
Mill Hill Nursery and Pre Prep School | For pupils aged 3 to 7

Senior Deputy Head

Job Description and Person Specification

JOB DESCRIPTION

- The Senior Deputy Head is responsible to the Head for all pastoral and operational matters whilst playing a key role in the academic vision and direction of the school. After the Head, the Senior Deputy Head is the most senior person within the School's management structure.
- The Senior Deputy Head works closely with the Head to ensure that the highest standards of behaviour, learning and academic attainment prevail across the School, and in maintaining and extending the School's reputation for outstanding pastoral care.
- The Senior Deputy Head will also work with the Head to establish key strategic goals for the School, which will themselves be set within the framework of the Mill Hill School Foundation Development Plan.
- The Senior Deputy Head will work closely with the Assistant Head Pastoral, Assistant Head Early Years and Class Teachers to ensure the effective development and delivery of the School's pastoral provision.
- The Senior Deputy Head will also work closely with senior staff in the other Foundation Schools to ensure coordination and consistency of pastoral provision across the Foundation.
- The key areas of responsibility which attach to the position are set out below although the list is not exhaustive and the Senior Deputy Head may be expected to assume additional responsibilities as reasonably requested by the Head.
- The Senior Deputy Head will report directly to the Head, keeping them informed of any significant issues relating to the behaviour, performance or progress of the School and its pupils.

KEY AREAS OF RESPONSIBILITY

Safeguarding

The Senior Deputy Head will be the Designated Safeguarding Lead for Grimsdell and will:

- Oversee the appropriate safeguarding training and annual updates of all teaching staff (including external coaches and peripatetic music teachers, catering and grounds staff) and keep rigorous and up to date records of the training and updates

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- Ensure their own Level 3 training and that of the Head is up to date
- Contribute to the annual safeguarding audit carried out by the designated safeguarding governor, including involvement in reviewing the Foundation policy on Safeguarding
- Ensure compliance with current safeguarding regulations, guidance and best practice
- Set the tone for a caring and nurturing culture in which pupils feel confident to talk to someone if they have a problem and where staff feel able to pass on any safeguarding concerns that they may have

Pastoral Care

- Preparation, publishing and review of the School's Behaviour Policy and Anti-Bullying Policy
- Oversee and set the tone for Grimsdell pastoral care, ensuring that pupils are cared for and that expectations are high
- Line manage the Assistant Head Pastoral and be the senior management lead for the Teaching Assistants, who are directly managed by their class teachers.
- Ensure that pupils have high standards of personal behaviour and presentation
- Liaison with the School Counsellor and Assistant Head Pastoral on referrals put forward by staff, keeping the Head informed.
- Liaison with parents and staff on concerns with individual pupils. Follow up any concerns as necessary.
- Ensure that all paperwork relating to pastoral issues including records of rewards and sanctions is current, thorough and stored appropriately
- Oversight of PSHE and SMSC provision within the School

Pupils

- Arrangements for election of School Council and their meetings
- Oversight of House system and its development
- Oversee the selection of House Captains and end of year prize winners in Year 2.
- Oversee Arrangements for mentoring of new pupils
- Ensure, with all staff, pupil compliance with school rules on uniform and presentation to maintain high standards
- Maintain teaching contact with pupils through a reduced timetable
- Contribute to the activity programme

Staffing

- Assist in the interview of candidates for teaching posts
- Oversee the induction of staff new to the School
- Assist with the Performance Review of Heads of Department; Music, PE, PSHE and Computing, Assistant Heads and Teaching Assistants.
- Work with the SLT and the staff to identify training needs for staff; individual and whole school inset
- Maintain inset records; with assessment of quality and value
- Regular liaison with the Common Room
- Liaison with Assistant Heads
- Arrange cover for staff absence and back to work interviews
- Organisation and monitoring of staff duties
- Oversee the deployment and 'recruitment' of volunteers
- Regular Liaison with Maintenance manager responsible for Grimsdell
- Regular liaison with school office so changes in routine are well managed
- Support the Head in overall management of staff

School Organisation

- Overseeing the production and review of the Parent handbook
- Overseeing aspects of the Staff Handbook as directed by the Head
- Assist in the checking of School reports
- Arrangements for Parents' Day and Year 2 Leaver's Ceremony
- Preparation of the school calendar and long term dates in conjunction with Assistant Heads Teaching and Learning and Early Years – and the operational deputies at Belmont and Mill Hill.
- Be the main point of contact for the Grimsdell Parents' Association and organise resources needed for GPA events along with the Head

Meetings

- Full staff meetings
- Senior Leadership Team
- Governors' Pastoral Committee
- Foundation Deputies' Meetings
- School Council
- Attendance at Parents' Evenings
- Attendance and contribution to New Pupil Induction evenings for parents

Other responsibilities as a member of the senior management team

- ISI inspection preparation
- Development planning
- Leadership/membership of working groups as directed by the Head
- Responding to pupil and parental concerns
- Carrying out school tours as directed by the Head or in conjunction with the admissions registrar

Foundation-wide responsibilities

- Liaison with the Principal Deputy Head of Mill Hill School, the Deputy Heads of Belmont and The Mount, Mill Hill International, in order to ensure consistency of approach and practice regarding pastoral care and safeguarding across the Mill Hill School Foundation.

Health and Safety

- Be the named competent person for Health and Safety at Grimsdell and attend Health and Safety training and meetings as required
- Liaison with teaching staff and maintenance staff in notification of health and safety issues to the Head and Walker House
- Regular checks of premises and advise Head of maintenance priorities for annual budget and immediate attention
- Organisation of termly Fire Practice and maintenance of records
- Oversee the annual update of risk assessments and their effective implementation
- Carry out the role of Educational Visits Coordinator for Grimsdell

Extra-Curricular Programme

- Enhance and promote Grimsdell's reputation for the breadth and quality of its provision and achievement in extra-curricular activities
- Lead Grimsdell's contribution to Foundation-wide initiatives in extra-curricular activities
- To oversee the development of a stimulating and broad programme of activities, produce the termly booklet and interview and appoint (in consultation with the Head and Heads of Department) external tutors and coaches

Curriculum

- Have awareness and broad input into planning systems and the implementation of the broad and balanced curriculum through delivery of a high quality curriculum and lessons, supporting and engaging with the work of Assistant Head Teaching and Learning.

Pupil Progress

- Maintaining records of pupil performance and producing an analysis of results annually for the Head and governors
- Track pupils progress using test data from Aspects, Pips, PTM and PTE
- Chair pupils progress meetings, along with head, linking academic and pastoral matters
- Facilitate, along the Head, intervention as appropriate; Senco, Enrichment, School Counsellor

Person Specification

- Graduate with QTS
- Middle or senior management experience related to the academic and pastoral work of a school
- An enthusiastic, creative and successful classroom practitioner
- Ability to work under pressure and deal with a multitude of tasks and priorities successfully
- Ability to communicate effectively and engage positively with colleagues
- Be supportive, approachable and positive in nature
- Be committed to team work
- Show initiative and creativity in problem solving and systems, and encourage initiative in others
- Have the ability to see the big picture and be able to think strategically at school and whole Foundation level
- Be ambitious and excited by Grimsdell's context within the wider Foundation
- Have warmth and show empathy
- Appreciate skills and qualities in others and be committed to staff development
- Be a confident and comfortable public speaker, in meetings and larger groups
- Have a sense of humour