

**APPOINTMENT OF SENIOR DEPUTY HEAD
(STAFF AND SPECIAL PROJECTS)
(FOR SEPTEMBER 2018)**

We are looking to appoint a Senior Deputy Head (Staff & Special Projects) for September 2018.

The Senior Deputy will be responsible for all aspects of the management and professional development of staff, as well as for some special projects which will vary in nature depending on the needs of the school over time. This position was created in recognition of the strategic importance of having effective systems in place to ensure continuous professional learning and adequate staff management. A passion for developing the professional capacity of staff at all stages of their career and a genuine interest in staff welfare is essential.

The Senior Deputy will deputise for the Headmistress and oversee the smooth running of the school in her absence. They will need to take the lead where required and work closely with the other two Deputy Heads (Pastoral and Academic) and the rest of the SMT. An ability to think clearly and strategically and excellent judgement and communication skills are essential.

This is an exciting, important and demanding role. Applications are invited from ambitious and dynamic individuals with obvious leadership skills and a track record of excellence in the classroom. Candidates will be required to demonstrate a strong fit with the ethos at CLSG as well as knowledge and commitment to best practice in relation to staff development and staff management. It is likely that the successful candidate would look to move to Headship in the future.

DETAILS OF POST

The Senior Management Team is comprised of three Deputy Heads (Senior, Pastoral and Academic), a Bursar, an Assistant Head Teaching, Learning and Research, three Heads of Section (Sixth Form, Senior School and Lower School) and the Head of the Preparatory Department. All the Deputy Heads have secretarial support.

The Senior Deputy Head will have responsibility for all matters relating to staff management and development. He or she will also have some additional responsibilities for specific projects which will depend on the needs of the school and the successful candidate's strengths and interests.

The Senior Deputy Head will deputise for the Headmistress and work very closely together with the other two Deputy Heads, giving each other mutual support in all aspects of school management and in leading the school's development. The Senior Deputy Head will also deputise for the Deputy Heads in their absence, performing whatever tasks may be necessary in this connection.

The Senior Deputy Head will play a key role in the Senior Management Team. He or she will contribute to all aspects of planning, organisation, administration and management of the school and to the review, development and implementation of policy. The Senior Deputy Head will attend Board of Governors' meetings and take school assemblies regularly.

The Senior Deputy Head, with the other two Deputy Heads, will be responsible for the smooth daily running of the school, maintaining the City of London School for Girls' high reputation as a nurturing, friendly, well-ordered and disciplined environment. It is expected that the Senior Deputy Head will be a strong presence around the school and at a wide variety of school activities and events.

The Senior Deputy Head's broad areas of responsibilities are listed below. It is also expected that responsibilities may evolve over time given the particular strengths and interests of the successful candidate and the needs of the school. The Senior Deputy Head should also take on any other responsibilities as the Headmistress may from time to time reasonably determine. The school operates a 40 period week and the Senior Deputy Head is likely to teach between 10 and 12 periods per week.

AREAS OF RESPONSIBILITY

STAFF MANAGEMENT

- To take full responsibility for staff welfare and staff management
- To lead on safeguarding matters related to staff
- To chair the Wellbeing Working Party
- To oversee arrangements for long term absence and to carry out return to work interviews.
- To manage the school's Performance Management system.
- To supervise arrangements and organisation for the recruitment of new staff, teaching and non teaching, to take part in interview panels and to observe demonstration lessons.
- To oversee, organise and monitor staff duties
- To attend Support Staff's weekly meetings with the Bursar and the schools' HR forum meetings monthly at the City of London Corporation.
- To attend termly meetings with the Staff Chair and the Staff Union Representative
- To compile and update the Internal Staff Handbook in conjunction with the Deputy Heads.
- To work in close consultation with the Head and the Bursar on strategic staffing issues.
- To prepare relevant reports for the Board of Governors' meetings
- To organise the election of the Staff Chair representing the Staff Common Room
- To work closely with the HR department at the City of London Corporation on the drafting and implementation of workplace policies, ensuring that they take account of statutory requirements and national and local priorities.
- To keep abreast of developments in relevant educational and employment legislation, producing summaries for the Headmistress and others as appropriate.
- To share knowledge and expertise with colleagues and to stimulate debate.
- To organise cover teaching when the Deputy Heads' Secretary is absent

STAFF DEVELOPMENT

- To organise the Whole Staff INSET programme in consultation with the Headmistress, the two Deputy Heads and the Assistant Head (Teaching, Learning and Research), and in accordance with the School Development Plan.
- To take overall responsibility for individual Staff INSET – identifying specific staff needs and suitable providers and developing systems to disseminate individual professional knowledge within the school.

- To oversee the staff INSET budget.
- To take overall responsibility for induction of all experienced teachers new to CLSG and to oversee the induction of NQTs, acting as mentor where relevant
- To work with the Headmistress and Bursar to manage staff succession planning
- To coach and mentor staff as part of their preparation for middle and senior management roles (ISQAM or similar)
- To maintain records of staff training for compliance purposes
- To act as a mentor for GTP trainees where relevant.
- To liaise actively with HMC Professional Development departments.
- To work with the Librarian in the development of the Professional Studies section of the Library.
- To establish relevant links with other schools for the benefit of staff development, both within and outside the Corporation of London.
- To represent CLSG at the East London Consortium Professional Development group and to work with the Chair of the group in setting up staff training opportunities
- To model continuous professional learning to staff and pupils

DEPUTISING FOR THE HEADMISTRESS

- To deputise for the headmistress in her absence, taking responsibility for making any decisions that may be necessary.

SPECIAL PROJECTS

To lead and oversee specific projects that will vary over time depending on the needs of the school. This will include leading on some aspects of the forthcoming 125th Anniversary celebrations and other projects on behalf of the Headmistress.

THE CANDIDATE

Applications are invited from very highly qualified men and women who are graduates with a proven record of excellence in the classroom and strong managerial experience in an academic school.

Required qualities

- Excellent communication and interpersonal skills
- Excellent judgement
- Ability to think clearly and strategically
- Ability to empathise and hold others to account
- Strong experience and secure understanding of key issues in staff management
- Strong experience and secure understanding of the key issues in developing the motivation, effectiveness and professional capacity of education professionals
- Experience of successful implementation of change.
- Diplomatic skills and the ability to build relationships with all stakeholders in a school

- Commitment to continuous professional development
- A developed administrative ability
- A good honour's degree
- An understanding of and commitment to the ethos and practices of CLSG, an academic school where professional standards and expectations are high.

The appointment will be made without regard to gender, ethnic origin, disability or subject speciality.

THE SCHOOL

The City of London School for Girls is an independent, non-denominational girls' school which is administered by the Corporation of the City of London. It is a member of the [Headmasters' & Headmistresses' Conference \(HMC\)](#) and caters for pupils whose ages range from 7 to 18 years. The total number of pupils is about 730, approximately 90 of whom are members of the Preparatory Department. There are in the region of 150 girls in the Sixth Form each year. Entry is by competitive examination at 11+ and by testing and interview at 7+ and Sixth Form level. The school has a strong academic tradition and all girls go on to Higher Education from the Sixth Form. Approximately 20% of the girls in the Senior School are on means-tested bursaries, provided by Livery Companies, the City of London Corporation, corporate and private donors and the School

Achieving academic excellence is an important part of life at CLSG, but so too is the provision of a wealth of extra-curricular opportunities, broadening students' lives with new experiences and challenges. A highly supportive system of pastoral care is in place in which understanding, encouraging and inspiring individual pupils is a fundamental part. Our School is cosmopolitan in outlook and the staff and students make the most of all that London has to offer. We are committed to an active outreach programme, to an international outlook and to educating young women to be the leaders of tomorrow. Applicants for teaching posts at City should therefore be enthusiastic about getting to know students and providing guidance appropriate to their individual needs. Applicants should also be keen to invest time and energy in extra-curricular activities, and to exploit to the full the opportunities arising from being at the heart of the City of London and to contributing to the strong community spirit which is a prominent feature of the school.

CLSG's tradition and location create a unique atmosphere which is vibrant, confident and supportive. The student body reflects the diversity of London, and pupils commute into school from all over the Greater London area. Personal development is the goal for every girl.

Facilities and support for staff are excellent. iPads are available to teaching staff, and extensive computer facilities are available for integration into teaching practice. CLSG is currently deploying the use of mobile technologies across the school.

Outreach is a vital part of the school culture. CLSG works in partnership with a number of schools within and outside the City of London. The school is part of the East London Consortium as well as of the family of schools supported by the City of London Corporation, and currently sponsors the City of London Primary Academy Islington

Professional Development at CLSG

CLSG is thoroughly committed to supporting the professional development of staff and to making it an integral part of the School Strategic Development Plan. Staff learning is as important as pupil learning at CLSG.

CLSG has developed a unique model of professional development on Teaching and Learning with the support of Dr Chris Harrison at King's College London, on which the Deputy Head Academic and the Assistant Head Teaching and learning lead. Staff have a total of 6 full INSET days a year and the school finishes early on Mondays to provide further professional development time. All staff are involved in cross departmental learning communities where they engage in professional reflection, experimentation and sharing of good practice. In recent years, the school has used these professional learning communities to embed pedagogical approaches

including: AfL, Mindsets Theory and it is currently working on developing a Culture of Thinking using research from Harvard Project Zero.

The school is fully committed to embedding research as part of professional learning and in September 2015 appointed a Researcher in Residence. The Researcher in Residence supports members of staff who are working on small scale action research projects within the school. She has been the CLSG lead in a joint research project with CLS and Birkbeck University on improving working memory. The school also sponsors up to 5 members of staff a year to pursue MA courses in Education.

The school provides staff with training opportunities on leadership and pastoral issues, on which the Senior Deputy leads.

Within the East London Consortium and the family of City schools, there are frequent opportunities for collaborative professional development which the school has always taken a leading role in.

CONDITIONS OF SERVICE

Appointments are subject to satisfactory references, the receipt of an enhanced Disclosure and Barring Service certificate and medical clearance. This post is exempt from the Rehabilitation of Offenders Act. The School has a generous salary for this post which reflects the candidate's qualifications and experience.

A Staff Fee Remission Scheme is available to members of the teaching staff for children attending one of the three City independent schools. The rate is currently 50% of full fee for up to seven years and further details can be supplied to applicants invited to interview upon request.

The post-holder's responsibility for promoting and safeguarding 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 Child Protection Policy 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 or welfare of children in the school s/he must report any concerns to the school's Designated Safeguarding Lead (Deputy Head, Pastoral) or to the Headmistress.

On application please will you provide evidence to validate the contents of your CV which should offer a full employment history and full details of all educational achievements. You may be required to declare yourself to be in good health and you are required to declare criminal convictions. Confirmation of the appointment depends upon a satisfactory outcome to the usual statutory and medical checks. You should be aware that we may approach any previous employer as a child protection measure.

There will be two rounds of interviews and further details will be sent to short-listed applicants. The first round of long-list interviews will take place on Tuesday 30th January. Final interviews for short-listed candidates will take place on Wednesday 7th February.

The closing date for applications is 22nd January 2018.