



# King Edward's

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## Job Description – Deputy Head

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### Overall Purpose

The Deputy Head is a member of the Senior Management Team, working alongside the Director of Finance and Administration, Deputy Head Academic and Director of Co-Curriculum and Leadership to support the Head in the effective day-to-day running of the School.

He/she will deputise for the Head in their absence and has specific responsibility for Pastoral Care and Boarding, acting as the Designated Safeguarding Lead, as well as supporting the Head in shaping the School's future strategic direction.

Reporting to: The Head

Location: King Edward's Witley

Direct reports: Housemasters/mistresses, Medical Centre Manager, PA.

Hours of work: Full time

Annual leave: To be taken during school holidays subject to school commitments

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While the specific duties of the Deputy Head will evolve to suit the particular strengths and interests of the successful candidate, they will include most, if not all, of the following:

### General Responsibilities

- Deputise for the Head as required
- Assist the Head and senior colleagues in leading and managing the School, in formulating its objectives and in making and implementing policy
- Be in overall charge of discipline and good order throughout the School
- Be the DSL for King Edward's and our partner preparatory school, Barrow Hills School
- Lead in pastoral care
- Ensure compliance and inspection-readiness
- Oversee and be responsible for all boarding matters including NMS compliance
- Oversee medical matters
- Be present at school-related events
- Liaise with external bodies, promote the School positively and actively
- Support/lead whole School events such as Assembly and Sunday Chapel
- Lead School prefects



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## **Staff**

- Assist in the appointment of staff, including Safer Recruitment procedures
- Lead and be responsible for House Masters/Mistresses, School Matrons and the Medical Centre Manager, to maintain high standards of effectiveness and pastoral care
- Work with the Head of HR to ensure a successful new staff induction programme, implement effective appraisal processes for pastoral staff, act as an advisor and confidant(e) to teaching and support staff
- Develop and implement appropriate training and INSET to reflect School objectives, needs and budget in conjunction with the Deputy Head (Academic), Director of Finance and Administration and Head of HR
- With the Deputy Head (Academic), be responsible for the Staff Handbook
- Line manage and be responsible for a PA
- Implement staff disciplinary/capability procedures, as required

## **Pastoral Care**

- Be responsible for fostering a culture of pastoral care that is consistent with the school's values.
- Lead and line manage Housemasters/mistresses
- Ultimate line management of Matrons
- Line manage the Medical Centre Manager and have oversight of the Medical Centre's provision
- Chair the Pastoral Committee
- Take a lead in the development of pupil well-being
- Be responsible for discipline in the promotion of the highest standards of behaviour
- Have oversight of counselling services, and manage liaison with external counsellors
- Work closely with the Chaplain especially on the role of Chaplaincy as a pastoral resource across the School community
- Liaise with parents and staff on pastoral and disciplinary matters
- Oversee all anti-bullying matters

## **Safeguarding and Wellbeing**

- Act as the DSL at King Edward's and Barrow Hills Schools
- Oversee the Single Central Register
- Be responsible for safeguarding procedures, policies and Annual review
- Lead and manage the Safeguarding Team, overseeing their training and performance
- Be the School contact for Looked after Children



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## **Curriculum policy, planning and development**

- With the Deputy Head Academic, advise the Head on staffing requirements and help monitor workload

## **Communication, liaison and administration**

- Establish effective communication with external agencies providing information and support, obtaining and disseminating relevant information to appropriate staff
- Have a working knowledge of the use of the School Management System (ISAMS)
- Maintain an overview of administrative aspects of School life
- Monitor registration and attendance
- Allocate staff to tutorial and duty rotas
- Oversee School duty, cover arrangements, weekly lists and routine administration
- Attend weekly House staff and School council meetings
- Attend Bursary Award Committee and Governor Education and ICT Committee
- Organise internal school events as appropriate
- Co-ordinate Governor visits including Staff Liaison and Pastoral Governors
- Liaise with the Director of Admissions and Head of Lower School to determine pupil allocations to Houses.
- Liaise with the Assistant Bursar to plan refurbishment and upgrading of pastoral spaces

## **Compliance**

- Maintain ISI inspection-readiness including preparation and production of documents to ensure overall compliance, and be the nominated link person for ISI
- Prepare for "excellent" ISI judgement in Pupils' Personal Development and, in conjunction with the Deputy Head (Academic), Pupil Achievement
- Be the parental liaison and complaints co-ordinator

## **Strategic**

- Keep abreast of national and international changes/trends in Pastoral care of day and boarding pupils as well as educational thinking and legislation, and advise the Head on how best to respond to these changes
- Work with the Head in establishing the School as a leader locally, nationally and internationally in educational thinking and innovation

## **Teaching and other duties**

- Teach a substantially reduced timetable
- Undertake duties on the Senior Staff rota: once per week, weekend days on a rota and occasional supervision of Head's Detention; and occasional emergency cover in the school holidays.



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## Person specification

Criteria	Essential	Desirable	Assessment
<b>Qualifications</b>	Good degree and teaching qualification	Pastoral qualification/training in areas such as counselling, boarding and safeguarding (eg BSA/HMC)	<b>Application form, references and interview</b>
<b>Experience</b>	Leadership role in a secondary school with academic and pastoral responsibility for pupils  Safeguarding responsibility  Engagement with compliance	Experience in a similar role or in boarding as a Housemaster or Housemistress, Assistant Head, Head of Section  DSL or Deputy DSL  Experience as ISI Team/Reporting Inspector	<b>Application form, references and interview</b>
<b>Skills and knowledge</b>	A deep understanding of the pastoral needs of teenagers in a co-educational context.  Detailed knowledge of a school in areas such as safeguarding, pupil welfare and wellbeing.  Commitment to boarding life.  Management and monitoring of colleagues.  Up-to-date IT skills.	An understanding of international educational contexts.	<b>Application form, references and interview</b>



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Criteria	Essential	Desirable	Assessment
<b>Skills and knowledge</b>	<p>Planning and chairing meetings, and writing up reports with clarity.</p> <p>The ability to investigate and produce reports thoroughly and good attention to detail.</p> <p>Confidence in communicating with parents (current and prospective) verbally, by telephone and in writing.</p> <p>Effective presentation skills e.g. in meetings, Assemblies and Chapels.</p>		<b>Application form, references and interview</b>
<b>Personal Attributes/Competencies</b>	<p>Wisdom, integrity and authenticity</p> <p>Clear alignment with the School's founding mission and ethos</p> <p>A quick learner</p> <p>A profound care for the happiness, wellbeing and safety of pupils and colleagues. The ability to show emotional warmth.</p> <p>The capacity to be perceptive and observant.</p>	<p>Intellectual curiosity for all aspects of secondary education.</p> <p>Commitment to on-going development as a teacher</p> <p>Understanding of the Independent Sector and the challenges it faces</p> <p>A good listener</p>	<b>Application Interview References</b>



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Criteria	Essential	Desirable	Assessment
<b>Skills and knowledge</b>	<p>The capability to self-start and take the initiative.</p> <p>The ability to multi task and see tasks through to completion, and to meet deadlines through effective prioritisation and management of commitments.</p> <p>The ability to work calmly under pressure and respond to changing priorities and deadlines.</p> <p>The ability to think creatively and to collaborate to solve problems by being flexible and adaptable to changing circumstances</p> <p>The ability to be an emotionally intelligent and responsive communicator.</p> <p>A sense of humour, and of perspective and proportion.</p>		<b>Application form, references and interview</b>



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**Terms and Conditions:** King Edward's has its own salary scale, which provides generous remuneration. The Deputy Head is required to live in School accommodation for the better, proper and more effective performance of their duties. Accordingly, this is provided free of rent and family accommodation is available. Children of staff may be educated at King Edward's Witley and Barrow Hills School as day pupils at a very significantly reduced rate of fees, subject to household means-testing. Teaching staff are members of the Teachers' Pension Scheme.

## **FURTHER INFORMATION:**

**The School:** Founded in 1553 by Royal Charter in the City of London, King Edward's is the operational arm of Bridewell Royal Hospital, a charitable foundation with assets in excess of £30m which provides for children in need of a boarding style of education. In 2017-8 the foundation provided support to over 70 pupils to attend the School.

King Edward's Witley is a co-educational boarding and day school for around 400 pupils, around 55% of whom board. Main entry points at 11+, 13+ and Sixth Form.

Around 38% of students are from abroad, from over 40 different countries. There is a Sixth Form of 140, most of who go on to universities, including Oxford and Cambridge. At the same time the curriculum is deliberately broad and suitable for pupils of differing abilities. The School has become known for its innovative approach, including in 2004 the introduction of the International Baccalaureate Diploma, now its predominant Sixth Form curriculum, alongside A levels for some who wish to specialise earlier. In its most recent educational quality inspection in 2015 the School was judged by ISI to be "Excellent" in all areas. The Head is a member of HMC.

Further details of the School are to be found in the Independent Schools' Year Book, or on our website [www.kesw.org](http://www.kesw.org).

**The Area:** King Edward's Witley occupies 100 woodland acres on the edge of Witley, a village on the borders of Surrey, Sussex and Hampshire. It is about twelve miles from Guildford and four miles from Godalming. Witley station is on the Portsmouth to Waterloo railway line and the journey from London takes just under an hour by train. The School is 45 minutes by car from both Heathrow and Gatwick airports. The area is a noted beauty spot and the School is surrounded by woodland, heathland and commons. Local amenities include the Yvonne Arnaud Theatre in Guildford and the School is within close proximity of London and the south coast. There are good shopping facilities in Haslemere, Godalming and Guildford.

**Child Protection:** King Edward's Witley is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child-protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

*The above is not intended to be an exclusive list of tasks and other duties may be expected as reasonably determined.*

*This job description will be reviewed as appropriate in consultation with the post holder.*