



ST PHILIP'S SCHOOL

# DEPUTY HEAD

## INFORMATION FOR APPLICANTS

St Philip's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**THE SCHOOL** - [www.stpschool.co.uk](http://www.stpschool.co.uk)

St Philip's is a Roman Catholic preparatory school for 110 boys aged 7-13. It was established in 1934 and is still located on its foundation site in the heart of Kensington in central London.

The school offers a broad and balanced curriculum that combines a strong academic, moral and religious education with a range of creative and sporting opportunities. It aims for every pupil to feel a valued member of the school community and to have a sense of being personally nurtured.

St Philip's School prepares boys for competitive-entry senior schools at 13+, including Ampleforth, City of London, Dulwich, Eton, Harrow, King's College Wimbledon, St Paul's, Westminster and Winchester.

The School operates as a charitable trust under the aegis of the Trustees of the St Philip's School Trust Ltd. The Chair of Governors is Mr John Dean.

## THE POSITION

The governors seek to appoint an exceptional Deputy Head for September 2017.

The Deputy Head is the second most senior position in the School under the Head Master. The successful candidate will join a management team that also includes the Senior Master.

Candidates should be able to teach boys from Years 3 to 8, up to and including Common Entrance and 13+ scholarship. Any academic discipline on the School's curriculum will be considered.

The successful candidate will also assume overall responsibility for ensuring the School's compliance with ISI, Archdiocese of Westminster and DFE regulatory requirements, including the Single Central Register of Appointments.

He/she will also be fully supportive of the School's mission, Catholic ethos and traditions.



## ST PHILIP'S SCHOOL

### RESPONSIBILITIES

#### Deputy Head

##### Pastoral

- To assume responsibility for the School in the absence of the Head Master
- To assume overall responsibility for compliance with the Archdiocese of Westminster and DFE regulatory requirements
- To be the School's Designated Safeguarding Lead (DSL)
- To oversee the Single Central Register of Appointments and present developments at weekly meetings of the SMT
- To monitor pupil absences
- To monitor, review and enforce consistent behaviour, discipline, and rewards and sanctions policies
- To run, monitor and assess the School's house and prefect system
- To ensure a wide and deep programme of trips, extra-curricular clubs and activities, in which all staff participate
- To liaise with the Bursar to ensure prompt and effective re-charging of extras associated with clubs, trips and activities to parents
- To be a full member of the Governors' Pastoral Committee
- To co-ordinate and implement, with regard to regulatory requirements, health and safety policies across the school
- To organise staff duty rotas
- To ensure that all boys get off site safely at the end of the School day
- To manage lost property
- To undergo and conduct appraisals
- To liaise with the Parents' Association as necessary
- To attend all School functions as required, including those out-of-hours
- To publish comprehensive, coherent and accurate parent and staff handbooks annually
- To follow all policies, protocols, procedures and regulations as stated in the staff handbook

##### Academic

- To support the SMT in the delivery of a coherent and integrated academic curriculum, encompassing all disciplines, in all classes, in consultation with the Governors and Head Master. Such work will include assisting in:
  - the checking of planning, marking, teaching, examinations and reports;
  - the identification and delivery of professional training needs;
  - the delivery of staff appraisals (except SMT);
  - the induction of new staff
- To attend all parents' meetings
- To ensure the integration of academic clinics into the extra-curricular provision of the School



## ST PHILIP'S SCHOOL

### **Communication**

- To ensure that the individual circumstances, needs, strengths and weaknesses of each boy are identified and widely known by the relevant staff, so that individual opportunities for growth are maximised and talents and potential are developed in each boy
- To work with the other members of the SMT to ensure staff supervision of all boys during term time.
- To liaise with Form Tutors and other teachers so that any appropriate information regarding a boy's background/family circumstances are appropriately communicated and understood
- To liaise openly with parents about their son's progress and welfare

### **Flexibility**

The above reflects the main responsibilities of the post. However, the post holder should be willing to undertake any other reasonable duties as required by the Head Master.

### **THE PERSON**

St Philip's is a successful boys' prep school in the heart of London; the successful candidate will need to be a hardworking and resourceful team player. He/she will enjoy working in a fast-paced environment, where academic, professional and parental expectations are high. The ability to write clear, accurate English, and to ensure that the School meets all compliance regulations, are essential.

The post would suit someone who seeks a Headship themselves in due course.

### **A CATHOLIC SCHOOL**

St Philip's is a Catholic school. Nearly all pupils and about 50% of the staff are Roman Catholic. It is not a requirement of this post that applicants should be RC but all staff at the school are expected to be sympathetic to the religious character of the school.

### **CHILD PROTECTION**

St Philip's School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, referees and the Disclosure and Barring Service.



## ST PHILIP'S SCHOOL

### TERMS

This post is permanent full-time, subject to a twelve-month probationary period.

### THE BENEFITS

The successful candidate can expect:

- a highly-competitive salary, commensurate with the importance and seniority of the position;
- membership of the Teachers' Pension Scheme; and
- motivated, bright boys to teach.

### HOW TO APPLY

Candidates should complete the application form and send it with a brief (one page only) letter of application to:

Mr Alexander Wulffen-Thomas  
Head Master  
St Philip's School  
6 Wetherby place  
London SW7 4NE

Email applications should be sent to:  
o.armes@stpschool.co.uk

**An additional CV or supporting statement is not required.**

The closing date for applications is **Tuesday 28<sup>th</sup> February**. Interviews will be held at the School on **Tuesday 7<sup>th</sup> March**.

#### **SAFER RECRUITMENT**

Safer recruitment of staff is a vital part of creating and ensuring the safety of children at St Philip's. The School's procedures have regard to Part 3 ('Safer recruitment') of Keeping Children Safe in Education (March 2015) and the Education (Independent Schools Standards) Regulations (England) (December 2014). The School's Safer Recruitment Policy is laid out clearly as part of its Safeguarding and Child Protection Policy: <http://www.stphilipschool.co.uk/downloads/St-Philips-Safeguarding-and-Child-Protection.pdf>