

**Deputy Head**  
**Tudor Hall**  
September 2019





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# Background

## Tudor Hall

Tudor Hall is a thriving and vibrant all girls' boarding and day school, educating some 330 pupils aged 11 to 18 years. Based in an idyllic 46 acre estate at Wykham Park near Banbury, Tudor Hall enjoys a reputation for being a school where girls are valued as individuals and encouraged to succeed in and beyond the classroom.

### Academic

Whilst Tudor Hall is selective, the School values strengths beyond the classroom too and consequently there is a range of ability in each year group. The unique Tudor Hall blend of hard work, opportunities and support produces excellent examination results – over the last three years (2016–18) the girls have achieved 79.2% A\*–B at A Level and 63.2% A\*–A/9–7 grades at GCSE. The value-added by the School is very high and this is in part achieved through the Aim Higher programme. This programme is inclusive, so all girls can benefit, and affords pupils a range of academic opportunities beyond the classroom, allowing them to pursue their intellectual curiosity and to engage in subject areas of particular interest to them.

### Pastoral

Girls join the School at 11+, 13+ and 16+ and are each assigned to one of seven boarding houses. Each house is home to one academic year and is run by a housemistress and deputy who, supported by the nurses, chaplain, counsellors and tutors, make up the pastoral team. The aim of the pastoral provision is to help girls develop into grounded young women with the self-respect to become all that they want to be and the resilience to withstand the pressures of modern life and to face the challenges that come their way head on.

There is a busy programme of activities for boarders and day girls which is undertaken in the evenings and at weekends. Weekend events include visits to art galleries, theatres, paintballing, zorbing and cooking competitions.





## Co-Curricular

The ethos of Tudor Hall is to foster the strengths of the individual, both in and out of the classroom, and few schools are stronger advocates of the importance of a co-curricular focus. Girls are actively encouraged to partake in a range of activities and many reach high levels of attainment in sport, music, drama and a wide range of other co-curricular activities. There are now in excess of 180 activities which span the whole day, and include Animal Encounters, Debating and Public Speaking, Ceramics, Chamber Choir and Clay Pigeon Shooting.

The breadth of choice allows the girls to work as members of a team, lead others, compete at county level and beyond, or just have fun developing new interests with their friends.

## Facilities

The School is well-resourced and, over the past ten years, has invested over £13 million from school income in improving the facilities at Tudor Hall. This investment has included the provision of a purpose-built dining hall and kitchen facility, extending and refurbishing the sixth form houses, new and increased staff accommodation, refurbishing the science laboratories, refurbishment of boarding houses, new car parking facilities and, most recently, the addition of a drama studio.

A £6 million construction project for a new Teaching Centre to provide state-of-the-art facilities for English, Mathematics and creative subjects is due to be completed in Spring 2019.

The range and quality of the facilities allows the School to offer a truly broad and balanced curriculum. On-site sport facilities are particularly impressive, and include a heated swimming pool, floodlit astroturf (which houses nine netball courts and nine tennis courts), five floodlit hard tennis courts/three netball courts, a sports hall, two lacrosse pitches, fitness suite and a hall for dance.





## Carrdus School

Tudor Hall works closely with its sister school, Carrdus, an independent day prep school for girls aged 3 to 11 years and boys aged 3 to 7 years, which is five miles away. Highly respected in the locality, it is a member of IAPS, feeder for over 30 schools locally and nationally, and has a long record of academic success coupled with outstanding pastoral care. The School was founded in 1952 and purchased by Tudor Hall in 2011 following a long association. It currently has approximately 110 pupils, single class entry and a staff of 30.

Carrdus has a committed staff body working to meet pupils' individual needs and aims to achieve the highest standards both academically and pastorally. It is a conspicuously happy school with a relaxed, informal atmosphere reflected by the fact that there is no uniform. Year 6 girls take 11+ entrance exams for a wide variety of schools including Tudor Hall and boys sit their transfer exams at age 7 or 8.

Eleven acres of grounds provide a stunning setting and context for outdoor learning. There is a heated open-air pool, purpose-built Sports Hall, two tennis courts, vegetable gardens and plenty of space to climb trees and make dens.

The children benefit from a full and varied sports programme with a large percentage representing the school in team sports. The school day is extended by a variety of clubs and teatimers while the curriculum is enriched by frequent and varied trips and visitors. Former pupils and parents keep in close contact and the supportive PTA is very effective in organising social and fundraising events.

# The Role

This is an exciting opportunity for a talented leader to take his/her career forward. It is expected that the successful candidate will wish to proceed to Headship and career development to make that possible will be offered.

The Deputy Head is responsible for all aspects of the academic life of the school and leads on the development of academic strategy and innovation, but as the primary deputy, will work closely with the Head on the development of the school, deputising for her in all areas.

The Deputy Head is a member of the Senior Management Team which consists of the Headmistress, Deputy Head, Deputy Head (Pastoral), Head of Sixth Form, Bursar, and the Directors of Studies, Digital Learning, Co-Curriculum and Staff.

## Leadership - General

- sharing policy and decision making at all levels.
- overseeing the construction and completion of the School Development Plan.
- keeping abreast of developments in school management, teaching and learning, through reading and in-service training, briefing senior colleagues on articles/books/courses and other matters of professional concern.
- suggesting improvements and developments, where appropriate, particularly in relation to the School Development Plan.
- sharing responsibility for the smooth running of the school and for good relationships at all levels amongst members of the immediate and wider school community.
- assisting in disciplinary and capability procedures relating to both teaching and non-teaching staff.
- assisting the Headmistress in the appointment of staff.
- contributing to and supporting the Headmistress's vision of the school.
- deputising for the Headmistress as appropriate.
- representing the Headmistress on Health and Safety matters.
- representing the school and the Headmistress as the need arises.
- supporting staff and girls at school events.
- attending Church services at key times.
- taking responsibility for any temporary changes to staffing during the academic year.
- overseeing all aspects of ISI inspection preparation.
- being responsible for compliance with statutory regulations.
- taking responsibility for completion of censuses.
- being responsible for the policy documents and the development of policies.
- being responsible for the induction arrangements for new teaching staff.
- leading working groups as may be required in relation to the review of key aspects of the school's life or to the development of new initiatives.
- leading school assemblies in line with the ethos of the school, as required.
- playing an appropriate part in the co-curricular life of the school.
- being the emergency contact for trips and excursions as required.





## Leadership - Academic

- monitoring, working closely with key staff, the overall academic performance of the school at all levels and helping to develop and lead strategies to raise pupils' academic attainment.
- managing Heads of Department to ensure the optimum performance of all academic staff.
- keeping up-to-date with all curriculum developments and advising the Headmistress and Heads of Departments on their implementation within School, initiating new policies as appropriate.
- ensuring that sound curriculum policies are written, up-dated and implemented.
- ensuring that departmental handbooks are up-dated annually.
- assisting Heads of Department and the Headmistress in dealing with academic queries and concerns from pupils and parents as raised throughout the school year.
- being responsible, with the Headmistress, for the implementation of the school's academic targets.
- overseeing the way in which the school prepares its pupils for Higher Education and careers including UCAS applications.
- being responsible for the professional development of all staff through the management of the appraisal scheme and all training.
- leading the development and implementation of teaching initiatives.
- monitoring and evaluating the quality of teaching and standards of learning and achievement, working closely with the Director of Studies and Headmistress.
- overseeing, monitoring, evaluating and reviewing the academic curriculum at all levels.
- overseeing the construction and punctual delivery of the timetable.
- ensuring effective implementation of assessment, recording and reporting policy and practice.
- helping to establish and analyse performance indicators and value-added data for the benefit of pupils.
- leading the creation, planning and development of inspiring, effective and well-equipped teaching environments in all areas of the school.
- leading colleagues in the use of IT in the classroom.
- line managing the ICT support department and Examinations Officer.
- carrying out the functions of an assistant teacher as appropriate, teaching a proportion of a full timetable.

## Public Relations & Marketing

- assisting in the implementation of marketing strategy.
- liaising with other schools including feeder schools.
- interviewing prospective parents and pupils as required.
- assisting the Headmistress with the admission of pupils to the school.
- helping maintain good relationships with parents.







## Working with Staff

- overseeing the professional development of all teaching staff.
- leading on all aspects of staff appraisal.
- maintaining a wide knowledge of available professional development courses related to teaching and learning, monitoring and evaluating their effectiveness.
- being available to all teaching staff for discussion of CPD needs and ideas, including teacher training, further qualifications, sabbaticals, and courses relating to academic teaching.
- advising Heads of Department about CPD that would benefit teaching departments.
- leading and managing all whole-school inset.
- leading academic induction and reviewing new teachers and NQTs in their first year.
- overseeing those on short-term PGCE placements.
- overseeing the provision for teachers on GTP or equivalent schemes.
- chairing Heads of Department meetings.
- estimating annual staffing requirements and advising the Headmistress accordingly.
- contributing to and updating where necessary the Staff Handbook.

## Working with Parents & Governors

- communicating with parents on academic issues, seeing them individually or speaking to groups as required.
- preparing and presenting reports for Governors as required on academic/curriculum matters.
- being a member of the Governors' Education & Welfare Committee.

## Working with Pupils

- reading a selection of reports at each report writing session.
- ensuring that all pupils have appropriate study skills.
- supporting pupils over option choices, GCSEs and A Levels.
- sharing in the preparation of UCAS references.





## The Person

The Deputy Head's qualities of leadership and the management responsibilities undertaken are crucial to the smooth running of the school.

### The successful candidate will have

- a proven track record and commitment to achieving the highest academic standards.
- excellent management, strategic planning and leadership credentials, including a proven capacity to motivate staff and pupils alike.
- an outstanding academic record allied to the confidence that comes from success as a classroom teacher.
- the ability to set and develop high professional standards for all staff.
- the ability to speak well in large and small groups, inspiring confidence in staff, parents and pupils.
- the ability to write well and produce clear and concise documents and reports.
- the ability to give a clear lead on curriculum, resourcing and national developments.
- experience of the application of modern IT capabilities and an awareness of the rapid development of academic and administrative IT applications.
- demonstrated ability to lead change, build leadership teams and drive collaboration.

### Personal attributes

- a strong belief in the values and ethos of the school and a willingness to represent and promote the school by active participation in public and educational representative and policy-making bodies.
- the ambition to continue to develop the school, including through the identification of new and imaginative opportunities.
- integrity, resilience, optimism, a well-developed sense of proportion and a sense of humour.
- the capacity to promote the professional and personal development of all members of staff.
- the ability to delegate with confidence and the judgment to know when, and when not, to do so.
- open minded, willing to discuss opportunities for improvement, collaborative, strong leadership skills allied to strong management skills, particularly the ability to drive near-term delivery in the context of longer-term strategic goals.



## How to Apply

Applications, addressed to the Headmistress, Miss Wendy Griffiths, should include the completed application form, a covering letter of not more than 2 pages summarising your suitability for the role as outlined in the Candidate Brief.

Application forms, cover letters and CVs should be submitted by email to: [pa2bursar@tudorhallschool.com](mailto:pa2bursar@tudorhallschool.com)

If candidates prefer to send their application by mail, it should be addressed to:

**Nicole Hamilton**  
**Compliance Manager**  
**Tudor Hall**  
**Wykham Park**  
**Banbury**  
**Oxfordshire**  
**OX16 9UR**

The closing date for applications is **12 noon on Friday 22 February, 2019.**

First round interviews will take place at Tudor Hall on **Friday 1 March, 2019.**

Second round interviews will be held on **Wednesday 6 March, 2019.**



Tudor Hall 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 and Barring Service.

