



Message from Douglas Robb, Headmaster

I am delighted that you are considering Gresham's as an employer and hope that you will want to apply for this position once you have found out a little more about us.

Gresham's is an independent co-educational boarding school based in the beautiful Georgian town of Holt, in North Norfolk. The School occupies a large campus across three sites: Pre-Preparatory, Preparatory and Senior Schools, with approximately 800 + pupils ranging from 2 years to 18 years. We currently employ over 400 staff in positions such as teaching and pastoral care, finance, information technology, administration, site services and maintenance, and catering.

We take great pride in our reputation and recognise that this is built on the commitment and skills of our staff. The success of the School and the well-being of staff and its pupils depends very largely on co-operation, trust and respect between us.

We recognise that much time and thought goes into preparing an application and we, in turn, will give your application serious consideration, should you decide to apply.

With best wishes,



How To Apply

Deputy Head Pastoral (Prep School)

If you would like to apply for the position of Deputy Head Pastoral at Gresham's Prep School, you will need to complete an application form. Completing the application form is the first stage of the selection process. The information you provide will be used to decide whether or not you will be shortlisted for further stages/an interview. It is therefore very important that you complete your application form accurately and as fully as possible, including all the information you think is relevant.

Completing your application form

- Please read through all information provided before completing your application form;
- We require information about all applicants to be presented in a consistent format. Please include a CV if you wish, however this must not be submitted in place of the application form;
- Complete all sections; do not leave any blanks and enter N/A if not applicable and provide as much information as possible;
- Continue on a separate sheet if you require more space to complete any section.

Guidance for the completion of the section 'Statement of Qualities/Attributes'

This is an important section of the application form as it gives you the opportunity to tell us specifically why you think you should be considered for the job, showing how well your skills, abilities and experiences meet our requirements. Please provide clear examples when outlining all your experiences, whether relevant or not.

For teaching staff it is important that you use this section of the application form to outline how you will contribute to extra-curricular activities at Gresham's.

References

All offers of employment are subject to the receipt of a minimum of two satisfactory references. One of your references must be from your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children (this applies to teaching posts). **Neither referee should be a relative or someone known to you solely as a friend.**

- Shortlisted applicants for teaching posts are advised that references will be taken up **prior to interview**.
- Shortlisted applicants for support posts are advised that references **may be taken up prior to interview**.

Please note, unless you ask us not to we will assume it is acceptable to contact your referees at any time.

Submission of applications: All application forms should be emailed to applications@greshams.com or sent by post to:

HR Department
Gresham's School
Old School House
Church Street
Holt
NR25 6BB

Please submit your application by the closing date of **Sunday 1st October 2017**. **Interviews will be held in the week commencing 9th October 2017**. If your application is submitted after this time, we will not be able to accept it.

Start Date: September 2018

Please be aware that if you have not heard from us within 21 days of the closing date, unfortunately, your application has been unsuccessful. Due to the overwhelming response we receive to our vacancies we provide feedback only to those applicants who are interviewed.

Job Description & Person Specification

The Job Description contains the main details of the tasks and responsibilities of the post.

The Person Specification lists the criteria that applicants are required to demonstrate in order to be successful in undertaking the role. These are listed in terms of qualifications, personal qualities and professional experience and skills and will be used in the shortlisting process and to form the basis for questions asked at interview.

Personal Details

Eligibility to work: For all posts, we are legally obliged to confirm that the appointee is eligible to work in the UK before they start working for us. When you apply for positions it is important that you are aware of your eligibility status as government restrictions apply to the employment of migrant workers. If an applicant selected to be appointed requires permission to work in the UK, Gresham's may issue a conditional offer of employment subject to the School being able to sponsor the applicant.

For more information, visit the Home Office website at <http://www.bia.homeoffice.gov.uk/workingintheuk/>

Equal Opportunities Monitoring Form

In order that we can continue to develop our commitment to equal opportunities you are asked to complete the Monitoring Form. This will be detached from your application on receipt and kept securely within the HR Department. It is used purely for monitoring the effectiveness of the School's Equal Opportunities Policy Statement and will not be seen by those responsible for shortlisting and interviewing. A copy of the School's Equal Opportunities Policy Statement is available on request.

Retention of Records

The application forms of unsuccessful candidates will be held confidentially in the HR Department and destroyed after three months.

All documents resulting from the interview process will be retained on file by the HR Department and destroyed after six months.

Disclosure and Barring Service: Gresham's aims to promote equality of opportunity for all and therefore welcomes applications from a diversity of candidates. Criminal records will be taken into account for recruitment purposes only where the conviction is relevant.

As the School meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, your offer of employment will be subject to an enhanced disclosure from the Disclosure and Barring Service (DBS) before the appointment is confirmed.

Interview Process

If you are invited to attend an interview you will be required to provide evidence of identity, from the following examples:

- **Passport and/or UK driving licence (including a photo-card);**
- **A UK birth certificate;**
- **UK firearms licence;**
- **EU photo identity card;**
- **A utility bill or bank/building society statement showing your name and home address (less than three months old);**
- **Documentation confirming your National Insurance Number (P45, P60 or National Insurance Card);**
- **Original documents confirming any educational and professional qualifications referred to in your application form.**

If you have changed your name by deed poll or any other mechanism (e.g. marriage, adoption, and statutory declaration) you will be required to provide documentary evidence of the change.

In advance of your interview you will be asked to complete an application form for an enhanced Disclosure which you should bring with you, along with your identity documents. In the event that you are unsuccessful please be assured that your DBS application form and photocopies of documents taken will be destroyed immediately.

For Teaching Posts: You will be contacted prior to your interview with the details of at least one teaching lesson that you will be expected to take. The interview process will involve a number of interviews with different members of staff and a tour of the School and/or department.

Support Posts: As well as a face to face interview, the selection process may include some other form of assessment e.g. administrative test, demonstration of practical skill, or a presentation etc.

Conditional Offer of Appointment

Any offer to a successful candidate will be conditional upon the following:

- receipt of a minimum of two satisfactory references;
- verification of identity and qualifications;
- a satisfactory DBS (Disclosure and Barring Service) which should include a cleared check of Children's Barred List;
- verification of professional status such as Qualified Teacher Status (QTS), where required, verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999);
- Where the successful candidate has lived or worked overseas for more than 3 months in the previous five years, a police record of good conduct will be required;
- Verification of medical fitness. Completion of a medical declaration and satisfactory medical examination in certain circumstances;
- Completion of Educare Child Protection Training.

Safeguarding

All adults working at Gresham's should be aware of their responsibility to safeguard and promote the welfare of every pupil, both physical and emotional both inside and outside the school. This involves ensuring that pupils are protected from significant physical or emotional harm and having a positive commitment to ensure the satisfactory development and growth of the individual. Everyone working in the School should be aware of, and when necessary, to follow the School's Child Protection Guidelines, which are in line with the Safeguarding Children's Board (OSCB's) practice and procedures.

Gresham's has a Child Protection Policy, and guidelines to follow in the event of being told of, or becoming aware of child abuse. It is a mandatory requirement that all staff are trained in generalist safeguarding as part of their terms and conditions of employment.

Warning

Where a candidate is found to be on the DBS Children's Barred List or the Protection of Children Act List, or the DBS disclosure shows he/she has been disqualified from working with children by a Court; or found to have provided false information in, or in support of, his/her application; or the subject of serious expressions of concerns as to his/her suitability to work with children the facts will be reported to the Police and/or the DfES Children's Safeguarding Operation Unit.

Queries

If you have any queries at all about your application or the recruitment process, please contact the HR Department on 01263 714623 or email hr@greshams.com.

The Prep School

Good relationships, good humour and commitment to the progress and welfare of all our pupils lie at the heart of all we do at Gresham's Prep School. Working here requires great commitment but is very rewarding.

You may find the following information useful.

School hours

The body of the school day runs between 8:25am and 5:15pm on Mondays, Tuesdays, Thursdays and Fridays and between 8:25am and 4:00pm on Wednesdays and Saturdays. After School Activities run four nights a week from 5:50pm to 6:50pm. Staff involved in sporting fixtures may be committed considerably later than 4:00pm on Wednesdays and Saturdays. Plays, performances and a number of other events take place in the early evenings and staff are expected to attend as appropriate. Home Weekends, when the school closes from 4:00pm on Friday until Sunday evening, take place roughly every three weeks.

Tutoring

Full time members of staff are expected to be a tutor to a group of approximately twelve pupils. Some part time members of staff are asked to be tutors; in this case tutoring is seen to be the equivalent of three periods a week. The tutor shares pastoral responsibility for the children in the group with the relevant house parents, delivers the PSHE syllabus and also has a responsibility for monitoring the academic progress of tutees.

Safeguarding

The school takes its responsibility to ensure that all children are safe and protected from harm extremely seriously. All staff are required to be committed to protecting the well-being of every child. The school has comprehensive safeguarding procedures with which all staff must be familiar.

Class Sizes

Our average class size is fourteen. Classes only exceed twenty pupils in exceptional circumstances.

After School Activities & Sport

The Activities programme runs between 5:50pm and 6:50pm four nights a week. Every full time member of staff is expected to run at least one activity. All full time members of staff are expected to help with the coaching of sport or to take on other roles and responsibilities that require a similar time commitment.

Boarding and Weekends

Boarding is integral to the life of the school. There are around 40 boarders; around 20 are here most Saturday evenings and Sundays and a programme of exciting activities and adventures are organised for them by the boarding staff. Around 30 day children are regular flexi-boarders. A willingness to become involved in the boarding houses is welcomed. Some school activities, particularly sporting tournaments and fixtures and musical events take place on Sundays.

Holidays

The school holidays are at the moment broadly as follows:

July and August - 8 weeks, October and November - 2 weeks, December and January - 3 weeks, February - 1 week, March and April - 3 or 4 weeks, May and June - 1 week.

All members of staff are expected to be in school at least two days before the beginning of each term.

INSET and Career Development

All members of staff take part in an annual professional review. The school is committed to helping staff develop personally and professionally. All new staff are assigned a mentor during their first year here.

James Quick (Prep School Head)

Job Description: Deputy Head Pastoral (Prep School)

REPORTING TO: James Quick, Prep School Headmaster

The Deputy Head is a key figure in the leadership and management of Gresham's Prep School. This vacancy has arisen due to the forthcoming retirement of Richard Brearley, the current incumbent, who has worked at the school with great distinction for more than 30 years and has been Deputy Head for the last 5 years.

The exact nature of the responsibilities taken on by the new Deputy Head are not set in stone and may be flexible in order to reflect the strengths and interests of the successful candidate, as well as those of others appointed to fill other leadership positions which may become available at the same time.

The successful candidate will be an outstanding schoolmaster or schoolmistress who has excellent communication, organisation and administrative skills. A willingness to fully embrace the School's boarding hours, ethos and holistic vision is vital. The successful candidate will teach a 40-50% timetable and be fully involved in the extra-curricular life of the school. The new Deputy Head will, in conjunction with the Deputy Head Academic, deputise for the Head in his absence. He/she will be a member of the Prep School Senior Leadership Team, the Whole School Senior Leadership Team and the Health and Safety Committee.

Specific responsibilities and duties

- To manage all matters connected to the pastoral care and welfare of pupils. To work alongside the Headmaster, the Head of Pupil Support, the Housemaster and Housemistress, the Head of Boarding, the Head of Juniors, tutors and parents over pastoral and welfare issues.
- To manage all matters connected to pupil conduct and discipline. To work alongside the Headmaster, the Housemaster and the Housemistress, the Head of Boarding, the Head of Juniors, tutors, teachers and parents over these matters.
- To manage all issues connected to efficient every day running of the school. Liaison with support staff and ground staff is an important part of this role.
- To oversee the extra-curricular life of the school. To liaise with the Sports Development Director, the Heads of Sports, the Head of Activities and the Heads of Music and Drama.
- To liaise with the Senior School Deputy Head Pastoral when necessary and work to develop effective initiatives that span Prep School and Senior School.
- To be a visible and high profile figure around the school and available to parents at key times, particularly at drop off and pick up times.
- To make appropriate records of pastoral and disciplinary issues.
- Oversee all matters concerning Health and Safety, including risk assessment both on the school site and on trips outside school. This will involve liaising with the Health and Safety Officer and attending Health and Safety Meetings. Set up and organise fire drills and all matters concerning fire safety.
- Responsibility for the writing and updating of policies connected to pupil welfare, discipline, Health, and Safety.
- Responsibility for the planning and smooth running of Saturday morning Chapel Services (in conjunction with the Chaplain and The Director of Music), Open Days, Welcome Day, House Music, Speech Day and other large school occasions.
- Planning and organising special arrangements for occasions such as the end of term, and car parking arrangements at Home Weekends.
- Collection and redistribution of lost property.
- Supervision and Administration of Extra Period.

KEY REQUIREMENTS

Qualifications	Essential	Desirable
A good degree (or equivalent)	✓	
Qualified Teacher Status (QTS)	✓	
Professional Experience	Essential	Desirable
Experience of middle management	✓	
Personally committed to continuing professional development	✓	
ISI Inspector		✓
Experience of pastoral leadership	✓	
Personal Competencies and Skills	Essential	Desirable
Be committed to safeguarding the physical, emotional and mental well-being of young people	✓	
A good knowledge and understanding of fire and health and safety regulations including the organisation of school trips		✓
Good knowledge and understanding of current thinking on pastoral care and emotional well being	✓	
Good knowledge and understanding of child protection and safeguarding	✓	
An outstanding teacher	✓	
Excellent presentation and verbal communication skills	✓	
Excellent written communication skills	✓	
Professional appearance and manner	✓	
Team player	✓	
Ability to inspire pupils and staff	✓	
Appropriate attitudes to the use of authority and maintaining discipline	✓	
Ability to maintain confidentiality appropriate to the setting	✓	
Awareness of health and safety requirements	✓	
An ability to communicate effectively with pupils, parents and staff	✓	
Physically and emotionally resilient and grounded	✓	
Patient	✓	
Sense of humour	✓	
Driving licence		✓
Good ICT Skills	✓	

REMUNERATION AND OTHER BENEFITS

The salary band for this position is based on our Academic Staff Pay Structure, which will be discussed at interview.

- Teachers' Pension Scheme
 - Fee Remission
 - Private Health Scheme
 - Free school lunch during term-time
 - Car parking on site
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