



# Deputy Head King's Ely Senior

January 2018



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# Information for applicants

## History

King's Ely can trace its origins to the Abbey of Ely established by St Etheldreda in the 7th century AD. The monastery was re-founded by St Dunstan in 973, and the school later gained royal charters from both King Henry VIII (1541) and King Charles II (1662). Every year since 1541 the senior boys who are academically most gifted have been nominated King's Scholars; in 1973 Queen Elizabeth II requested that similarly talented girls be known as Queen's Scholars. Additionally, each year, two of the highest achieving King's Ely International students are nominated as International Scholars.

## Governance

The school is administered by a Board of Governors each of whom is a Trustee of the Charity and Director of the Company. The Dean of Ely is ex officio a member of the Governing Body, with two of the remaining fourteen governors appointed by the Chapter of Ely Cathedral, and one by the Ely Diocesan Board of Education.

## Links with Ely Cathedral

The school has always been closely linked with the great Cathedral of Ely. All KES students attend a school service in the Cathedral twice a week. Pupils who are not members of the Church of England are made welcome and almost all attend cathedral services. Several medieval monastic buildings are still in use by the school, including the splendid monastic barn, now the dining hall. We educate the junior boy and senior girl and boy choristers of the cathedral.

## A Modern School

Our history, however impressive it may be, is only a small part of the story. We are a modern place of education with all of the facilities that you would expect of a successful school. In 1996 new buildings were opened for Junior Design and Technology (including Information Technology and Food Technology). In 2001 a new senior Music School was opened, and a major new teaching block for Junior School pupils in Years 7 and 8 was opened in 2003. Our new Arts Centre was opened in 2010 and the acquisition of The Old Bishop's Palace in 2011 provided us with an opportunity to create unique facilities for members of the Sixth Form and an additional boarding house.

## Pupils

King's Ely has approximately 1000 pupils, boys and girls, aged from rising 1 to 19 and over 200 pupils board. Most of the boarding houses are segregated by gender and by age. The school offers a large range of subjects for GCSE and A-level. Almost all of our students go on to higher education; most of them to Russell Group universities.

## King's Ely International

KEI was set up in 1999 as a bridge for international students to gain the language and skills they need to study in Britain. Students follow a broad curriculum up to GCSE and many of them make the transition into the mainstream King's Ely for their A level studies. To all intents and purposes KEI has been fully integrated into the life of KES over the past decade.

## Ethos

The development of every child is watched closely, carefully and with a genuine interest. The valuing of individuals is key to our philosophy and ethos. Teaching takes place from Monday morning through to Friday afternoon. A Saturday programme of additional support and some co-curricular events and sport is in operation; however there are no formal lessons that day. Sport, art, drama and music are strong in the school. The Ely Scheme, our outdoor pursuits programme, is exceptional and develops personal skills such as leadership and initiative as well as practical skills such as navigation or climbing. Children are encouraged to try different things; to reveal their particular talents or passions and to develop the courage and self-belief to take them as far as they are able.

King's Ely is a very happy school; it is a driven school. Parents and the pupils themselves are the first to acknowledge that relations between staff and pupils are excellent and that the vast majority of pupils grow up confident, well-adjusted, and prepared to meet the adult world.

# Deputy Head of King's Ely Senior

## BACKGROUND

One of the features of King's Ely that is important to many parents is the fact that we are an all age school. Pupils may join our nursery at the age of one and stay with us until they embark on a university education or, rarely, employment, at the age of eighteen or nineteen. As they do so, they pass through the three main parts of the school, King's Ely Acremont, King's Ely Junior and King's Ely Senior.

The leadership of King's Ely is characterised by a synergy born of teamwork. The Senior Leadership team consists of Principal, Vice Principal - Head of KES, Vice Principal - Head of KEJ, who is also Deputy CEO of King's Ely, Vice Principal - Academic Whole School, Chief Operations Officer and the Executive Officer. Others who report directly to the Principal are the Director of Boarding and the Academic Director of our International Programmes. The Head of KEJ is line manager to the Head of KEA/N. The Deputy Heads of KES and KEJ and the Business Manager are also members of the SLT.

Although these component sections of the school share a common ethos and we are one school there are some differences between the sections in terms of practice; not least in the interpretation and delivery of the curriculum. Individuality in the realisation of our aims is something that is valued, but it is important that the core message we share be consistent. We seek to demonstrate an integrity of purpose across the age range. To this end, the post of Vice Principal, Academic, with responsibility for the whole school, was created in September 2007.

The core of the King's educational experience is the time spent in King's Ely Junior between the ages of seven and thirteen and the Head of King's Ely Junior sees himself as the guardian of that vital part of a process; receiving from King's Ely Acremont and passing on to King's Ely Senior. Along the way, many children join us from elsewhere, and integral to the post of Deputy Head of KES, is a significant rôle in marketing the school.

The Deputy Head of King's Ely Senior is responsible to the Head of KES in all matters relating to the management and administration of King's Ely Senior. S/he serves on the following committees:

- Senior Leadership Team - SLT | King's Ely Senior, Senior Leadership Team - KESSLT
- Education Board
- Governors' Meetings as appropriate
- Pastoral Committee (Deputy Chair)
- Health & Safety Committee

# OVERVIEW OF RESPONSIBILITIES:

## Deputy Head of KES

### Leadership Management of King's Ely Senior

1. To act within KES as Deputy to the Head and to stand in for the Head of KES in his absence.
  - i To organise the day to day running of KES for example, assemblies and regular cathedral services and major events such as Prizegiving and the Admission of Scholars, Cathedral liaison (in conjunction with Chaplain and Deputy Head of KEJ) and operational communications with teaching and support staff
  - ii To oversee the production of the school Almanack
  - iii To oversee detentions
  - iv To manage disciplinary issues and oversee disciplinary investigations
  - v To authorise pupil absence
  - vi To oversee cover for staff absences
  - vii To maintain liaison with the Vice Principal Academic and the Deputy Heads of KEJ and KEA
  - viii To contribute to the strategic planning process in KE
  - ix To liaise with the Sixth Form Team in the selection of Prefects and their training
  - x To assist with people recruitment and staff appointments in KES and KEI
  - xi To chair and serve on committees as appropriate
  - xii To act as a key member of the crisis management team
  - xiii To take a lead role in the Professional Review Process in KES
2. **Child Protection/Welfare**
  - i To act as Deputy Designated Safeguarding Lead for the whole school and will head up that function within KES (The Head of KEJ is the DSL)
  - ii To liaise with the Community Welfare Adviser on welfare/medical matters concerning pupils, parents and staff
  - iii To liaise with pastoral staff
  - iv To oversee PREVENT checks
  - v To maintain working relationships with the local Child Protection Agency and to oversee the working of KCSIE
  - vi To communicate with other institutions concerning Child Protection data
3. **Pastoral**
  - i In conjunction with the Director of Boarding and the Vice Principal Academic, to work with/ manage the Pastoral team
  - ii To oversee the production of handbooks for pupils, parents and staff
  - iii To oversee the worship/pastoral programme - Monday, Wednesday and Friday mornings, leading occasional school services and attending cathedral service on Sunday which KES pupils are required to attend
  - iv To liaise with colleagues in KEJ and assist in the allocation of pupils to houses
  - v To liaise with the Executive Officer and the DSL to ensure display of policies on intranet and the website and to keep them up-to-date

4. **Co-curricular**
  - i Act as EVC for KES/KEI
  - ii Oversee the Ely Scheme programme
  - iii Liaise with the Director of Sport and Head of Enrichment and Extension
  - iv Liaise with the Health and Safety Officer particularly over Co-curricular matters
5. **Teaching**
  - i To teach approximately ten lessons per week

N.B. The responsibilities outlined above represent a summary of the principle responsibilities and this description is not intended to be exhaustive

## Person Specification

### The successful candidate will be:

- A dynamic individual with aspirations to lead, able to inspire middle managers in the senior section of the school
- A team player with professional integrity, able to articulate and communicate the school's philosophy with clarity and conviction

	Essential	Desirable
Professional qualities	<ul style="list-style-type: none"> <li>• Strong record of continuing professional development</li> <li>• A thorough understanding of the full range of educational, pastoral and compliance issues relating to independent schools</li> <li>• A thorough and up-to-date understanding of Safeguarding legislation</li> <li>• Good judgement and composure under pressure</li> <li>• Flexibility to work in a complex and fast moving organisation</li> <li>• Ability to meet deadlines and to work to a high standard both orally and in writing</li> <li>• Ability to maintain confidentiality and demonstrate loyalty</li> </ul>	<ul style="list-style-type: none"> <li>• Economically and commercially aware, with the ability to manage budgets efficiently to the best advantage of the school community</li> <li>• A communicant member of the Anglican Church</li> </ul>

Personal Qualities	<ul style="list-style-type: none"> <li>• A self-starter</li> <li>• Patience, tolerance and sensitivity</li> <li>• A mature and non-judgemental outlook</li> <li>• Enthusiasm</li> <li>• Ability to build and sustain a positive working relationship with pupils, parents and staff</li> <li>• Excellent listening skills</li> <li>• Inclusive management style with the ability to delegate</li> <li>• Ability to communicate concisely and sensitively</li> <li>• A good sense of humour</li> </ul>	
Qualifications	<ul style="list-style-type: none"> <li>• Honours degree or higher</li> <li>• Further accreditation, either educational or professional</li> </ul>	<ul style="list-style-type: none"> <li>• DSO qualification</li> <li>• Management/leadership training</li> </ul>
Specialist skills and experience	<ul style="list-style-type: none"> <li>• Experience of school management at middle management level</li> <li>• Experience of managing teams</li> <li>• Ability and willingness to promote the ethos of KES</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of managing difficult and sensitive situations</li> <li>• Experience in the boarding sector</li> <li>• Experience of leading significant whole school initiative</li> <li>• Experience in more than one school</li> <li>• Experience of successful Sixth Form</li> <li>• Experience of contributing significantly to a school development plan</li> <li>• Experience of Inspection</li> </ul>

## Principle Terms and Conditions

1. **Salary:** The salary will reflect the importance of the post and its attendant responsibilities.
2. **Holidays:** to be taken at times, during school vacations, agreed with the Head of KES. The weeks preceding and following terms may contain management and strategic planning meetings.
3. **Medical Insurance:** for employee plus spouse.
4. **Pension:** all teaching staff are automatically members of Teachers' Pensions Scheme.
5. **Education:** Children of King's Ely staff may be educated at the school at a remission of 50% of the day fee.

## How to apply

Application forms are available online at [www.kingsely.org](http://www.kingsely.org). Please feel free to complete this application electronically but please follow with hard copy. You may support your application with a CV but it is a requirement of the school's recruitment process that this form be completed.

Please send the completed hard copy application forms and supporting CVs by post to:

Pauline Martin

Principal's PA

King's Ely

Cambridgeshire. CB7 4DB

King's Ely is an Equal Opportunities Employer. All candidates are requested also to complete an online Equal Opportunities Monitoring form which can be found at: <https://www.surveymonkey.com/s/EqualOppsMonitoring>. Any information collected from the Equal Opportunities Monitoring form will not be used as part of the selection process and will be treated as strictly confidential.

Applications must be received no later than **5pm on Monday 19 February 2018** with proposed dates for first round interviews with Selection Committee to be held on **Friday 9 March 2018**, and final interviews with the Selection Committee on **Thursday 15 March 2018** at King's Ely.

King's Ely 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 checks with past employers and the Disclosure & Barring Service.

WEBSITE: [www.kingsely.org](http://www.kingsely.org)

CHARITY NUMBER: 802427

COMPANY NUMBER: 2440509





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[www.kingsely.org](http://www.kingsely.org)