



# Blundell's

FOUNDED 1604



Appointment of

**Senior Deputy Head**

September 2018

# An Introduction to Blundell's School



Blundell's is an independent co-educational day and boarding school for children aged 11 to 18 with a tied co-educational day Prep School of 220 pupils aged 2-11. In the Senior School there are just under 600 pupils on the roll, of whom 60% are boys and 40% girls; the majority are from the West Country but some come from farther afield in the UK and around 12% are international students from approximately 20 different countries. The school is situated on the outskirts of the market town of Tiverton and, with the adjacent Prep School, is set in 90 acres of rolling Devon countryside. It is easily accessible via the M5 and the train journey to London is 2 hours. The M5 junction 27 and Tiverton Parkway station are both six minutes away. Exeter is 25 minutes away by car, as is the coast and Exmoor.

*The outstanding characteristic of a Blundellian is their positive 'can-do' attitude.* The main finding of the most recent Independent Schools Inspectorate report was that the school is highly successful in achieving its aims –that of providing a rounded education in which *pupils learn to be flexible, articulate and able to present themselves and their ideas well and capable of motivating themselves.* It also noted the *'excellent and unforced rapport'* between staff and pupils. The school was fully compliant in its 2016 Compliance inspection.

The school is not overly selective although all pupils not coming through from Blundell's Prep School (BPS) sit an entrance test, meaning that the school is academically strong, encouraging a genuine love of study and scholarship, perseverance and intellectual inquisitiveness. Classroom learning is complemented by a vibrant enrichment programme of lectures, seminars, conferences, academic societies and masterclasses. Pupils are successful in a number of regional and national academic competitions (please see the section on the academic profile of the school).

All pupils, day and boarding, are members of a house and the strength of the house system underpins all aspects of school life. Years 7 and 8 pupils are members of the co-educational School House, then progress to one of the five single sex houses (three boys, two girls) for Years 9-12. The final year is spent in Westlake, a pre-university house for Year 13 pupils. This structure allows the houses to focus on a particular age range, providing the support that is necessary at the different stages of a boy or girl's development. The Senior School currently has 135 full boarders, 81 weekly boarders, 166 flexi-boarders and 217 day pupils.



Sport is integral to life at Blundell's and the school has an excellent reputation for its sporting prowess and the spirit in which sport is played. Many Blundellians represent their county, with a good number achieving national honours in disciplines as diverse as rugby, hockey, cricket, fives, canoeing, athletics and equestrianism. Elite sportsmen and women are supported through a specific fitness programme and given time to specialise in their particular sport.

There is also a wide ranging programme of extracurricular activities available at the school allowing pupils to explore interests outside the classroom (from astronomy to sub aqua) and develop leadership skills through such activities as canoeing (Devizes to Westminster) and Ten Tors, the Combined Cadet Force and the Duke of Edinburgh's Award scheme.

Blundell's works closely with local organizations and schools. It has a strong ongoing relationship with the Culm Valley Small School Association of 9 local Primary schools and in 2016 Blundell's was invited to become a Strategic Partner School in the West Country Teaching School Alliance. Through this the school works with 15 local maintained schools to deliver county wide school-to-school support, initial teacher training and CPD.

Academically the school is on an upward trajectory, whilst not becoming more selective. This year, A level results saw 42% of all grades at A\*/A, and 69% at A\*-B. A\*-C grades are at just under 90%, whilst entry requirements to the 6<sup>th</sup> form remain relatively low at five A\*-C grades. The school relaunched its Scholarship and Oxbridge programmes four years ago and this year six pupils gained offers at Oxford or Cambridge, bringing a total number of offers to 18 over the last four years. Blundell's has excellent Learning Support and TESOL departments under two relatively new and outstanding Heads of Department.





Blundell's is well known for the creative arts. A variety of ensemble groups, concerts (both in and out of school) and informal house music events give all musicians the chance to perform, while around fifteen drama productions are staged each year, with pupils experiencing all aspects of theatre. Art, Music and Drama have come under new leadership from Heads of Department appointed in the last five years. Artists have the opportunity to develop practical skills in drawing, painting, printmaking, 3-D, photography, animation and graphic design. The school now has its carol service in Exeter Cathedral every two years.

Facilities at the Senior School include a 500 seat Assembly Hall, purpose-built 180 seat theatre, a music school which contains two MAC composition suites and a recording studio, modern ICT suites, Design and Technology workshops, two floodlit AstroTurf pitches, two gyms, newly refurbished fitness suite, outdoor swimming pool, all weather cricket nets and extensive sports pitches. The Prep School also has its own pitches, and academic facilities including state of the art Food Technology areas that are used by both schools.

The chapel is key to the daily life of the school. Whole school assembly is held for the Senior School on Mondays and the school meets on Tuesdays to Fridays in chapel. There is a full time Chaplain and members of staff and pupils are encouraged to lead services regularly. The Head preaches on the first Sunday of each term and on other ad hoc occasions. All full boarders and resident staff, including the Head, attend chapel every Sunday excluding leave and exeat weekends.

## **Blundell's has a distinguished history.**

It was founded in 1604 through the bequest of Peter Blundell, one of the wealthiest Elizabethan merchants. He left money and land for a boys' school in his home town to 'maintain sound learning and true religion'. Generous lands were provided in Tiverton and South Devon for its maintenance and Blundell's executors established links between the school and Balliol College, Oxford and Sidney Sussex College, Cambridge.

The school was originally located in Tiverton itself (the building is now owned by the National Trust) and moved to its current location on the outskirts of the town in 1882. Girls were admitted in 1975, with full co-education starting in 1992.

## **Old Blundellians**

The Old Blundellians represent those who have attended the school and are a strong community. They have an active and positive relationship with the school. In addition to their own club and website, there are also regular events which take place that ensure ties with the school are maintained and developed.

Notable Old Blundellians include; Sir Christopher Ondaatje (writer and philanthropist), R D Blackmore (author of Lorna Doone), A V Hill (physiologist, Nobel laureate), Professor Bowring (Master of Selwyn College, Cambridge), Michael Mates (Member of Parliament), Vic Marks (cricketer, journalist, broadcaster), Ben Rice (author), Claire Marshall (journalist), Matt Kvesic (England rugby cap), Natalie Dew (currently starring in the West End musical Bend It Like Beckham), Tristan Evans (drummer of The Vamps) and Ben Collins (The Stig).





Blundell's aims to provide a rounded education for the whole person, in mind, body and spirit, promoting the essential values of Character, Social Responsibility and Independence to enable pupils to pursue Excellence in every area with a sense of Adventure about their future.

These values are in accordance with the wishes of the school's founder Peter Blundell and expressed in the school's long-held belief: '***There are two gifts we can give our children, the first is roots and the second is wings.***'

## **Roots**

*To develop depth and breadth of **character**, which will encourage resilience, optimism, self-control and generosity within the rich Christian values of the school.*

*To develop a sense of **social responsibility** and for each individual to be mindful of their role in the Blundell's community, in society at large and in the global environment, thus encouraging consideration, mindfulness and respect.*

## **Wings**

*To develop independence, with each pupil taking responsibility for their own growth and development and so demonstrate initiative, take ownership and feel satisfaction in what is achieved.*

*To pursue **excellence**, aspiring to do everything as well as it can be done, which will develop a sense of justifiable pride and ambition.*

*To develop confidence and a sense of **adventure** which will foster courage, curiosity, enterprise and originality.*

## The Leadership Team

The current Senior Leadership Team structure of the Senior School includes 10 members; The Head, Senior Deputy Head (Head of Pastoral and Boarding), Deputy Heads Academic and Co-curricular, Senior Master (Events, Calendar), Senior Mistress (Staff Development), Director of IT, and non-academic; Bursar, Director of Marketing and Communications, Director of Development. The Deputy Head Academic chairs the Academic Leadership Team; Head of 6<sup>th</sup> Form, Academic Head of Years 9-11, and 7/8, plus Head of Learning Support and the Curriculum Manager (Timetable).

In addition, the Head meets fortnightly with the Blundell's Strategy Group, which comprises the Heads of both schools, their deputies and the Bursar. Other senior members of the school attend as required.

## The Governing Body

The Governing Body is made up of 13 members (3 women and 10 men). There are no current parents on the Governing Body. The Head is in touch with the Chairman every week, and there are termly meetings for the following committees: Prep School, Education, Finance and General Purposes, Governance as well as ad hoc meetings of the Remuneration and Appointments Committees.

The Full Board meets once per term. There are Governors with responsibilities for Safeguarding, Boarding, Staff representation, Learning Support, Health and Safety and EYFS. There are also two working parties that meet on an ad hoc basis; Property and Estates, and Fees Group.

The Governing Body is very supportive of the school and Governors regularly attend events, meet staff, parents and pupils. The Head attends all committee meetings and prepares reports for the Full Board meeting each term.



# Job Description



## SENIOR DEPUTY HEAD

### The Whole School Role:

- To deputise for the Head in all aspects and to take the lead when he is absent or unavailable;
- To advise as a duty and to have the right to be consulted on matters of policy and administration and to work with the Head to develop school policy and strategy;
- To be responsible to the Head for the day-to-day organisation of the school;
- To keep the Head fully apprised, where possible, of School matters, through regular, often daily, meetings;
- To be a member of the Blundell's Strategy Group and Senior Leadership Team;
- To attend meetings of the full Governing body and of the Finance and General Purpose Committee. To attend other meetings at the request of the Governors;
- To support the Deputy Head (Academic) and participate in meetings of the Heads of Department Committee;
- To fully support the lecture programme, concerts, plays and sports matches;
- To support the spiritual ethos of the school. This includes working alongside the Chaplain to ensure that a weekly chapel programme is planned and carried through. Close attendance in Chapel is expected as are regular contributions (usually every Half Term) to Chapel talks.





### The Strategic Role:

- To give direction to all aspects of the pastoral provision of the School;
- To contribute to the Strategic Development Plan (SDP) of the School and to lead in the development of the Pastoral element of the SDP.
- To keep abreast of the development of pastoral issues facing schools and to lead the Common Room in responding to them;
- To develop a sound working knowledge of Mental Health matters and to work with the Medical Centre, the School Counsellor and the Head of PSHE to deliver a coherent programme to support pupils in this regard;
- To engage with organisations such as the BSA and HMC and, where relevant, to attend conferences and other forums to ensure the School stays in touch with what is happening in other schools

## The Pastoral Role:

- To lead the pastoral side of the School, working closely with, and line managing, the Housemasters and Housemistresses;
- To chair the Welfare Committee; and lead the School Council
- To lead the Housemasters and Housemistresses in matters of pupil welfare and discipline;
- To prepare the agenda for, and keep the minutes of the Housemasters and Housemistresses Committee meetings;
- To be available to parents and pupils with problems, referring serious issues to the Head as necessary;
- To maintain close links with the Medical Centre staff through regular meetings;
- To be responsible for maintaining the Pupils Privileged Information file;
- To work alongside the Designated Safeguarding Lead for Child Protection and to monitor the School's Anti-Bullying Policy;
- To work with the School Proctor to ensure that the School Rules are up to date and sensibly adjusted;
- To be responsible for the discipline of pupils, including co-ordinating Wednesday detentions, excepting where the seriousness of the offence requires the Head's intervention;
- To be the investigating member of staff in matters which may lead to suspension or exclusion;
- To ensure that the Children's Act Sanctions Log is maintained;
- To lead the School Monitors and to keep abreast of morale and opinion within the school, especially through the Monitors.



### The Role With Staff:

- To act as an advisor and confidante in support of the staff and to be responsible for maintaining standards of discipline among the staff – punctuality, dress, etc.
- To be responsible for the upkeep of the Staff Handbook;
- To be involved in all academic staff appointments;
- To act as line manager of the School Secretaries;
- To liaise with and organise the election of the Governor representing the Common Room;
- To work with the School Proctor in overseeing the induction of new academic staff.

### Additional Responsibilities

- To chair the Policy and Compliance Committee overseeing the implementation of the regulatory requirements and to ensure that the Head is fully informed of developments with respect to compliance issues;
- Where an inspection is imminent to take a major role in preparing the school for such an event and seeing it through as the central figure during the actual event;
- To maintain good contact with the local community and act as the police liaison officer.





The successful candidate will have obvious leadership qualities, and will demonstrate a strong fit with the ethos of Blundell's, as well as knowledge of and a commitment to best practice in relation to safeguarding children and young people. The post would suit someone with existing Senior Leadership experience or someone with suitable experience looking to move into Senior Leadership for the first time. It is likely the successful candidate would be looking to move to Headship themselves in the future.

## Essential

- Degree level qualification;
- Proven leadership and management in a boarding environment as either a Houseparent or as a Head of Year;
- Interest in educational research and keeping up to date with current developments and ideas;
- Natural people person who enjoys working with young people and playing a visible leadership role within a school community;
- Excellent judgement; a clear thinker, who is concise and able to make decisions in a fair and reasoned way;
- Collegiate and collaborative approach, with the ability to motivate, influence and inspire staff, pupils and parents;
- Inspirational practitioner in any subject;
- Understanding of and sympathy with the School's Christian ethos.

- Understanding of, and a commitment to, best practice in safeguarding the welfare of pupils, and an appreciation of the importance of regulation;
- Personal charisma, dynamism, energy and enthusiasm;
- Ability to think innovatively and strategically;
- Strong communicator with very good listening skills;
- A supportive leadership style which is personable, approachable and tactful;
- Ambassadorial skills and the ability to build relationships with all stakeholders in a school;

### **Desirable**

- Knowledge and understanding of inspection;
- Experience in marketing a school;
- Further studies or qualifications in management or educational leadership;
- Experience of having lead Safeguarding practice in a school environment;
- A genuine interest in the life of the school, including co-curricular activities; it is hoped that the person will have an affinity with sport and the arts as part of this;
- Ambition to develop and move to Headship



# How To Apply



There will be a competitive salary package for this role. The candidate must live on the school site and the role comes with a comfortable four bedroom family house and garden in a secluded area adjacent to the grounds.

Candidates should apply for this role through our website at [www.blundells.org](http://www.blundells.org)

Please download an application pack and email a completed application form, CV and cover letter to [recruitment@blundells.org](mailto:recruitment@blundells.org)

We request that letters are addressed to the Head, Mrs Nicola Huggett, and are no longer than two pages. It is expected that candidates interested in applying for the post will read the Blundell's Recruitment Policy and Blundell's Safeguarding Policy documents which can be downloaded from our website.

The closing date for applications is noon on **Friday 5<sup>th</sup> January 2018.**

Decisions will be made shortly after the closing date. Following this, the Selection Panel will agree a longlist of candidates to be invited for interviews. You will be notified during the week of 8<sup>th</sup> January and the first round of interviews are scheduled for the week of the 15<sup>th</sup> January. The final round of interviews will take place the week of the 22<sup>nd</sup> January.

If you need any further assistance, please contact via email [recruitment@blundells.org](mailto:recruitment@blundells.org)



Blundell's

