



MILTON
ABBEY

LEARN
DIFFERENTLY

Information for applicants

Senior Deputy Head

Closing date: Tuesday 18th May 2021



About Milton Abbey School

Introduction from the Head

At Milton Abbey School we understand that every student learns differently. We offer an outstanding range of traditional and vocational qualifications, chosen to inspire students and prepare them for adult life. Our focus is not only on what a student needs to learn, but on developing confidence, attitudes and habits for lifelong success.

We are proud of our track record of enabling young people to gain the self-belief necessary to achieve. Known and appreciated as individuals, they make the most of our glorious countryside setting, build lasting friendships and enjoy a full programme of evening and weekend activities. 90% of our students are full boarders; 30% resident overseas (coming to us from 23 countries).

Our deliberately small size, exceptional pastoral care and great partnership with parents mean that we quickly gain exceptional knowledge of our students, working with each to set ambitious targets and to help them achieve their personal best, whatever their starting point. We are a selective and inclusive school. Many of our pupils have identified learning differences; all benefit from the opportunities to participate and to be known which our size and ethos facilitate. All our teachers and students are supported by an exceptional Learning Development Department.

Milton Abbey is a transformational learning environment. Throughout their time here, our students benefit from the support, inspiration, challenge and encouragement of an extraordinary team of teaching, boarding and support staff, working in and beyond the classroom.

We are recruiting a Senior Deputy Head to replace Matthew Porter on his appointment, after eight years at Milton Abbey, to the post of Assistant Head at the British International School of Houston. This vacancy is a great opportunity for a committed and enthusiastic leader to be at the very centre of our extraordinary school. I am delighted that you are considering joining our team.

Judith Fremont-Barnes | Head



Our location and facilities

The School lies in an outstandingly beautiful wooded valley, halfway between the towns of Blandford and Dorchester. It occupies the site of a former Benedictine Monastery, founded over 1,000 years ago; the two remaining Monastery buildings are used daily by the School – the Abbey for regular services and musical performances and the Abbot's Hall as our dining hall.

Our expansive natural surroundings include a large farm and stables used for vocational learning, a nine-hole golf course, impressive grass pitches for a variety of sports, and plenty of inspiring outdoor space to run lessons, be active, or to relax.

Other buildings and facilities cater for the wide variety of subjects on offer at the school. They include classrooms, laboratories and workshops to teach a full spectrum of academic and vocational subjects, a large library in a converted ballroom, specialist rooms for teaching Creative Media, Art, Fashion Design and Music courses, and a 370-seat theatre. Indoor sports facilities include a 25-metre swimming pool, golf simulator, gymnasium and sports hall.

About our structure

The School is run by the Head, supported by a Senior Deputy Head and three Deputy Heads, responsible for the Academic, Co-Curricular and Pastoral elements of the School. We have an overall staff of around 120 people. We are deliberately small, with around 220 pupils.

Our collegiate Common Room prides itself on providing a supportive and friendly network.

All teaching staff are expected to meet and exceed the requirements of the Teachers' Standards and to contribute to the pastoral and nurturing ethos of the school, supporting a full and busy sports and co-curricular activities programme. All candidates are encouraged to highlight their interests on their application: we welcome experts and enthusiastic amateurs in any field to enrich our pupils' lives in and beyond the classroom.

Teachers are expected to take an active role in professional development, with internal and external training and opportunities available. We are proud members of the Boarding Schools Association, Society of Heads and Round Square, all of whom offer significant networks, opportunities and development to our teaching team.

Appointments will be made subject to pre-employment checks, including a full DBS check and the receipt of satisfactory references.

What we want for our pupils

We have a vision for our students to be:

- Kind, to themselves and others
- Interesting and interested adults
- Ambitious and self-aware: knowing who they are, what drives them, what matters to them and what they want to achieve
- Aware of the need for effort, commitment and work to achieve their goals
- Balanced people with a range of interests, skills and developed talents: equipped to live a fulfilling life
- Ready and able to serve and work with others: to make a positive difference
- Able to understand and use their strengths to combat any challenges
- Self-starting, resilient, and adaptable to the demands of a changing world
- Irresistibly employable

What people say about us

“I love working here. I have the freedom and creativity to keep exploring and becoming more passionate about my subject, which helps me pass that passion on to my pupils.”

| **Milton Abbey School teacher**

“I’m so glad we chose Milton Abbey. Every pupil is treated as an individual, strengths are recognised and celebrated, and the dedication shown by staff is exemplary.”

| **Parents of a Sixth Form student**

“It’s a small school, so everyone knows everyone. We get a lot of help from staff with our studies and with our personal lives. It feels like a tight family bond.”

| **Sixth Form student**

“Milton Abbey has been the making of our son. From the teachers, to the Boarding House team, and the friends he has made for life. It truly is a fantastic school.”

| **Parents of a Lower School pupil**

““Teachers are committed and passionate about their subjects...Pastoral care is excellent”

| **Tatler Schools Guide 2021**

“Milton Abbey’s spectacular setting, innovative mix of qualifications and countryside expertise gives students, some of whom may not have thrived elsewhere, a host of opportunities to shine – both inside and outside the classroom. Let us give the last word to the students: an ‘exciting, unique, adventurous, proactive’ school.”

| **Good Schools Guide 2021**

[Click here to learn more about Milton Abbey School by watching the introductory videos on our YouTube channel](#)

Senior Deputy Head

We are seeking, from either September 2021 or January 2022, an exceptional Senior Deputy Head. This is an extraordinary opportunity to lead in a unique school in which we recognise that all 'learn differently'. Our academic and social programmes are tailored to the needs of each individual, with a focus on holistic development and optimal achievement for all, rooted in wellbeing.

The Senior Deputy Head will experience all aspects of school leadership in our small, inclusive community. The post provides the opportunity to live and work in a dynamic, busy boarding community in a spectacular setting in the Dorset countryside and to be right at the heart of a truly transformational educational programme. Accommodation will be available on site.



Job Description

Role Purpose: To deputise for the Head. To ensure that the School runs smoothly on a daily basis. To take on delegated responsibilities for pupil and staff welfare, management and conduct. To manage School operations. To promote and maintain a culture of excellence in all areas of School life: day and boarding, in and beyond the classroom. To be an ambassador for the School, upholding its aims and ethos.

Role Scope: The Senior Deputy Head will be responsible for the smooth, safe, efficient and harmonious running of the School on a day to day basis. The post-holder will deputise for the Head when the Head is absent from School, or as required. The Senior Deputy Head will be responsible for ensuring that the Aims and Ethos of the School are actively promoted and upheld. The Senior Deputy Head will attend Governors Meetings as required. Operating in close conjunction with the Academic, Pastoral and Co-curricular Deputies, the Senior Deputy Head will work to ensure that students have the best possible outcomes, in all aspects of their development, and that the requirements of the (Independent School Standards) Regulations are met.

The Senior Deputy Head will be expected to be resident on-site during term time, overseeing responsibility for all pupil supervision, including the out of hours cover and contributing to pupil supervision on a rota basis, in and out of term time. This will include contribution, again on a rota basis, to the supervision of pupils outside of term time on occasion (for example, the Exeat or Half Term programmes for international pupils, or should pupils be required to remain in school during an emergency situation.)

Ten weeks holiday are guaranteed, during the School holidays, to be taken by arrangement with the Head. Flexibility in working hours will be necessary. The post-holder will teach a significantly reduced timetable: any specialism relevant to our broad curriculum will be considered. The Senior Deputy Head is fully immersed in the busy life of our boarding school and will have the opportunity to know and work with all members of our community.

It is anticipated that this role will not only in itself provide excellent development opportunities for the appointee, but also excellent preparation for future headship or other significant roles within education. A comprehensive package of professional development will be agreed with the successful candidate.

Structure: The Senior Deputy Head will report to the Head. The Senior Deputy Head will serve on the Safeguarding Team and will work closely with the Head of Operations and Director of Finance. The Deputies Team (Academic, Pastoral and Co-curricular) report to the Senior Deputy Head.

Key Responsibilities: The role will consider the strengths and experience of the appointee but it is expected that the Senior Deputy Head will:

- support the Head in the smooth and happy daily running of the School
- deputise for the Head in all areas of her work, as required
- demonstrate a strong commitment to the ethos, aims and values of the School
- advise on strategic direction
- ensure that the highest possible level of care for the physical and mental health and wellbeing of all pupils and staff is provided
- champion safeguarding and promote the welfare of our young people
- champion equality, diversity and inclusion
- ensure that high standards of behaviour are maintained and that community expectations are understood and met
- ensure that the highest possible standards of achievement and personal development are expected and met, in and beyond the classroom
- place the safety and security of all pupils at the heart of the School's day to day practices
- lead on crisis response
- chair the 'Co-ord' (School Co-ordination) Committee, oversee and administer the School term dates, calendar, shape of the day and events calendar
- chair Senior Leadership Team meetings
- foster among the staff community a strong commitment to the ethos, aims and values of the School, promoting a culture of excellence across all areas of School life

- promote independence, agency and self-regulation in our students
- promote and strengthen parent partnerships with the school
- support, encourage, nurture and inspire the student body
- support, encourage, nurture and inspire the staff body
- be present, supporting the broad and rich programme of activities and events
- work in sympathy with the Christian foundation and values of the School (while the School welcomes pupils and staff of all faiths and none, Abbey life is central to our community, with worship in the tradition of the Church of England)

The Senior Deputy Head will take on delegated responsibility for key areas of School life, including but not limited to:

- School community: conduct and relationships – pupil behaviour, staff conduct, management and welfare, Heads of School and Pilots (prefects), Induction Programmes
- Statutory and regulatory compliance: ensure that the School meets and exceeds the (Independent School Standards) Regulations to include oversight of policies, procedures and implementation, record-keeping and evidence-logging
- Inspection: lead on inspection preparation and readiness, supported by the Head of Compliance
- Strategic/school improvement: oversee development planning and self-evaluation processes; brief Governors, advise Head on Strategic Matters.
- Salaries budget, with responsibility for teaching team recruitment and retention
- Hold delegated responsibility for Health and Safety
- Oversee administrative functions including HR and Recruitment
- Organise community events: including Chapel, Assembly and annual events (e.g. Carol Service, Remembrance, School Ball)
- General administration: manage weekly routines; oversee communication with parents; respond to and record parental complaints and concerns; census and information request completion
- Admissions and Marketing: oversee and assist the work of the Heads of Admissions and Marketing

- Business development and external community: contribute to cost-control programme; oversee resource allocation; establish excellent relationships with wider community; oversee community outreach and interaction programmes
- Any other duties reasonably required by the Head.



Person Specification:

Person Specification: Senior Deputy Head	
Essential	Desirable
A deep understanding of, and commitment to, the personal and academic development of young people	
Educated to undergraduate degree level with teaching qualification or substantial relevant experience	Higher degree in education, leadership, business or relevant subject specialism
Significant safeguarding experience	Experience as a Designated Safeguarding Lead or Deputy DSL
Secondary school leadership experience	Secondary school leadership experience in a boarding school context
Commercially aware	Experience of leading on financial projects
<p>Applicants will be able to discuss a track record which evidences:</p> <ul style="list-style-type: none"> • commitment to safeguarding and promoting the welfare of young people • commitment to holistic education • commitment to inclusive education • keen focus on pupil well-being, achievement and confidence-building • keen focus on school improvement • exceptional classroom practice • commitment to personal and professional development • resilience and stamina • commitment to supporting young people in achieving the best possible outcomes • experience in managing change and innovation to achieve improvement • experience in handling sensitive situations with pupils and parents • discretion and good judgement • creative problem-solving • capacity to have challenging conversations • collegiate practice – maintaining and nurturing excellent relationships with colleagues • reflective practice and the ability to learn from error • excellent communication – on paper and in person • experience in managing budgets and thinking commercially • organisation – excellent administrative skills • building and nurturing successful teams 	

TERMS OF APPOINTMENT

The following provide guidance, without prejudice, on the likely main provisions of the Contract of Employment.

Hours: This is a full-time post.

Holidays: You are entitled to ten weeks holiday. Public holidays falling when pupils are in School during term time are working days.

Salary: A competitive salary is offered to the successful candidate depending on experience and qualifications.

Probation: The position is subject to a two and a half term probationary period, which may be extended.

Pension: The School complies with its legal obligations in relation to the provision of access to a pension scheme and will automatically enrol the employee in a contributory pension scheme when required by law.

Medical Fitness: Any offer of employment will be conditional upon the appointee's fitness to carry out the role. New employees will be asked, following an offer of employment, to complete a questionnaire regarding medical fitness.

Criminal Background Check (DBS): As a School, Milton Abbey requires all new employees to complete an Enhanced level criminal background check through the Disclosure and Barring Service. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed from or resigned from a previous employer for misconduct of a similar nature. Having a criminal record is not necessarily a bar to employment; it will depend on the nature, circumstances and background of the offence.

References: In addition, all new employees are required to provide two satisfactory references, one of which should be from a previous employer. The School may also contact any previous employer, where the position has involved working with children or vulnerable adults.

APPLICATION PROCESS

Applications must be submitted on a Milton Abbey School Application Form (which can be downloaded from our website) with a covering letter. Candidates should address how they will transfer their experience to date to this post in a boarding school environment. Further details may be obtained from our website or from HR by emailing hr@miltonabbey.co.uk or calling 01258 880484.

Please address your letter to the Head and send the covering letter, CV and application form to:

Miss Lynne Hughes, HR Administrator

By post

Milton Abbey School
Blandford Forum
Dorset
DT110BZ

Or by email

hr@miltonabbey.co.uk

INTERVIEW PROCESS

Candidates invited to interview should bring the following original documents (photocopies or certified copies are not sufficient):

- Two forms of original identification, ie current photocard driving licence, passport or a full birth certificate.
- Proof of address documentation, ie a utility bill or financial statement issued within the last three months showing current name and address.
- Where appropriate, any documentation evidencing a change of name. If providing a birth certificate and your name has changed since birth, you must also provide documentation, eg. marriage certificate, to confirm change of name.
- Where the candidate is not a citizen of a country within the European Economic Area or Switzerland, proof of entitlement to work and reside in the UK.

Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

TIMELINE

The closing date for applications is **Tuesday 18th May at noon**. Longlist panel interviews will take place on Thursday 20th and Friday 21st of May by Zoom, with shortlisted candidates invited to visit the school (should Covid precautions permit) for interview on a socially-distanced basis on Tuesday 25th or Wednesday 26th of May.

We look forward to receiving your application.

