



STRATHALLAN
Opportunities for *all* to excel

Job Description

Job Title:	Senior Deputy Head
Reporting to:	Headmaster, Strathallan School
Responsible for:	Housemasters/Housemistresses, House-matrons, Tutors & Medical Centre
Liaison with:	The School's Executive team and Senior Management Team, Chaplain, Pupils, Parents, Staff, External Bodies, including the Care Inspectorate and Scottish Social Services Council, and Governors.

Core Purpose

The Senior Deputy Head will report directly to the Headmaster and will work closely with the Headmaster across a full range of operational and strategic matters. The Senior Deputy Head will deputise for the Headmaster in his absence.

Pupil wellbeing is at the heart of the Strathallan's educational purpose, echoing the values of our founder, Harry Riley. The Senior Deputy Head will have particular responsibility for the smooth operation of the School and, particularly, its boarding provision as well as promoting and maintaining the highest standard of pupil behaviour and discipline. As Head of Boarding, the Senior Deputy Head will line manage the senior boarding houses' House-parents and their tutors and House-matrons and medical staff.

The role also has a significant strategic element to it. The Senior Deputy Head will contribute towards and oversee the overall achievement of the School's Development Plan and is expected to uphold the values and ethos of Strathallan School and act as an ambassador for the School.

It is envisaged that the Senior Deputy Head will live within the School's campus (family accommodation will be provided for this post) yet due consideration would be given to any exceptional circumstances and alternative proposals.

Specific role responsibilities:

Leadership:

- Work with the Headmaster with regards to operational matters as well as contribute to strategic planning towards the achievement of the School's development plan and educational goals.
- Lead on strategic initiatives in shaping the future of the School, as directed by the Headmaster, with regular progress reports throughout any planning and implementation phases.

- Deputise for the Headmaster, as directed by him, during periods of his absence.
- Be a prominent and approachable presence within the School and its community, supporting and promoting the highest standards of academic, pastoral and co-curricular provision.
- Attend Governor's meetings as a member of the School's Executive Team, as and when requested.
- Promote and emphasize the values of Strathallan School.
- Promote and support a culture of inclusivity, fairness and transparency.
- Promote relationship building and the sharing of best practice and work effectively and co-operatively with the Bursar, Director of External Relations and Support Departments such as IT, Human Resources, Finance, Estates and Domestic Operations.
- Empower pupils to achieve their potential.
- Empower and support staff to learn and develop, to reflect on their performance, to improve and to take risk and make decisions within the boundaries of their role.
- Celebrate and communicate the success of both pupils and staff.
- Promote the highest standards of Health and Safety across the School and play a prominent role in the development and review of the School's Risk Assessments, working with other colleagues to raise awareness of and implement Risk Assessments, as and when appropriate.
- Oversee and monitor School Trips and the associated arrangements, communication etc. and adjudicate on the School Calendar, prioritising trips and events as necessary.

Head of Boarding:

- *[Act as the School's Designated Safeguarding Lead and, in conjunction with the named Child Protection Officers, manage all aspects of safeguarding children across the school. This will include liaison with Perth & Kinross Council, HMIE Inspectors and the Care Inspectorate, the Scottish Social Services Council and community police amongst other agencies] This will be dependent upon the pastoral strengths and experience of the successful candidate.*
- Lead, develop and promote all aspects of boarding/pastoral provision at Strathallan School by developing and implementing thorough and effective approaches for supporting senior pupils from Third Form to Upper Sixth.
- Monitor and review the School's PSD programme, working with key colleagues such as tutors, SMT and the Headmaster.
- Annually review, revise and/or develop Strathallan's policies and procedures on pupil welfare, pupil conduct and appearance i.e. school uniform, safe-guarding and the Prevent Duty, anti-bullying, use of social media and others as appropriate.
- Monitor and ensure delivery of mandatory training on matters such as Child Protection, Prevent and Duty of Candour as well as ensuring accurate recording of training delivery.
- Play a prominent role in the preparation for school inspections, ensuring regulatory compliance and inspection readiness.
- Lead, develop and manage pastoral staff, in particular the House-parents, Tutors, House-matrons and Medical team. This will include (and is not limited to) information sharing through regular meetings and timely communication, developing the team through targeted CPD and performance appraisals.
- Co-ordinate pastoral care with the School's Chaplain and Medical Centre, sharing confidential information as needed.
- Ensure clear lines of responsibility and communication for raising and addressing senior pupil concerns/needs from form tutors to the House-parents and upwards to the Senior Deputy Head.

- Take a lead role in promoting Equality & Diversity at Strathallan, supporting our diverse community in accordance with the School's values, particularly respect and kindness. This will include the development of policies and committees plus thorough investigations of any claims of discrimination, victimisation, bullying or harassment.
- Working with the Deputy Head Academic and Head of Strathallan Prep School, lead, develop and implement an effective whole school rewards and sanctions behaviour policy in conjunction with the House-parents and Tutors. Responsible for ensuring that the School's rewards and sanctions behaviour policy is being carried out effectively and applied consistently and fairly.
- Promote the highest standard of pupil behaviour and appearance i.e. school uniform throughout the School, ensuring that concerns are addressed at an early stage.
- Ensure any internal or external incidents/complaints relating to pupil behaviour or potential bullying are investigated. Take appropriate action following such investigations which may include detention, suspension or exclusion.
- Ensure effective communication with appropriate departments such as Learning Support/EAL with regard to any pupil who may have a specific behavioural need. Ensure an effective programme of support is established and co-ordinated with form tutors and Housemasters/Housemistresses.
- Play a prominent role in greeting prospective families, welcoming them to Strathallan and take an active role in pupil recruitment and the promotion of Strathallan's reputation as a leading independent school in Scotland.
- Work in conjunction with the Admissions Manager to identify specific pupil needs or child-safeguarding concerns at the admissions stage and manage all stakeholders ensuring that appropriate pastoral care is in place prior to the pupil's arrival at Strathallan.
- Develop initiatives to expand on and improve the responsibilities of senior pupils one to another, such as the School's 'buddying' system.
- Encourage the 'pupil voice' and oversee the processes for selecting and guiding the School Authority (Prefects).
- Act as a point of contact for pupils and their families who have particular needs on an ongoing basis, and support them as appropriate, in agreement with the form tutors and Housemasters/Housemistresses.

Communication:

- Attend Executive and Senior Management meetings from an operational and strategic perspective and chair those meetings in the Headmaster's absence, as and when required.
- Attend Governors' meetings, as directed by the Headmaster.
- Take the lead in the development, review and promotion of the Staff Handbook, ensuring its effectiveness, accuracy and relevance.
- Contribute to and lead, whenever required, school events such as Assemblies, Remembrance Day, Speech Day etc.
- Disseminate information to pastoral staff via the Houseparents' and House-matrons' meetings and any other relevant means and encourage the sharing of best practice.
- Communicate either verbally and/or in writing with parents, carers or guardians, as and when required.
- Work with and participate in the BSA Scottish boarding forum.
- Attend the HMC Deputy Heads' conference, as appropriate.
- Liaise and work with the Scottish Council for Independent Schools (SCIS) with regards to CPD events.

People Management / Staff Development:

- Promote a fair, transparent and supportive culture in which staff are encouraged to learn and develop, to improve their ways of working and grow professionally.
- In conjunction with the Headmaster and other leadership colleagues, assist with the appointment of key pastoral staff and key teaching staff alongside the Deputy Head Academic and Head of Prep School.
- Maintain awareness of and produce a strategy for succession planning to include internal career progression.
- As budget holder for pastoral staff training, ensuring that training opportunities are accessible, cost effective and are appropriate to the needs of the School.
- Conduct annual performance reviews for the House-parents, House-matrons and Tutors.
- Act as a role model for staff and promote the highest standard of staff conduct, developing and promoting a Staff Code of Conduct.
- Lead investigation processes and chair formal meetings, as and when required, for disciplinary, capability and absence management cases.
- Work with members of the SMT and lead in the planning and delivery of Staff In-service training and New Staff induction days, ensuring that the training is appropriate to the needs of the School and compliant with sector standards/regulations.
- Oversee staff turnover and review Exit Interview feedback to better understand where improvements can be made.

Teaching:

- Plan and teach lessons (approximately 5 periods per week) assigned within the context of the School's plans, curriculum and schemes of work.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
- Participate in arrangements for preparing assigned pupils for external examinations.
- Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.

National and School Standards:

- Keep abreast of changes to Scottish (SQA Highers & Advanced Highers) and other UK (such as GCSE & A Levels) curriculum/education systems.
- Adhere to regulations of the Health and Safety at Work Act of 1974, maintaining safe working practices and a safe and compliant working environment for oneself as well as colleagues.
- Maintain professional expertise by undertaking regular CPD.
- Adhere to the GTCS Code of Professionalism and Conduct as well the School's Code of Conduct for staff.
- Undertake regular Child Protection training and complying with child safeguarding requirements (GIRFEC) and understanding the reporting responsibilities.
- Reside in School accommodation and being 'on call', within reason, to attend the pastoral and educational needs of boarding pupils.
- Undertake tutor and/or extra-curricular duties as required by the School and agreed on an annual basis.

NB. This Job Description will be subject to review within the first year of employment and may include any other duties which may be reasonably required by the Headmaster.

Person Specification

Attributes	Essential /Desirable
Qualifications	
A good honours degree from a leading University	E
Ability to gain GTCS registration by start date.	E
A current driving licence (preferably with D1 category)	E
Evidence of continuous professional development, such as a management qualification	D
Experience	
Experience of working and living in a boarding school	E
Safeguarding and Child Protection experience and training	E
Evidence of successful pastoral and/or academic leadership	E
A track record of impressive delivery in a senior or middle leadership position e.g. as Deputy Head, Assistant Head, Houseparent or Head of Department	E
Coaching and mentoring staff at senior school level along with managing and involvement in CPD and staff development and appraisal	D
An understanding of school rules, discipline and sanctions and the ability to apply these in a manner which promotes restorative justice and good order as well as the personal development of pupils and young people	E
Experience of line managing teaching and/or pastoral staff	E
Strategic pastoral and planning experience either as a member of a leadership team or as part of a group or initiative driving whole-school change	D
Experience of working with governor committees and familiarity with school governance	D
Experience of developing school policies and procedures	D
Experience of school inspections and a good understanding of the compliance aspects required	D
Skills	
An outstanding classroom practitioner who delivers first-class lessons	E
Ability to lead, inspire, manage and develop a team	E
Confident public speaker with the ability to address large gatherings of parents, pupils and staff	E
Understanding of Health and Safety and Child Protection legislation within Education	E
Understanding of the pedagogical and wellbeing needs of pupils	E

Competent user of IT and the ability to share this technical knowledge with others	E
Sound financial management skills with the ability to manage budgets within restrictions and prioritise spending for the utmost effect	D
An understanding of Employment law and best practise	D
Personal characteristics	
Exceptional time management and organisational skills with the ability to work to tight deadlines and manage competing priorities	E
Strong analytical and problem solving skills, combined with a proactive and positive approach to delivering change	E
Excellent interpersonal and communications skills; including the ability to adapt and relate well to all people associated with the school	E
Resilient and calm under pressure	E
Able to resolve conflict in a sensitive and empathetic manner and to encourage and motivate both pupils and staff	E
An effective and collaborative approach as a member of the leadership team, showing drive, initiative and imagination with vision and the ability to inspire others	E
A consummate professional who serves as a role model for pupils and colleagues	E
Ambitious and forward-thinking for the School and its strategic direction	E
Strong personal values and integrity	E