



St. Helen's College

APPLICANT INFORMATION PACK

DEPUTY HEAD

Introduction to the Role

The Deputy Head Pastoral of the School will assist the Head in the provision of professional leadership for the whole school (2-11), as an integral member of the School Leadership Team. The Deputy Head will help to ensure the smooth day-to-day running of the school, liaising closely with the Head of Pre-Prep and specifically taking a lead on pastoral care, safeguarding, staff development, staff induction and operational management. The Deputy will deputise for the Head at all times when she is not available and may be required to attend the school as necessary out of normal working hours for the proper performance of duties or to deal with emergencies. S/he will have an ability to think strategically and implement change and will have a proven record of exceptional leadership, diplomacy and communication skills.

The Deputy Head's role is to be an exemplary practitioner and an innovative, driven promoter and developer of St. Helen's College ethos and policies. S/he will have high expectations for all children and staff, as well as excellent organisational and interpersonal skills. S/he will make it a priority to maintain effective and productive relationships with parents and external agencies.

The Deputy Head will contribute to the strategic leadership and management of the school, sharing the Head and the Forfar Group vision and collaborating in the whole school evaluation and development plan.

The role therefore involves significant strategic as well as operational responsibility, alongside project management and specific responsibilities for areas of whole school life.

What We Offer

- Competitive salary, based on experience
- Approximately 17 weeks holiday per year
- Extensive professional development training opportunities
- Free lunch and refreshments during term time
- Wellbeing initiatives and programmes, such as yoga, mindfulness sessions, and health checks
- Cycle-to-Work Scheme

Responsibilities

1. Pupil Safeguarding and Welfare

- To be the School Designated Safeguarding Lead Officer (DSL) and to safeguard and promote the welfare of every child within the school.
- To liaise closely with the Deputy DSL on all safeguarding matters, conduct the annual safeguarding review with the Director responsible for Safeguarding, prepare and present reports as required for Governance meetings.
- To contribute to inter agency work with other professionals as required.
- To ensure that all staff receive induction in safeguarding and are fully aware of behaviour and anti-bullying procedures.
- To be responsible for pastoral care and discipline of all pupils in the Upper School and to ensure that all the online recording systems are used effectively.
- To keep careful records and meet weekly, along with the Head of Pre-Prep, to report to the Head on all pastoral/behaviour matters.
- To take assemblies, liaising with the Head and overseeing the assembly rota.
- To carry out pastoral duties and be an Upper School teacher.
- To celebrate the achievements of individuals and teams.
- To ensure that new pupils are successfully inducted into the school.
- To supervise and support the school prefects and Head Girl/Boy team, organising regular discussion meetings to support them in their roles.
- To oversee the school house system and review the system for the future.

2. STAFF (Induction, Mentoring and Wellbeing)

- To participate in the processes of the appointment of staff.
- To assist the Head and members of the SLT with Appraisal and Performance Management, keeping careful records.
- To assist the Head in ensuring that staff uphold school policies and procedures at all times.
- To support the Head in organising INSET days and individual staff professional training in liaison with Senior Leadership Team colleagues.
- To facilitate communication amongst staff and between staff and the Head and to promote a positive working atmosphere and collegiality in the staff room.
- To liaise with the Deputy Head Academic concerning the deployment of teaching assistants.
- To mentor ECT teachers as part of the Istip induction process.

3. ACADEMIC (Teaching and Learning)

- To be an inspirational Upper School Teacher, confident in the use of IT; the ability to teach English/Drama would be desirable although not essential.
- To arrange teaching cover flexibly across a range of subjects and year

groups.

- To take a lead role as a member of the SLT in raising the quality of teaching and learning across the school, including through lesson observations of teachers at all levels of experience and competency.
- To liaise closely with the Deputy Head Academic, who monitors the academic progress of pupils, to holistically monitor the pupils' pastoral wellbeing and academic development.
- To advise the Head and prepare reports and references for pupils when application is made for entry to their next school.
- To be the schools EVC (Educational Visits Coordinator) and oversee the programme and compliance of trips throughout the whole school.

4. Strategic Development

OPERATIONAL (Compliance, Organisation and Events)

- Within the Deputy Head's areas of responsibility, to ensure that the school is fully compliant with all regulatory requirements and guidance by maintaining high levels of knowledge of the ISSRs and other regulations, writing and reviewing policies, and ensuring that practice across the school is in full accordance with them.
- To ensure that the school is, at all times, fully prepared for ISI inspections.
- To manage induction training of new staff and allocation of mentors.
- To oversee school functions and liaise with the Business Manager and Catering Manager.
- To advise the Head and prepare reports and references for pupils when application is made for entry to their next school.
- To assist the Head in the orderly conduct of school routines and to provide staff cover and reorganise children and rooms when necessary.
- To organise Upper School parent evening appointments, liaising with the Deputy Head Academic and School Secretary and to attend and oversee the smooth running of parents' evenings.
- To assist the Admissions and Marketing Team, especially with regard to parental tours, Open Days and other school events
- To assist the Head and the Marketing Team with press releases and updating the website as well as reviewing the school prospectus information,
- To prepare staff supervision rotas for lunch time, breaks and after school.
- To oversee the Upper School SMSA team
- To ensure that staff room administration is efficient e.g. staff notice boards.
- To support the Head in fostering good relations with parents and the community.
- To comply with all school policies.
- To maintain strong community links, especially with the school's chosen local charities, and to meet termly with the Charity Co-ordinator to agree the focus for events.

This is not an exhaustive list of duties; they may be varied from time to time without changing the general character of the job or the level of responsibility. A high

degree of flexibility and adaptability is an important element of the role. The Deputy Head will be expected to comply with all reasonable requests from the Head to undertake work on a similar level that is not specified in this job description.

Person Specification

The successful candidate is likely to possess all or most of the following:

Education and Skills

Essential core competencies for this role:

- A good Honours graduate with QTS or the equivalent gained through experience.
- Successful teaching experience across Key Stages 1 and 2, with a track record of consistently enabling pupils to achieve high standards.
- Some experience of strategic planning or of curriculum evaluation
- Demonstrable evidence of planning with an ability to prioritise.
- Significant evidence of appropriate continuing professional development and awareness of current trends in educational and curriculum development at the preparatory school level.
- A proven track record of researching, implementing and benefitting from continuous professional development, ideally with well established relationships in the wider educational community.
- Knowledge of best practice in Safeguarding.
- Knowledge of independent schools and requirements for transferring to secondary schools.
- Excellent computer literacy, being a confident user of IT with particular experience in the Microsoft 365 suite for communications and management purposes.

PERSONAL ATTRIBUTES:

- Leads by example and commands the respect of pupils, staff and parents.
- Develops and maintains strong and positive relationships with Directors, the Head, other staff and parents.
- A passion for teaching.
- Demonstrates strong listening and communication skills, both written and oral.
- Works well with others and is willing to support colleagues, sharing good practice.
- Personal dynamism, energy and enthusiasm, with a positive outlook.
- Demonstrates personal strength of character, integrity and fairness. Has a strong sense of personal accountability.
- Demonstrates good judgement, and a fair and calm approach.
- Pays attention to detail, is efficient and works effectively to deadlines.
- Has well developed interpersonal and communication skills and is able to engage with a wide variety of stakeholders.

- Is a comfortable and confident public speaker.

Terms of Appointment

The Deputy Head's salary will be negotiable to reflect qualifications and experience. Circa £55-65k

The school is committed to safeguarding pupils and an Enhanced DBS check will take place prior to appointment. Online searches may be conducted on shortlisted candidates as part of our pre-recruitment checks.

Interviews will be held w/b 10th March