



Felsted

Deputy Head
Felsted Prep School
Role Information Pack



Deputy Head of Felsted Prep School

Permanent / Commence September 2018

Competitive salary depending on qualifications and experience

Following Mr Tristan Searle's impending retirement at the end of this academic year after many years of outstanding service, Felsted Prep School is seeking to appoint a dynamic, ambitious and outstanding teacher to provide inspiring leadership in all aspects of school life.

The role will require proven leadership skills and a confident ability in assuming the responsibilities of the Headmaster in his absence, whilst demonstrating the highest standards of personal integrity, discretion and professionalism. The position requires exceptional organisational and communication skills and a strong commitment to the vision, ethos and policies of the school.

The successful candidate will be an experienced and innovative KS2/3 teacher and the post can be adapted to suit his or her qualities and expertise.

A highly competitive salary will be based upon the candidate's skills, experience and ability to contribute to school life. This is an exceptional opportunity to work with enthusiastic, well-behaved children in a purpose-built teaching and learning environment with deeply committed staff, parents and Governors. This post may suit somebody looking for a role that will prepare them for future Headship.

We are rated "Excellent in every aspect" by the Independent Schools Inspectorate.

If you would like to apply for this role, please visit our website.
www.felsted.org/jobopportunitieshome to access our online application form.

Closing date for receipt of applications is Wednesday 10 January 2018. First round of interviews will be Tuesday 23 January 2018 and second round will be Tuesday 30 January 2018.

Felsted School is committed to equal opportunities, the safeguarding and promoting the welfare of children and young people. Therefore, all employees are required to undertake a Disclosure and Barring Service check.

Job Description: Deputy Head of the Prep School

Responsible to: The Head of the Prep School

Job Purpose

To support the Head of the Prep School so that all pupils have the best possible care, have access to a broad and balanced curriculum and achieve the highest standards, in line with the ethos of the school

Specific Responsibilities:

The postholder will be required to exercise his/her professional skills and judgement to carry out, in a collaborative manner, the professional duties set out below:

Accountabilities

1. Policy/Strategic direction and development
 - a) Assist the Head of the Prep School in translating the whole school vision into agreed objectives within the Prep School (to include the formulation and implementation of the Prep School Improvement Plan).
 - b) Assist the Head in maintaining a regular review of subject, and other school policies and action plans to ensure that policy and planning take account of the school's developing needs and are appropriate to the full range of pupils' needs.
 - c) To attend all full Governing Body Meetings.
 - d) To be a member of the Governors' Academic Committee and Strategic Leadership Team.
 - e) To work closely with the Prep School Heads of Phase and with the Deputy Head of the Senior School in whole school planning

2. Teaching and Learning

- a) Be a lead practitioner in establishing creative and effective approaches to teaching and learning.
- b) Be instrumental in developing and raising/maintaining high standards for all pupils.
- c) Take a lead role in the monitoring of lessons, giving feedback and subsequent follow up, as required.
- d) Undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher as outlined in the general job description.

3. Leadership and Management of self and others

- a) Assist the Head of the Prep School in the daily operational management of the School, and deputise in his absence, including attending, and leading as required, LT meetings, staff meetings, curriculum meetings, relevant senior school link meetings and parent meetings.
- b) To manage staff - deployment of staff, maximising the contribution of all staff, coherent systems and structures including daily and weekly timetable, lesson changes and cover, calendar (year plan, termly published calendar, weekly updates), detailed timetabling of events and Staff Handbook.
- c) To oversee the Pastoral Welfare of all pupils (including an overview of all sanctions/rewards) in conjunction with the Heads of Phase.
- d) To assist with the recruitment of new staff, and lead that of new GAP students - Safer Recruitment Trained.
- e) To line manage a group of HoDs and to help them with Professional Development.
- f) To manage the Entry Assessments of External candidates in conjunction with the Director of Learning.
- g) To co-ordinate the responsibilities of the League Captains & School Prefects.

- h) To have an overview of Premises and School site development (with Head, Bursar and Estate Manager) including rolling programme for classroom and sports facilities upgrade, site security, sustainability agenda and use of facilities for outside groups: H and S Committee and enhancement of site.
- i) To liaise each week with the FPS Domestic Services Supervisor regarding events and usage of facilities.
- j) To work closely with and line manage the LT Secretary

4. Training & development of self and others

- a) Maintain a culture of high expectations for self and others.
- b) As a lead professional, regularly review own practice, set personal targets and take responsibility for own continuous professional development.
- c) Assist the Head of the Prep School and the Director of Learning in identifying individual staff and departmental training needs, including induction, and arranging for them to be met.

5. Communications, Marketing and External Links

- a) Take a lead role in supporting the Prep School's marketing strategies to ensure its attractiveness in the wider market and secure optimum pupil numbers.
- d) Assist the Head of the Prep School to develop amongst staff an outward perspective and personal commitment to promotion of the school.
- e) Support effective communication links between staff, parents, pupils and the wider community.
- f) Ensure the smooth running of events, e.g. Open Mornings, Concerts

6. Management of Resources

- b) Manage and be responsible for the allocation, monitoring and reporting of FPS Budgets. To line manage the Administration Assistant i/c Purchasing and Finance.
- c) Contribute to the preparation of the Prep School timetable in order to ensure efficient use of resources.
- d) Assist the Head of the Prep School in identifying future resourcing needs and aspirations for the Prep School for consideration in the school budget planning process.

General Requirements

All school staff are expected to:

- a) Work towards and support the school vision and the current school objectives outlined in the School Improvement Plan.
- b) Contribute to the school's programme of extra-curricular activities.
- c) Support and contribute to the school's responsibility for safeguarding
- d) Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- e) Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues.
- f) Engage actively in the performance review process.
- g) Undertake other reasonable duties related to the job purpose required from time to time.

Skills Required

- Outstanding interpersonal and communication skills (verbal and written); able to engender a positive team spirit
 - Able to work effectively as a key member of a management team
 - Strong organisational and administrative skills
 - Ability to interpret and produce data in a variety of forms
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- Ability to think and plan strategically

Knowledge Base

- Excellent classroom practitioner with a sound understanding of child development and principles and practice of prep school education
- Evidence of inspirational and successful curriculum innovation
- Understanding of Safeguarding procedures
- Working curriculum knowledge of all key stages in the prep school age range

Qualifications /Attainment

- Degree
- QTS or equivalent
- Evidence of recent appropriate in-service training and professional development

Experience

- Experience of dealing with difficult situations whilst maintaining the highest of professional integrity
- Successful and demonstrable experience of curriculum/pastoral leadership and management
- Teaching experience in more than one key stage/phase
- Range of curricular and co-curricular responsibilities

Attitude / Approach

- Approachable
- Ability to remain calm under pressure
- Clear-sighted, determined, and positive
- Good listener, Empathetic
- Proven skills of flexibility and adaptability
- Honesty and integrity
- Good sense of humour

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Our History

We are a leading independent co-educational day and boarding school, situated in the picturesque village of Felsted in North Essex. Originally founded by Richard Lord Riche as a Church of England Grammar School, we are proud of a heritage that dates back to 1564.

Felsted School offers an outstanding academic education, combined with excellent pastoral care and co-curricular activities. Felsted is truly international. We offer the International Baccalaureate in addition to A Levels, and as a global member of Round Square, pupils enjoy superb exchange programmes. The School cultivates an environment of self-confidence and intellectual curiosity where pupils benefit from a well-rounded education.

In 2014, we celebrated our 450th anniversary, one of only a handful of schools in the country that have claimed this milestone. The event was marked by a historic service at St Paul's Cathedral and a royal visit by Her Majesty the Queen and His Royal Highness the Duke of Edinburgh.



Felsted Preparatory School

Felsted Preparatory School is a day and boarding preparatory school educating some 514 pupils aged 4-13 years, the majority of whom progress to the Senior School. The Preparatory School is structured into four blended phases across the 4 -13 age range. This structure allows the School to provide individualised pathways to each Felstedian as they progress through the School. The School's mission is to foster Felstedian characteristics in every student; a strong sense of community, encouraging and nurturing the development of personal faith in a climate of tolerance and respect, and creating truly effective global citizens.

Stewart House - Ages 4-6

Housed in a new, state-of-the-art building opened in 2012, Stewart House starts pupils on their exciting learning journey with all its adventures, discoveries, challenges, achievements and advantages for life. Academic focus at this stage is on numeracy and literacy. Topic work allows for exciting exploration of the Humanities and Science.

Ffrome Court - Ages 7-8

Learning is an adventure at this age and in Ffrome Court the School helps children discover and explore all the exciting options available to them in a safe and secure designated teaching and play area, whilst also having access to the wider school for play and lessons. Specialist staff and subject-specific classrooms contribute to the learning adventure and small class sizes mean that every child is known as an individual. The overriding aim is to build children's confidence and to give them the courage to take risks and rise to new challenges as they discover new things. A real focus at this stage is on personal, social, health and citizenship education, where children are encouraged to become hard working, caring and co-operative Young Felstedians. Learning support is available for those who need extra help while extension work develops those who relish further challenges.





Cloisters - Ages 9-10

Cloisters is a crucial stage at Felsted when pupils are encouraged to take the lead in both thought and deed, increase their self-discipline and build their individual confidence. The role of the Tutor Team continues to develop, giving children individual support and guidance as they progress through Years 5 and 6.

There are plenty of challenging outlets for the children's boundless energy and enthusiasm, but always within the guidance of a well-structured framework of expectation. As the school day and week lengthens, Young Felstedians enjoy more freedom and independence. The extra time in School is quickly swallowed up as subjects are studied in greater depth, sporting teams take shape, hobbies are pursued further and being a valued member of one of the five Leagues becomes increasingly important.

Courtauld House - Ages 11-13

Here, with close guidance and support, Young Felstedians have the chance to discover young adulthood while still enjoying the very best of childhood. They rise to the challenge of new expectations and responsibilities and become leaders to younger pupils as well as to their peers.

Courtauld House sits ideally between the Senior and Preparatory Schools, functioning as a middle school and giving the youngest students of senior age a real opportunity to develop their identity and leadership. Many join Courtauld House from other schools.

Pupils work through a rewarding and demanding programme of study (Key Stage 3) in many different subjects in order to be able to take Felsted's own transfer exams at the age of 13

Sport

Felsted has an enviable reputation both locally and nationally for the high quality of its sporting teams and the dedication and expertise of the school's coaching staff. There is a strong tradition of sporting excellence at Felsted, however all abilities are catered for and every student is encouraged to enjoy a recreational interest in individual or team games, whilst developing a healthy attitude to fitness, exercise and wellbeing.



Music and Drama

Music is a vital part of life at Felsted Preparatory School. Both curricular and co-curricular music is available to pupils with many different music groups and clubs as well as one-to-one teaching. The Phillips Music centre provides facilities for these one-to-one lessons with three practice rooms and a percussion room. Talented musicians also benefit from the School's unique partnership with the Junior Guildhall.

Drama is a key aspect of school life for young Felstedians. As well as curriculum drama all pupils have the opportunity to get involved in a number of productions held throughout the year in different age groups.

Art and Design, Technology and Engineering

Pupils at Felsted Preparatory School have a great opportunity to explore their artistic talents. With great facilities and teaching, pupils can create all kinds of art work, from self-portraits to pottery. Design and Technology is a subject which embraces thinking and communication whilst supporting the realisation of pupil's ideas through the use of materials such as wood, metal and plastics.

Co-Curricular

There are a wide range of co-curricular opportunities available to all Felstedians. These include cooking, gardening, ballet, judo and language clubs, FPS Model United Nations debating, outdoor learning and development through the Forest School and a range of courses available throughout the holidays.

Boarding

From the age of eight many children choose to board, for them it's all part of the adventure and the School offers flexible boarding options in a nurturing family atmosphere to meet the varied demands of modern family life. Three boarding options are available; Flexi, Weekly and Full. Through a committed and caring House Parent team, all pupils who take advantage of the school's boarding facilities do so in a warm, caring and encouraging environment, developing the School's jewel RUBY - Responsibility, Understanding others, Being the BEST you can be and being and becoming Yourself.



Application Process to Apply for this Role

To apply for this position, you will need to complete a formal application using our online process. We are unable to accept curriculum vitae (CV's) in substitution for an application form. Our online application form can be found at www.felsted.org/jobopportunitieshome.

By submitting an application form you are required to demonstrate how your skills, knowledge and experience relate to the role you are applying for. Your suitability for the post will be assessed by examining the information you provide us on your application form against the requirements within the job description, so it is important you provide as much relevant information as possible.

Our application form will ask you to declare any criminal convictions as all positions at Felsted involve a degree of responsibility for the safeguarding and welfare of children. All posts are exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared. Our Policy on the

Recruitment of Ex-offenders can be found on our website www.felsted.org/jobopportunitieshome.

Once the closing date for receipt of applications has passed, your application will be shortlisted. If you are successful you will be sent an interview invitation by email. If you have not been selected, you will be also be notified by email. The interview will be held with at least two recruiting managers and you will need to bring with you to the interview:

- a. Identification to prove your Right to Work in the UK
- b. A completed DBS application form along with three pieces of ID
- c. Evidence of any qualifications you hold that are necessary for the post you are applying for.
- d. If appropriate, documentation evidencing changes in your name.

All necessary forms will be attached to your interview invite email. Please note that originals of the above are necessary. We are unable to accept certified copies or photocopies.



Terms of Appointment

If you are appointed to the role, a formal offer letter of employment will be posted to you. The following notes provide guidance, without prejudice, on the likely main provisions of the agreement. However, benefits are subject to amendment from time-to-time.

Appointment Date

The appointment will commence 01 September 2018.

Salary

The appointed pay point is dependent on your skills, knowledge, qualifications and experience.

Pension Scheme

Felsted will comply with its legal obligations in relation to the provision of access to a pension scheme. The Pension Scheme for this role is The Teachers' Pension Scheme.

Healthcare Scheme

The appointee is eligible to join the Healthcare Scheme, currently with BUPA, with a 50% subsidy.

Felsted Connect

The appointee is provided with membership to Felsted Connect: an online multi-platform engagement tool where employees have access to hundreds of discounts, offers and cashback from high-street retailers.

Employee Reward Package

A full list of employee benefits can be found on our job opportunities website pages under 'Employee Reward Package'.

Terms of Employment

This role is a permanent full-time position. There will be the required to be involved outside of term-time when required.

Criminal Background Checks

We require all successful applicants to allow Felsted to process and obtain (at our expense) an Enhanced level criminal background check (including a Barred List check) through the Disclosure and Barring Service. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been

dismissed from or resigned from a previous employer for misconduct of a similar nature. Having a criminal record is not necessarily a bar to employment; it will depend on the nature, circumstances and background of the offence. Our policy on the Recruitment of Ex-offenders that can be found on our job opportunities home page.

As a School where regulated activity occurs, under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 2016, applicants are obliged to disclose **spent** convictions in addition to any **unspent convictions**.

The Disclosure and Barring Service's Code of Practice is intended to ensure that information released in Standard and Enhanced Disclosures is used fairly – and to provide assurance to applicants that this is the case. The Code also seeks to ensure that sensitive personal information is handled and stored appropriately and kept for only as long as is necessary. Further information about the Disclosure and Barring Service may be obtained from: <https://www.gov.uk/government/organisations/disclosure-and-barring-service> and a copy of the Code of Practice is available at: <https://www.gov.uk/government/publications/dbs-code-of-practice>.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or Department for Education.

Other Employment Checks

The offer of employment is also conditional upon satisfactory receipt of the following employment checks.

- a. Proof of your Right to Work in the UK
- b. Barred List Check
- c. Two professional references
- d. Medical
- e. Overseas Police Check (if you have resided outside the UK within the last ten years)
- f. Verification of professional status (e.g. QTS, NQT, PGCE etc)
- g. An NCTL and EEA Prohibition Check
- h. Prohibition from Management
- i. Disqualification by Association

We look forward to receiving your application.

Felsted Human Resources Department

Felsted School, The Bury, Felsted, Essex, CM6 3DQ
+44 (0)1371 822622

hr@felsted.org
www.felsted.org

Independent / Co-educational / Boarding & Day / Ages 4-18



Felsted