

Deputy Head

Candidate information
April 2022





IAPS girls' prep school for ages 3 - 11

DEPUTY HEAD

Required from April 2022

A rare and exciting opportunity to join an exceptional school with a very high academic profile and strong pastoral traditions.

We are seeking an inspirational, strategic and impactful school leader, with a sophisticated understanding of pastoral care in the primary sector and a track record of fostering the wellbeing and flourishing of pupils in a high achieving environment. We are looking for a role model for pupils and colleagues, a leader who will nurture excellence in our pupils by delivering a first-class pastoral programme.

The postholder will be an outstanding teacher with energy, vision and ambition, have excellent leadership and management skills, real interest in pastoral and curriculum issues and an enjoyment of all aspects of school life. The successful candidate will work closely with the Headmistress on a daily basis and the Senior Leadership Team, comprising the Bursar, Director of Studies, Head of Middle School, Head of EYFS and Head of Marketing.

Closing date

Noon Friday 24 September 2021

Interviews

Thursday 7 October 2021

Please contact Mrs Thompson, HR Department for an application package.

Call 01732 453039 or email thompsonj@granvilleschool.org

The Granville is committed to safeguarding and promoting the welfare of children. Applicants must be prepared to undergo child protection screening.

The school

Founded in 1945 by Ena Makin, The Granville School is a thriving, successful prep school with an enviable reputation for excellence. The school is set in five acres of gardens and woodland and is centred on a large, attractive Victorian house. Over the past years, several new specialist buildings have been added so that it is now an impressive campus with exceptional, purpose-built facilities.

The school benefits from being close to a mainline station (30 minutes from London) and the busy market town of Sevenoaks. The Granville School is a non-selective, day preparatory school for girls aged 3 to 11 and boys aged 3 and 4. It is an educational trust administered by an extremely supportive Board of Governors.





Our vision

Believe, inspire, achieve.

Realising the full potential of every child by developing knowledge, confidence and self-reliance within a supportive and successful school community.

The Granville is an exceptional school which combines the very best of prep school tradition with a vibrant, forward-looking outlook where change is embraced and innovation celebrated. Pupils thrive on individual attention and achieve their best in a happy, secure and stimulating environment. Highly qualified, specialist teachers make learning exciting, develop enquiring minds and raise levels of expectation.

Every year, pupils participate in uniquely Granville festivals. These all help to reinforce both a strong family community and a warm, friendly atmosphere, which are highly valued by pupils, parents and staff. While the school is non-selective, it successfully nurtures the potential in every pupil and each year the girls achieve impressive results academically as well as in sport, music, drama and art.

Many girls gain scholarships to a wide range of excellent senior schools, (including Caterham, Kent College, Sevenoaks, Walthamstow Hall and Woldingham) as well as places at Kent grammar schools. The Head is a member of the Independent Association of Prep Schools (IAPS) and the school is inspected by ISI.

The most recent ISI inspection took place in 2017 and the school was proud to be rated 'excellent' in all areas. The full inspection report can be read on the school's website. Looking to the future, the school aims to continue on its journey of excellence, constantly aiming to improve the standard of teaching and learning, and helping pupils achieve their personal best. There is also a major building and development project on the horizon, to further improve the school's facilities.

A close-up, slightly blurred photograph of several children's shoes hanging from a white metal rack. The shoes are in various colors including red, blue, pink, and teal. Some of the soles are visible, showing different tread patterns like wavy lines, small bumps, and a grid. The shoes appear to be worn, with some dirt on the soles. The background is a solid dark blue.

Beyond the classroom

At The Granville, we believe that examination success is not solely the end goal of a pupil's journey through school. Rather, it should be an enriching academic and extra-curricular experience that allows our pupils to fully develop their skills, confidence, creativity and character, instilling in them a lifelong love of learning and a firm belief that anything is possible. Experienced, dedicated teachers offer a supportive, encouraging and challenging environment in which to learn, that allows pupils to achieve success that not even they dreamed possible.

Though large enough to ensure academic rigour and excellent facilities, the school is small enough for the Headmistress and members of staff to know every girl personally and as an individual. We have a strong family tradition and a strong parents' association. The atmosphere is happy and purposeful and we set high standards emphasising concern and respect for the needs of others.

A major feature of the school is the huge diversity of the extra-curricular activities on offer to pupils and it is expected that all staff will contribute in some way to this side of the life of the school. Opportunities exist for involvement in cultural, dramatic, sporting and intellectual pursuits and we like staff to assist in areas where they have a genuine interest and enthusiasm.



“I love coming to school.

The teachers are so nice and they make learning fun. Also, the food is excellent!”

Harriet, Year 3 pupil



“We have so many fantastic clubs!

Every Thursday I do circus skills club. But my favourite is cross country running in Knole Park.”

Isobel, Year 5 pupil






“I love teaching here.

The girls are so well behaved and there is an incredible support system for all staff, as well as a carefully structured induction process. I feel so valued in the team, despite only being here less than one year.”

Miss C Townsend, Year 3 teacher



“I love the school as much now as I did 20 years ago when my eldest daughter came here.

They have such fond memories of being at The Granville.”

Mrs V Wyatt, Teaching Assistant

Job description: Deputy Head

The Deputy has a full share in policy and decision making, in the responsibility for staff and pupil welfare and for good relationships with Governors, parents and all those involved with the school. S/he may deputise for the Headmistress when required, either when the latter is out of school or when she is in school occupied with other business.

The Deputy's qualities of leadership and the management responsibilities s/he undertakes are crucial to the smooth running of the school.

Professional Qualities

Experience of school management at a senior level within a highly successful independent preparatory school or state primary school;

Outstanding teaching practice, with QTS, in any subject, as well as experience in leading and delivering pastoral/welfare requirements of our inquisitive and ambitious pupils;

Genuine interest in developments in pastoral and academic issues in leading independent schools;

A sharp intellect to dissect problems and the creativity and positivity to identify solutions;

Excellent organisational skills, with a keen eye for detail and evidence of rigour in implementation and follow-through;

The personal qualities and behaviours which will make them a role model of the school's values for staff and pupils;

Curiosity, team spirit, emotional intelligence, open-mindedness, initiative, resilience, flexibility, integrity and a sense of humour;

Knowledge of 11+ examinations and secondary school transfer, both in the independent sector and state, would be advantageous.

Leadership Role of Deputy

Participate in the strategic leadership and operational management of the school and in its development;

Consider, recommend and implement innovations from research and practice to drive and enhance pastoral care;

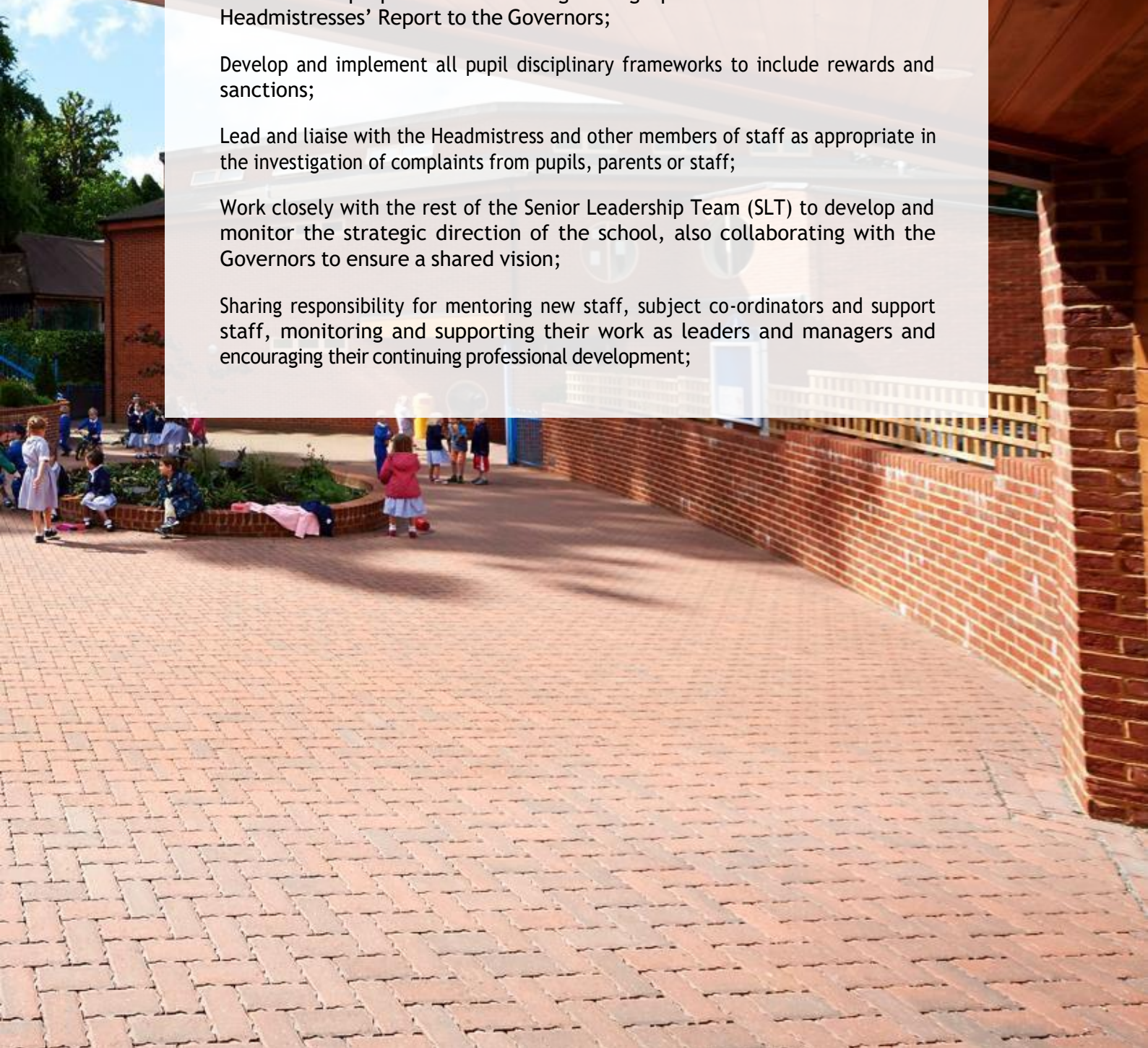
Sharing with the Designated Safeguarding Lead, the responsibility for all aspects of the school's safeguarding provision, in its policies, practices and documentation and to be the Deputy Designated Safeguarding Lead. In this role, the post holder will assist in the preparation of a safeguarding update to be included in the Headmistresses' Report to the Governors;

Develop and implement all pupil disciplinary frameworks to include rewards and sanctions;

Lead and liaise with the Headmistress and other members of staff as appropriate in the investigation of complaints from pupils, parents or staff;

Work closely with the rest of the Senior Leadership Team (SLT) to develop and monitor the strategic direction of the school, also collaborating with the Governors to ensure a shared vision;

Sharing responsibility for mentoring new staff, subject co-ordinators and support staff, monitoring and supporting their work as leaders and managers and encouraging their continuing professional development;



Responsibilities of the Deputy Head include:

Overseeing the smooth day to day running of the school. To foster good relationships at all levels amongst members of the immediate and wider school community;

Leading school assemblies in line with the ethos of the school;

Assisting in the preparation, promotion and implementation of School policies;

Contributing to and updating where necessary the staff handbook;

Assisting with the scrutiny of departmental budgets on an annual basis;

Contributing to the selection and interview process of prospective staff;

Supporting staff and girls at all school events and some extracurricular activities;

Sharing emergency calls during holiday periods;

Keeping up to date with all aspects of school management, through reading and in-service training, briefing the Headmistress on articles/books/courses and other matters of professional concern;

Supporting the professional development/performance management programme for both the teaching and support staff;

Overseeing the exam preparation and timetables for internal school examinations;

Liaising with Head of Music, Head of Drama and Head of P.E. to ensure the smooth running of school concerts/church services, prize giving and Sports Day;

Attending certain Governors meetings as and when required;

Taking minutes of the SLT weekly meetings;

Overseeing the creation and punctual delivery of the whole school's timetable;

Overseeing the Year 6 prefect duties, school council and pupils with other responsibilities;

Overseeing the delivery of leadership opportunities for pupils at the school - form captains and school prefects;

Overseeing the management of the House system and house points



Teaching and Learning

To teach as an excellent practitioner in the delivery of lessons;

To maintain an attractive and stimulating learning environment for pupils that celebrate their work and achievement;

To support the Director of Studies to implement, monitor, evaluate, and review the curriculum throughout the school;

Plan lessons that reflect the objectives set out in the schemes of work, with clear aims and outcomes and differentiation to enable all pupils to make progress in line with their potential;

Assess, record and report on pupils' attainment and progress at frequent intervals according to the school policies, and keep records of these;

Alongside the SLT, monitor and evaluate the quality of teaching and standards of learning and achievement, to deliver the school's academic strategic objective;

To work with the Director of Studies to track and monitor pupil progress and personal development;

To keep up to date with national and local curriculum trends and changes and to keep Headmistress/SMT/governors etc. informed.

Working with parents and Governors

To encourage and maintain good relationships with parents, prospective parents and the Governing Body;

To communicate with parents on issues of curriculum, seeing them individually or speaking to groups as required;

To attend events involving parents;

To attend social/school functions and share responsibility for welcoming and entertaining Governors and special guests;

To prepare reports and present reports for Governors as required on relevant issues.

Additional information

Salary

The successful candidate will be paid according to their experience which is equated to the national pay scales. The Granville teachers' supplement will also apply.

Safeguarding and child protection

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

To promote and safeguard the welfare of children and young persons' for whom/she/he is responsible, or with whom she/he comes into contact. They will 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 she/he must report any concerns to the schools' Designated Safeguarding Lead.

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.

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.



Photo: Mary Johnson

The Granville School
2 Bradbourne Park Road
Sevenoaks
TN13 3LJ

01732 453039