



**Appointment of Assistant Head (Operations and Outreach)
Upper School
To start in September 2020**

The role presents an exciting opportunity to help support the all-round development of over 1200 pupils at a leading independent co-educational day school. The Assistant Head (Operations and Outreach) position is a new role being created with effect from the 1st September 2020.

Public exam results regularly place The Perse in the top 20 schools nationally and in a typical year over 40 pupils will receive Oxbridge offers. The Perse is a very special school which is both traditional and innovative, academic and caring, flexible and structured, industrious and fun. All teachers and pupils are required to demonstrate 3D excellence and contribute to the academic, pastoral and extra-curricular life of the school. Our values shape what we do and how we do it. Alongside endeavour and scholarship we promote balance, wellbeing, perspective, and valuing one another and our environment.

The post holder will need to combine an eye for detail and rigorous implementation with an intelligent understanding of the key issues facing schools today. They will also need to be a clear and persuasive communicator with excellent interpersonal skills. This is a job for a proactive and hands-on leader who is able to juggle multiple demands on their time and keep a sense of perspective. The Assistant Head (Operations and Outreach) will need to be effective with both big picture strategy and small detail operations with a commitment to excellence and continuous improvement.

Reporting to the Deputy Head (Operations and Outreach), the successful candidate will become a member of the Perse's 3-18 Senior Leadership Team, and will deputise for the Deputy Head (Operations and Outreach) at Upper Executive Leadership Team (ELT) meetings as appropriate.

The Upper ELT consists of the Head, Senior Deputy Head, Deputy Heads, Bursar, Director of ICT and Director of Business Development with the Director of Communication, Registrar, and Director of HR attending as required.

The 3-18 Senior Leadership Team consists of the Upper ELT plus the Head of the Junior Division, Pelican Head, Pelican and Prep Deputy Heads, the Upper Assistant Heads, Section Heads and a number of director-level posts.

For full details about the School and how to apply using the School's online application form please visit <http://www.perse.co.uk/job-vacancies/>

Job Description: Assistant Head (Operations and Outreach)

Accountability

The Assistant Head (Operations and Outreach) is ultimately accountable to the Head through the Senior Deputy Head but day to day accountability will be to the Deputy Head (Operations and Outreach).

The portfolio of the combined operations and outreach team includes the following key school functions:

- The architecture, design and structure of the upper school curriculum;
- Organisation of pupil options and the construction of viable option blocks;

- Creation and maintenance of the school timetable with the management of any mid-year staffing changes;
- Maintenance of pupil options and subject choices;
- Analysis of staffing supply-demand so that the curriculum is properly resourced from year to year;
- Oversight of all school trips: the Deputy Head (Operations and Outreach) acts as the School's educational visits co-ordinator;
- Operational oversight of key school events such as the Carol Service, Remembrance Service, Founder's Day and special timetables for the end of term.
- Management of the school calendar and its co-ordination across the 3-18 sites;
- Organisation and the monitoring of staff duties and lesson cover;
- Oversight of all clubs and societies and the line management of key extra-curricular areas including Music, Outdoor Pursuits, CCF and School charities;
- Oversight and development of the School house system;
- Co-ordination of Upper 6th Enrichment where the principal aim is to support others through a programme of outreach and community service;
- Outreach and public benefit.
- Annual Department reviews with Heads of Department – a review meeting in the Autumn and a timetable resourcing meeting in the Spring to look ahead to the next year.
- The line management of Heads of Department alongside the Senior Deputy Head and Deputy Head (Teaching and Learning);

The precise boundaries between the Deputy/Assistant Head in the discharging of these responsibilities will be open to some discussion in respect of the particular skills and experiences of the successful candidate. It is also hoped that the post holder can be given some exposure to the full range of roles so that they can be developed towards (deputy)/headship in the future.

However it is envisaged that the successful candidate will primarily be tasked with the following:

- Take overall responsibility for the development of the outreach enrichment and community service (Upper 6th);
- Oversight of the School's extensive clubs and societies programme, coordinating staffing, reviewing pupil leadership opportunities and levels of participation;
- 3-18 co-ordination of the School calendar and assistance with the Upper calendar;
- Continue and further develop the public benefit and outreach strategy, exploring new ways through which the Perse can be a force for good – both locally and further afield.
- Oversight of key school events and special assemblies;
- Consideration of the parental experience, and how it can be maximised in quality, for a range of events attended by school parents;
- Line management of a number of key school areas, including but not necessarily restricted to: Music, Outdoor Pursuits, CCF, the house system and school charities.
- Develop a working knowledge of the School timetable and curriculum design such that the post-holder can successfully deputise in these areas, for instance overseeing staff cover when required.
- Develop knowledge of the school trips programme in order to deputise effectively as EVC when required.
- Assist with a rota of 'home contacting' for evening or weekend trips, predominantly during term-time.
- Attend a weekly meeting with the Deputy Head (Operations and Outreach) at which progress and ideas can be shared and discussed.
- Creation of a short weekly summary report which will be shared amongst the Executive Leadership Team. This may in part note progress and achievements whilst highlighting any ongoing issues and identifying ways in which the ELT might most effectively support the work of the combined portfolio.
- Maintaining professional skills through INSET and our Professional Development programme.

Some of the above areas are relatively discrete; others are much more considerable, wide-ranging and open-ended in their scope, benefiting from the post-holder's initiative, drive, enthusiasm and creative-thinking.

Extra-curricular and pastoral

All teachers at The Perse School are required to be a form tutor and contribute to the extra-curricular programme, alongside their academic teaching. These elements of a teacher's role are fundamental to working at the school and are embedded in our core values. Teachers are required to:

- Contribute to the extra-curricular life of the school through Games, the Enrichment Programme or other appropriate commitment.
- Be a form tutor.
- Contribute to the PSHEE or Emotional Wellbeing programme.

Safeguarding

- Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

Person Specification: Assistant Head (Operations and Outreach)

Qualifications

- High Class Honours Degree.
- PGCE desirable but by no means essential.

Personal competencies and qualities

The ideal candidate will be someone:-

- With a sharp and analytical mind that can see both the big picture and the small detail.
- With excellent written and oral communication skills.
- Who is a good judge of situations and processes, and who listens well and reflects on information and advice.
- Who has already held a middle-management post, ideally of either a curricular or key extra-curricular nature.
- With the ability to get on well with a population of unusually gifted and independent-minded pupils, parents, and staff with the right balance of sensitivity, humour, flexibility and decisiveness.
- Able to motivate and inspire others – both colleagues and pupils.
- With a considerable work-rate and high degree of accuracy and administrative efficiency.
- With the PR skills, gravitas and public speaking talents needed to represent the School on public occasions.
- With diplomatic skills to deal with potentially contentious parental, pupil, staff and public concerns.
- With a creative, imaginative and positive approach to problem solving.
- With a generosity of spirit which accepts that there will be a significant amount of out-of-normal-hours work to be done.
- And with the resilience, perspective and stamina needed for all of the above.

Review

The job specification will be reviewed biennially as part of the professional development cycle. Any changes may only be made by agreement with the Head and Deputy Head (Operations and Outreach)

The Assistant Head (Operations and Outreach) will be a full member of the 3-18 Senior Leadership Team (SLT). As such they will be expected to attend Senior Leadership Team meetings, which are used for school management and professional development purposes.

Timetable

The School operates to a ten-day timetable cycle, consisting of 80 periods. Most members of staff teach about 58 periods per cycle including games and enrichment sessions. All new members of staff receive training and induction and the post holder will receive a significant period remission for this role. An office and appropriate administrative support will also be provided.

Salary

Full details about the School, its locality, salary, teacher benefits and staff profiles can be viewed at the school website: <http://www.perse.co.uk/job-vacancies/>. This is an important senior role and a commensurate salary package will be offered.

Applicants without formal teaching qualifications or experience

Applicants without formal teaching qualifications will be considered for this position. However, we would expect the successful applicant to have relevant experience and skills.

2019 ISI Inspection Report

The Pelican, Prep and Upper were inspected during the spring of 2019. The inspection report can be viewed at <http://www.perse.co.uk/about-us/our-approach/inspection-reports/>

Applications

Applications are to be made using the School's **online application form**, available from the School website <http://www.perse.co.uk/job-vacancies/>

Any queries regarding the application process should be directed to the HR Co-ordinator at recruitment@perse.co.uk.

Safer Recruitment

The Perse School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post including: references from previous employers, a Disclosure and Barring Service check at the enhanced level, as well as eligibility to work in the UK (in compliance with UK immigration regulations). Interviews will be conducted in person, and they will explore candidates' suitability to work with children.

Recruitment Policy

The School's Recruitment, Selection and Disclosure Policy and Procedure is available for your information on the School website.

Interviews

Candidates will be invited to spend time at the School and to meet the Head and Deputy Heads.

The closing date for applications is 23rd January at midday, but applications will be considered as they are received. The Perse School reserves the right to make an appointment before the closing date and interviews will be arranged from the 27th January to 7th February.

Daniel Cross
Senior Deputy Head
January 2020