



# Old Vicarage School

Old Vicarage School is a thriving independent day school for 200 girls aged between 4 and 11 years. The school is situated in a quiet, residential area of Richmond and occupies a beautiful Grade 2\* listed 'castle' on Richmond Hill. Whilst retaining traditional values, there is a clear vision for the future; teaching and facilities combine the very best of the old and new.

The School aims to provide pupils with a firm foundation not just for the next stage of their education, but also for the rest of their lives. It is non selective and yet achieves excellent results for the girls with most achieving first choice senior schools and many obtaining scholarships and exhibitions to leading senior schools. As well as attaining a high academic standard, the girls build personal qualities of confidence, self-reliance and respect for others, so that they are fully prepared for the challenges and opportunities that lie ahead.

Class sizes are no more than 15, and the school has a good pupil/teacher ratio. Staff are committed professionals who have been appointed not just for their academic qualifications, but because they demonstrate real concern for young children. We aim to instil courtesy and common sense in a framework of firm but kindly discipline.

Pupils are offered many opportunities to develop skills and talents through music, drama and games and many after school activities such as Fencing, chess, debating, yoga, origami, computer programming and Bollywood dancing.

Established in 1931, the School became a Charitable Trust in 1973 and is administered by a Board of Governors. The parents' association, The Friends, is very supportive of the school and organises regular fund raising activities.

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## **DEPUTY HEAD – JOB DESCRIPTION**

### **The Candidate**

We are looking for a candidate whose commitment, energy, professional expertise and experience qualifies them to take on this exciting and challenging role. You will be an experienced KS2 classroom teacher, academically able, with exceptional pastoral and communication skills. You fully understand the commitment required of all staff in a busy school and be capable of giving effective and inspiring leadership. You should possess the talent, character and professional drive to move on to a Headship in time.

### **The Role**

The Deputy Head reports to the Head and is responsible for the day to day running of the School and staff management. As a member of the Senior Management Team he/she will play a key role in school development.

The Deputy Head will be expected to undertake a reduced teaching commitment (approx. 50% of timetable).

The Deputy Head will be trained as the Deputy Designated Safeguarding Lead at the School and, along with the Head (Designated Safeguarding Lead) will have responsibility for promoting and safeguarding the welfare of the children in the School.

### **The Deputy Head will:**

- Promote the highest standards of pupil behaviour and discipline throughout the school;
- Lead by example in professional conduct, service, standards of work and teaching;
- Be an effective and supportive member of the Senior Management Team;
- Actively assist with the review and development of the School's Development Plan;
- Work closely with all members of staff to help build a cohesive, engaged and enthusiastic working community in accordance with the school's core ethos and values;
- Play a full role in the effective provision of pastoral care to pupils and staff, reporting to and consulting with the Head, where appropriate, on pastoral issues;
- As Deputy Designated Safeguarding Lead, work with the Head to ensure staff are kept updated in their knowledge of safeguarding, and all child protection records are kept safe and secure;
- Positively support school events, performances, fixtures and other occasions;
- Be present at all parent evenings to discuss the progress of the girls;
- Be available to parents for advice and discussion regarding their child's well-being at times other than parent evenings;
- Liaise as required with parents on all matters relating to the care and welfare of pupils;
- Oversee the work of the playground supervisors and the After-School Care Staff and provide any necessary guidance in relation to pupil activities, care and welfare;
- Organise and oversee the pupil house-point system to ensure girls' achievements get appropriate recognition through House Points and Certificates;
- Lead School assemblies as required;
- Maintain effective relationships with external suppliers and agencies, making every effort to promote the school's reputation;
- Be fully supportive of the Head at all times.

The role of the Deputy Head is extremely varied and it is not possible to fully detail every aspect. However, specific duties and functions will include:

#### Administrative

- Take full responsibility for the running of the School in the absence of the Head;
- Take minutes at morning staff meetings and SMT meetings;
- Lead the organisational element of the daily morning staff meeting, communicating information in a clear and timely manner;
- Organise the external agency staff bookings for Mandarin and Lower School French and liaise with Dragons in Europe re: Common Entrance exams in Mandarin;
- Produce the termly teaching and clubs timetables;
- Produce duty rotas and ensure that duties are performed effectively;
- Organise cover for absent colleagues liaising with supply agency and known cover staff (this including being available to take calls and/or text messages from 6.30am);
- Produce weekly plans featuring cover, events, use of facilities, changes to routines, etc;
- Liaise with the IT Support Manager to ensure the academic reports on the School Management System (ISAMS) are working correctly and fit for purpose;
- Liaise with the Bursar to ensure the School's trip procedures are followed and that all trip planning documents and risk assessments are completed correctly;
- Actively assist with the annual update of the Staff Handbook and School Manual.

#### Staff

- Assist the Head with the recruitment of some teaching staff;
- Ensure new teaching staff are inducted;
- Contribute to the implementation of an efficient staff appraisal procedure;

- Contribute to the structure of staff INSET days;
- Assist with monitoring the quality of teaching and learning outcomes;
- Provide advice and guidance to newly qualified and less experienced teachers;
- Represent the views of Head to the staff, and vice versa;
- Assist the Head in identifying areas for staff development and/or involvement in other areas of School life.

#### School Events

- Oversee the organisation and seating plans for whole school occasions, including Prize Giving and the Christmas Carol Service;
- Assist members of staff in planning and organising the Swimming Gala, Sports Day and Leavers' play;
- Act as Master of Ceremonies/Compere at major events including Prizegiving, Swimming Gala and Sports Day;
- Plan and organise whole school outings eg. the Annual Pupils' Christmas Theatre Trip.

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### **DEPUTY HEAD - PERSON SPECIFICATION**

All staff at the Old Vicarage have the highest standards of professionalism and are expected to embrace the culture of mutual support and co-operation which makes the school such an enjoyable place to work.

#### **Essential**

- Qualified teacher with significant teaching experience;
- Excellent interpersonal, organisational and time management skills;
- Previous leadership experience within a Key Stage;
- Evidence of recent professional development;
- Confident and effective communicator, able to inspire, motivate, persuade and enthuse;
- Ability to make clear and well considered decisions and resolve problems practically;
- Willingness to identify and embrace new initiatives and manage change;
- Ability to remain calm and focused under pressure;
- Willpower and patience to see things through;
- Enthusiasm and passion for the role;
- A sense of fun and a love of children.

#### **Desirable**

- Significant teaching experience in Science and/or ICT and/or Maths;
- Leadership experience at senior management level;
- Experience of ISAMS (School Management System);
- Experience of Firefly or another VLE;

#### **Child Protection & Safeguarding**

All staff are expected to be committed to the safeguarding and protection of children, show an understanding of the issues surrounding the safeguarding of children and follow the procedures in school policies and handbooks to ensure the safeguarding of all pupils at the school.

*Job Description approved by Gillian Linthwaite, Head – October 2017*