Recording and Reporting

The Senior Deputy Head will be responsible, with the support of the Data Officer and members of the ICT department, for:

- Whole school monitoring and development of assessment, recording, reporting and target setting, including updating the Assessment Policy
- Developing the effective use of data in the school, using innovative ways to help staff in their preparation and teaching, ensuring this has a positive effect on the students and the outcomes they achieve
- Baseline-testing and value-added data (collecting, collating and disseminating)
- Generation of ideas for the improvement of the School MIS and oversee its use for student tracking and reporting
- Production of examination performance statistics to assist SLT and governors in evaluating the quality of teaching and learning
- External agency liaison on matters of assessment of examination performance including CEM and ISI
- Assisting the Head of Sixth Form with the production of UCAS predicted grades
- Reviewing the effectiveness of admissions procedures by establishing and maintaining a database linking entrance testing with final performance and general progress

Staffing & Staff Development

- Identifying and reviewing academic staff requirements with the Head and leading all recruitment of academic staff in conjunction with the HR manager and other relevant members of staff
- Planning, in conjunction with the Finance Manager and Bursar, the budgeting for staffing in future years
- Organising and delivering INSET for staff, managing CPD and the Performance Review system
- Developing and overseeing new staff and NQT induction
- Dealing with all cover required within the school, being aware of individual staff matters and informing the Head where appropriate
- Acting as a formal and informal source of support for all staff by making time to listen to colleagues, resolve disputes, arbitrate as necessary and address issues as and when they arise
- Undertaking investigations, as instructed by the Head, into complaints including incidents of staff ill-discipline
- Ensuring that staff are aware of, and adhere to, the Code of Conduct

Timetable

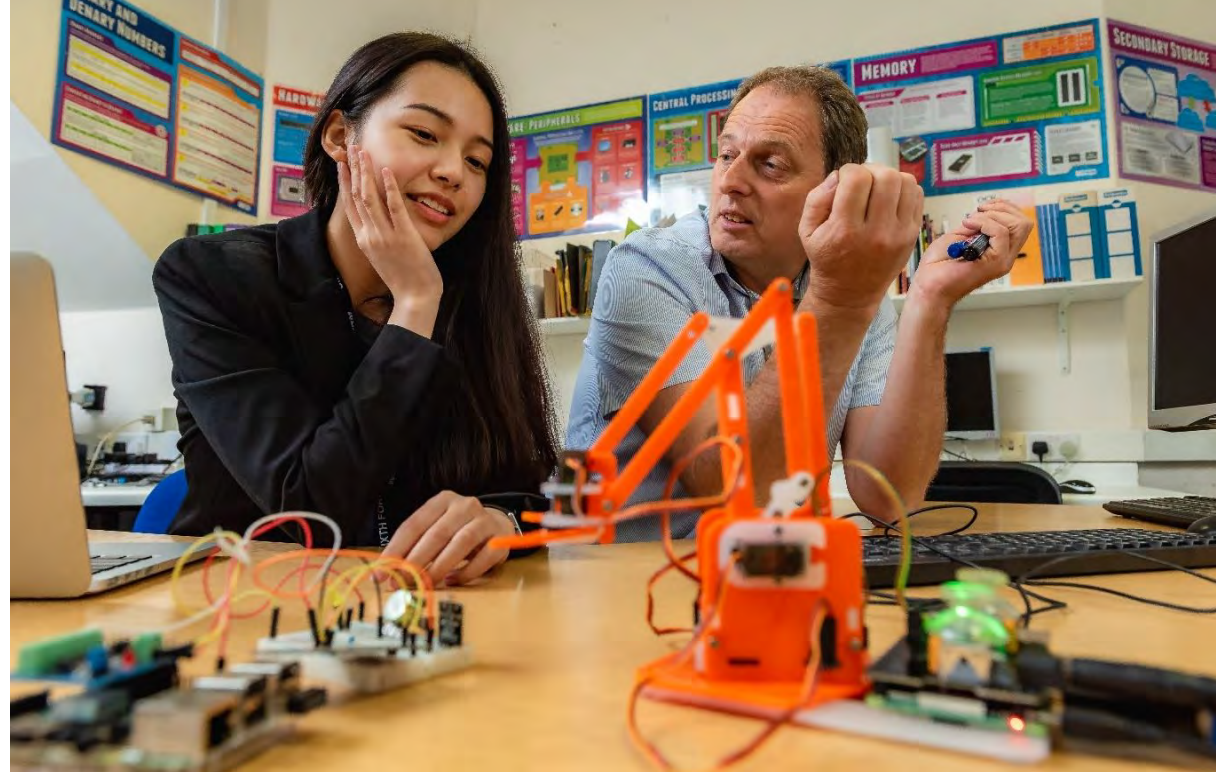
- Constructing and reviewing the timetable, in order to ensure that it enables the best quality teaching and learning to take place
- Leading on parents' evening organisation within the school
- Leading on the options process and associated information evenings

Inspection, Compliance and Documentation

- Ensure the school is compliant with all appropriate regulations
- Have a detailed understanding of the Independent Schools Inspectorate (ISI) requirements and ensure that the school is compliant and prepared for inspection
- Ensure staff are prepared for inspection and, on behalf of the Head, manage any inspection of the School
- Ensure all policies, procedures and documentation are compliant, reviewed annually and disseminated to the relevant parties
- Co-chair the Compliance Committee with the Head
- Monitor updates from the Department of Education, ISI and other bodies and liaise with United Learning
- Have oversight of the Single Central Record (SCR)

General Senior Leadership Team Responsibilities

- Share responsibility for the high standards in the day-to-day running of the school
- Advise on the implementation of the school development plan
- Advise on and implement whole school policies
- Support tutors, meeting parents on academic matters and advise as required
- Maintain effective discipline through implementation of the school's policy



The Person

This is a vital Senior Management position in the School and, as such, we are seeking to appoint someone with real qualities as a leader, communicator and organiser and who is also a high-quality teacher. The role would suit someone with middle management experience; a proven track record as a Head of Department or Head of Faculty or equivalent, will be desirable, alongside strong inter-personal skills.

The post will suit a committed teacher who has drive and commitment, who is able to develop the current curriculum whilst moving the school forward with their own ideas and make a real impact.



Skills Required

- Excellent interpersonal skills and the ability to relate well to people on all levels, to resolve conflicts in a sensitive manner, to encourage and motivate, and to show ambition for the school and its academic direction
- Clarity of thought and an ability to express ideas and arguments in a thoughtful and analytical manner
- Ability to work effectively as a member of the Senior Team, to show initiative and imagination and to have the vision and the ability to inspire others
- First class organisational and administrative skills with the ability to remain calm under pressure and to work to tight deadlines, managing competing priorities
- Strong analytical and problem-solving skills, combined with a proactive and positive approach towards change management
- Ability to maintain a high work rate and to juggle a range of tasks and issues at the same time with good humour and a positive rationale
- Ability to see through complex strategies from concept to completion
- High level of classroom teaching skills and commitment to developing and maintaining high standards
- Excellent written and spoken English
- Sufficient numeracy skills to interpret statistical data and manage budgets
- An eye for detail and appreciation of the legislative and compliance framework for independent schools

Knowledge

- An awareness of recent important national educational developments
- A clear understanding of recent developments in teaching and learning
- Good working knowledge of common IT applications with a clear understanding of the potential for IT to enable more innovative and effective approaches to learning, teaching and school organisation

Qualifications

- Strong academic qualifications

Experience

- Successful teaching experience from 11-18, up to and including preparation for further education.
- A proven track record for enabling and inspiring students to achieve high standards
- Substantial and successful experience of curriculum leadership and management, likely to have been gained as Head of Department, Assistant Head or equivalent role
- Some experience of strategic planning and implementation
- Some experience of pastoral care and student leadership, for example as a form tutor or head of year

Personal Skills

- Personal integrity, honesty, energy, stamina, enthusiasm and a very good sense of humour
- A sensitivity to the needs of young people and a commitment to their support, care and nurture
- Commitment to personal development and life-long learning
- Willingness to give generously to support School events and activities



Terms & Conditions

Benefits

The post offers the successful candidate:

- Competitive salary commensurate with experience in the range of £60-£65,000
- Teachers' Pension Scheme
- Excellent working environment in the beautiful and extensive grounds
- Staff fee remission for children
- Free lunches during term time
- Free on-site parking
- Flexible Rewards and Salary Sacrifice schemes

As part of the United Learning Group, we can reward our staff better: with good career opportunities, better pay, benefits, and ultimately, the satisfaction of helping children to succeed. We invest in our staff wellbeing. It's an ethos we call *'the best in everyone'*.



Appointment Procedure

To apply for the role of Senior Deputy Head please complete the online application form on the School's website www.phchitchin.com/about-us/vacancies

Closing date: Wednesday 22 January 2020

Interviews: Wednesday 29 January 2020

PHC is an equal opportunities employer and welcomes applications from all suitably qualified candidates. We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. An enhanced DBS check is required for all successful applicants.



PHC

Hitchin
Independent School

Princess Helena College
Preston
Hitchin
Hertfordshire SG4 7RT