



MOUNT  
KELLY

Boarding and Day School  
Boys and Girls, Aged 3-18

# Senior Deputy Head Application Pack



A values-led, life-defining educational experience



Dear Applicant

Most Deputies in any independent school occupy a unique position in the organisation. At once, they ensure the excellence and smooth running of the day-to-day operation whilst simultaneously playing a central role in the shaping and delivery of a broader strategic mission.

This is very much the case at Mount Kelly.

The Senior Deputy Head (SDH) will lead on numerous core aspects of the School's educational provision, assisting our pupils in accessing a life-defining experience, whilst also being fully engaged in realising an established strategic vision, built on deeply embedded characteristics of Mount Kelly as:

- A values-led school
- A school committed to spiritual growth and moral fortitude
- A school that pursues excellence through innovation
- A community that values the individual
- A school with a powerful sense of service
- A school rooted in locality with a global outlook
- A place of tradition and creativity
- A school dedicated to broadening access, diversity and inclusion

We are seeking an outstanding leader, and pastoral specialist; imaginative, responsive and a champion of open dialogue, participation and inclusion. The SDH will ensure the smooth running of the daily educational provision and evolve the strong pastoral culture of Mount Kelly, bringing a nuanced understanding of young people's welfare and the challenges they face in today's world. A convincing ambassador, naturally empathetic with warmth, interpersonal subtlety and skill, the SDH will work closely with all members of the community to sustain outstanding care and opportunity for all of our pupils.

This is an exciting time in our history. The School is full, and excelling in many of our endeavours. There is much still to do, however; the landscape ahead is a challenging one for our sector, but one that also presents a multitude of opportunities.

If you have ambition, not only for yourself but for those around you, and a desire to help build a legacy, please do consider applying for this very special role.

**Guy Ayling**

Head Master and Principal of the Foundation



## Pupil Numbers

640

Sixth Form 26%  
Y9-11 34% Prep 40%  
(up 9% in four years)



## Boarders

235

College 56%  
Prep 10%  
Five boarding houses



## Location

Tavistock

Set in 160 acres in the rural market town of Tavistock, on the edge of Dartmoor



## Exam Results

**GCSE**

Pass 97% 9 - 7 53%  
9 - 5 90%

**A Level & BTEC**

Pass 100% A\* - A 51%  
A\* - C 85%



## International

13%

College 20%  
Prep 5%

30 Nationalities



## University

86%

Attend their first choice of university



# Economic Impact



**£18.8m**  
to UK GDP

**£8m**  
to Local GDP



**£5.6m**  
UK Tax Paid



**£3.6m**  
Savings for the  
UK Taxpayer in  
School Places



**298**  
Jobs  
(257 direct -  
up 5% in four years)



**£11k**  
Pupil Charity  
Fundraising



**86%**  
Local Jobs



**£805k**  
Means-Tested  
Bursary Support



**640**  
Pupils  
(up 9% in four years)



The SDH reports to the Head Master, and is responsible for the efficient running of daily educational provision at the College, liaising with the Head of Prep to ensure appropriate linkage throughout the School and collaborating with the Director of Finance & Operations (DFO) to sustain efficiency and effectiveness across the various activities of the organisation. The SDH understands the diversity of resources and influences that can impact on pupil development, working closely with others from all departments to deploy them to best effect, in accordance with the School's Purpose to provide **'a values-led, life defining educational experience'**. The SDH's work must be underpinned by outstanding communication with all stakeholders, but in particular, pupils, staff and parents.

The SDH is a member of the Senior Leadership Team and Executive Leadership Team, and deputises for the Head Master in his absence.

## MAIN AREAS OF RESPONSIBILITIES

- **Pastoral Care**
- **Day to day delivery of Educational Provision at the College**
- **Staff and Staffing**
- **Planning and Development**
- **Implementation of Strategy objectives**

## PASTORAL CARE

- Line managing the Assistant Head Safeguarding & Designated Safeguarding Lead
- Line managing the boarding and House staff
- Line managing the Medical and Matron team
- Managing the Tutor system
- Ensuring staff are clear on expectations and committed to outstanding pastoral care
- Maintaining appropriate pastoral and boarding compliance
- Overseeing all procedures and policies that contribute to outstanding pastoral care
- Working with the Admissions team on new pupil induction processes and information
- Organising and overseeing the running of Pupil Voice at the College
- Undertaking with the DFO annual reviews and audits of the School's pastoral provision in line with National Minimum Standards



## **DAY TO DAY DELIVERY OF EDUCATIONAL ACTIVITY AT THE COLLEGE**

- Ensuring appropriate structures are in place for the smooth management of the College
- Setting and communicating behavioural standards, expectations, sanctions and systems to pupils, staff and parents
- Managing pupil behaviour
- Managing behavioural systems and logs
- Providing the Head Master and SLT with termly reports highlighting behavioural patterns and trends
- Overseeing the resolution of Level 1 complaints
- Managing the leaders of the sport, co-curricular, outdoor education and activities programmes
- Managing educational visits including Risk Assessments
- Liaising with the Premises Manager regarding Risk Assessment of all educational activity
- Managing the Pupil Leadership Programme
- Leading the organisation of school events
- Assisting in the management of policies
- Ensuring the Head Master is fully briefed on the daily operation

## **STAFF AND STAFFING**

- Motivating, engaging, supporting and where appropriate, training staff
- Managing staff in accordance with relevant structures, including the SLT Administrator
- Contributing to the Staffing Group that plans future staffing deployment
- Contributing to staff development programmes
- Assisting the Head Master with appointments

## **PLANNING AND DEVELOPMENT**

- Promoting appropriate integration between College and Prep
- Working with relevant staff to ensure the School's facilities and staff are best deployed
- Overseeing the management of INSET programmes
- Proposing and managing term dates and timings

- Managing the termly calendar
- Supporting the updating of the Self-Evaluation Form and Development Plan
- Overseeing the leadership and management of inspection preparation and delivery
- Submitting to an annual appraisal by the Head Master

## **IMPLEMENTATION OF STRATEGY OBJECTIVES**

- Assisting the Head Master in the development and application of strategic plans
- Attending Governor sub-committee meetings

## **OTHER AREAS OF ADDITIONAL INVOLVEMENT**

### **ACADEMIC DEVELOPMENT**

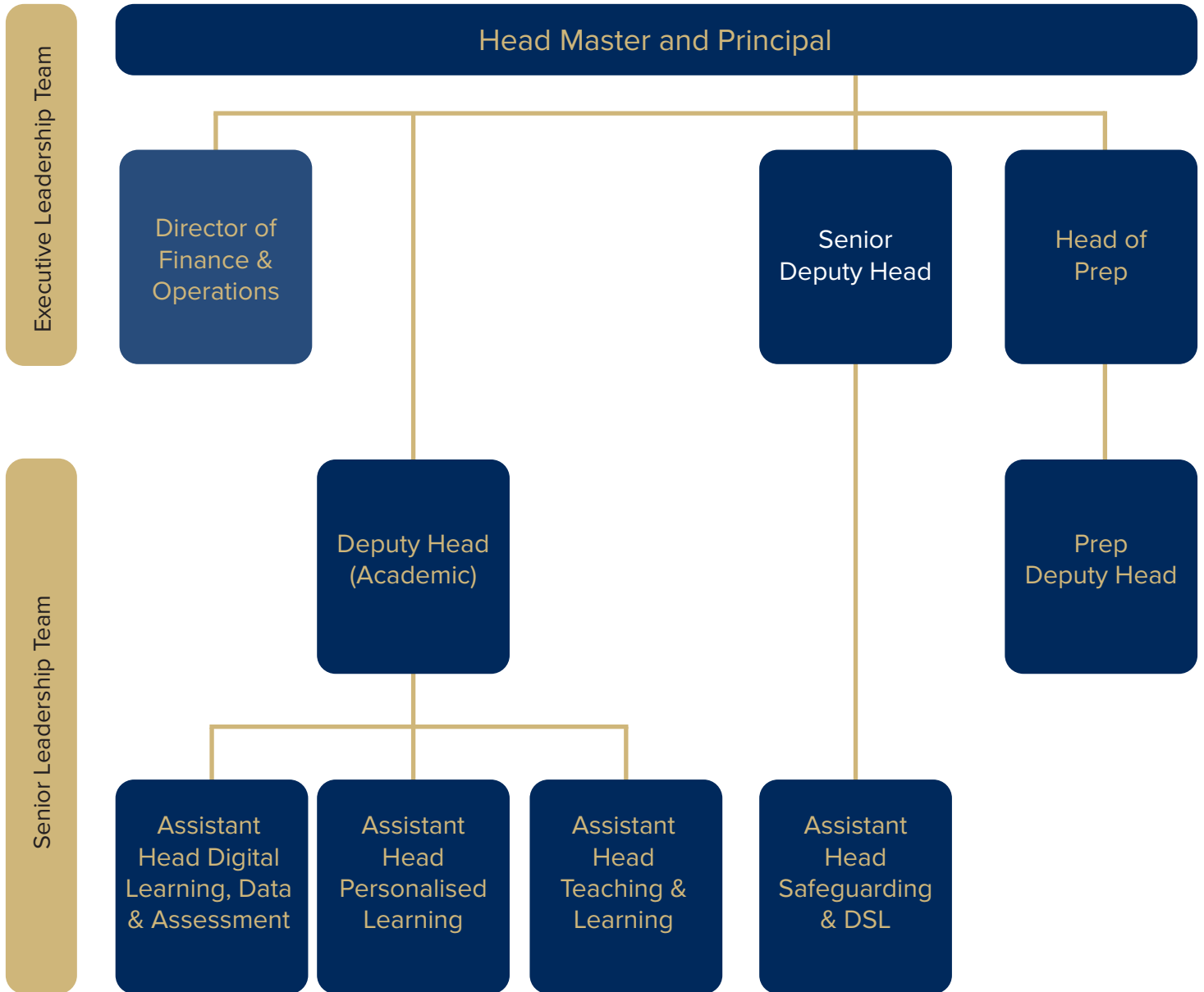
- Assisting the Deputy Head (Academic) and Head of Prep in driving academic improvement
- Assisting in the delivery of staff appraisal processes
- Demonstrating excellent practice as a classroom teacher (on a much-reduced timetable)

### **SUPPORTING OTHERS**

The SDH is expected to support staff deliver on their responsibilities, for example:

- Staff induction
- Transition from Prep to College
- New pupil induction
- Parent consultations
- Maintenance of the intranet
- Level 2 & 3 complaints
- Staff disciplinary action
- Strategic goals
- Admissions events
- Social programmes
- Sixth Form activities

Any other duties as reasonably requested by the Head Master or Board of Governors.





**Applicants should hold suitable qualifications and be able to demonstrate relevant skills and knowledge.**

**Applicants should be aligned with the School's values:**

## **COMPASSION**

Empathy Tolerance Kindness

We treat others with compassion; demonstrating empathy, tolerance and kindness in all that we do

## **COURAGE**

Determination Resilience Grit

We act with courage; demonstrating determination, resilience and grit in the face of both opportunity and challenge and always striving to learn through life's journey

## **HUMILITY**

Modesty Gratitude Selflessness

We behave with humility; we are modest in our success, grateful for our blessings and selfless in the way that we share them

## **RESPECT**

Courtesy Service Consideration

We value and respect every person equally; always seeking to serve those around us and treating all with courtesy and consideration

## **COMMITMENT**

Dedication Loyalty Endurance

We demonstrate commitment to our School and to those around us, making the most of opportunities available; we are dedicated, loyal and always endure through to the end

## **INTEGRITY**

Honesty Decency Morality

We value integrity above all; we are honest with ourselves and others, conducting our lives with decency whilst striving for the highest moral standards



To apply, please submit a completed application form which sets out your interest in the role and your experience relevant to the required criteria.

Application forms can be found at [www.mountkelly.com/jobs](http://www.mountkelly.com/jobs)

Application forms may be supported with a CV and/or covering letter and should be addressed to the Head Master and submitted to [HR@mountkelly.com](mailto:HR@mountkelly.com)

All applications will be acknowledged by email.

**The closing date for applications is 5pm on Monday 6 March 2023.**

We anticipate that interviews will take place in the week beginning 13 March 2023 and that the successful candidate will take up the post on 1 September 2023.

This job description is indicative of the nature and level of responsibilities associated with this post. It is not intended to be exhaustive; other tasks and responsibilities may be allocated as necessary from time to time.

Mount Kelly is fully committed to the principles of equality, diversity and inclusivity in its recruitment of staff.

*Mount Kelly is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake a criminal record check via the DBS. Charity Registration Number 306716*

[www.mountkelly.com/jobs](http://www.mountkelly.com/jobs)





# Staff Benefits



## Location

Dartmoor National Park on our doorstep



## People

Helpful colleagues, grounded pupils and supportive parents



## Salary Sacrifice

For cycle to work and pension contributions



## Pension

Teachers can join a generous defined contribution pension scheme with Aviva Pension Trust for Independent Schools (APTIS)



## Insurance

Group Income Protection, Group Life and Critical Illness cover for all teaching staff



## Parking

Free on campus car parking



## Accommodation

Subsidised accommodation on campus



## Catering

Lunches during term time and suppers when on duty



## Development

Continuing Professional Development and training are nurtured and encouraged



## Flu Vaccination

Annual flu vaccination for those not eligible for a free NHS vaccination



## School Fees

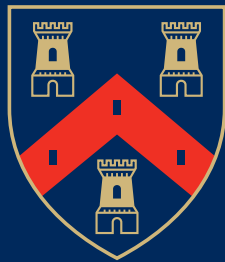
A generous school fee discount



## Discounts

Digital subscriptions and the online School Shop; free use of the Mount Kelly Swim Centre and discounted children's swim lessons

A values-led, life-defining educational experience



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