

THE SUNDAY TIMES
**SCHOOLS
GUIDE
2019**

WEST MIDLANDS
INDEPENDENT
SECONDARY
SCHOOL
OF THE YEAR

Director of Studies
Full time, member of the
Senior Leadership Team

For September 2019

Information for Applicants



King's High School

A message from the Head Master

I am delighted that you are taking the time to find out more about joining the King's High community.

This brochure can only give you a glimpse of our wonderful school; however, I hope it conveys the exciting opportunities offered at King's.

As a leading school for girls, we take pride in offering a broad and well-rounded education. The girls here are characterised by their commitment to their studies, the enjoyment they take in pursuing their extracurricular interest to the full, and the important contributions they make to the local and wider community.

King's is an exceptionally dynamic and vibrant environment in which to work. Our expert staff show great commitment to the girls both in the classroom and in their wider endeavours, delighting in their many and varied successes.

I therefore very much hope that you will be inspired by what you discover about us and that you will wish to be a part of this exciting community; I look forward to receiving your application.



Richard Nicholson
Head Master



The School

Founded in 1879, King's High School provides independent, single sex, day education for approximately 700 girls aged 11 to 18. The school is renowned for its friendly and welcoming atmosphere, founded on a distinguished academic tradition tailored to individual girl's needs by a highly qualified and motivated staff. We pride ourselves on the outstanding academic and creative performance of our pupils.

We value friendship, involvement, intellect, creativity, spirit and maturity. Girls are encouraged to follow their interests and excel in subjects they enjoy. Our aim is for our girls to develop into happy, confident and compassionate young women with the ability to reason, analyse, learn independently and exercise good judgement.

The school has remained on the same town site in the heart of Warwick for 140 years. The main building, Landor House, is of historical interest. It is the birthplace of the writer Walter Savage Landor and remained in his family for 80 years before being given to the school in the late 19th Century.

Recent enhancements to our school site include: the Sixth Form Centre and St Mary's Building (opened by Dame Judi Dench in 2006); the Creative Arts Centre (opened by Old Girl Catherine Bott in 2009) and the Dining Room (opened by Prue Leith in 2011). In September 2012, we were pleased to begin using our newly refurbished food technology facilities and a new, additional, science laboratory. Most recently we have been extremely pleased to open our newly renovated library, which includes an Innovation Centre.

In September 2016, the Governors announced 'Project One Campus', a £40 million development which will see King's High relocated to the Myton Road campus, joining Warwick School and Warwick Prep School on the same site. The new school will open in September 2019. Please visit www.projectonecampus.co.uk for further information.

Please visit our website to find out more about the school: www.kingshighwarwick.co.uk

The Foundation

King's High School and sister school Warwick Prep work as one school under a single leadership structure. Together with Warwick School, we form the Warwick Independent Schools Foundation.

The role

Director of Studies is a new leadership role, designed to provide further emphasis to the academic profile of the school and enhancing the outstanding academic experience of our girls. The successful candidate will join a thriving, oversubscribed school at an exciting time in our history: 'Project One Campus' sees King's High move to state-of-the-art buildings in September 2019, on the Foundation's Myton Road site. We are seeking candidates whose vision of education for girls will make the most of the opportunities our new school brings, and who have the skills and experience to bring it to life. The main aspects of the role are as follows:

Academic

- Spearhead curriculum development, including cross-curricular programmes.
- Develop the profile of the school's educational excellence, for example through educational conferences.
- Develop provision to promote learning intelligences, and programmes to support them.
- Devise and monitor an annual programme of residencies and strengthen the programme of visiting academics.

Pupils

- Develop learning opportunities for pupils, both inside and outside the classroom.
- Develop pupils' love of learning and study skills throughout the school.

School Community

- Assist in the internal and external communication of issues relating to this Job Description.
- Engage the school community in the 'learning journey'.
- Work to strengthen academic links across King's and Warwick Prep.

Foundation

- Liaise with Foundation and shared-service staff, as necessary.

Careers

- Line-manage the Careers and Higher Education programmes.

Outreach and Partnerships

- Develop further links with local schools and institutions.
- Develop links with universities, including outreach programmes, and education charities.

School Development

- Monitor the progress of the strategic and operational plan.

Line-management:

- Responsible to the Director of Educational Innovation.
- In the first instance, to line-manage the following staff:
 - Head of Cross-Curricular Programmes
 - The leaders of the Careers and Higher Education programmes.

Teaching

- To teach a reduced timetable (c.60%). Please note that the business needs of the school may be taken into account.

Other

- Other areas of responsibility may be added to the successful candidate's portfolio, dependent on their skills and experience.

Duties of the Senior Management Team:

- To lead by personal example, setting the highest standards of integrity and professional conduct; to show initiative and imagination in positively promoting the ethos of the school.
- To get to know staff, pupils and parents as well as possible; to establish and maintain relationships of the highest professional calibre with everyone connected with the school.
- To ensure that high standards are maintained in all areas of school life.
- To take an active interest in the life and work of the school as a whole, above and beyond designated areas of responsibility.
- To assist with the promotion of the school.
- To attend and support the majority of school functions, Open Days etc.
- To assist the Head Master in matters of staff welfare.
- To assist in staff induction, development and review.
- To share in devising and monitoring the School Development Plan.
- To take responsibility for particular school issues/developments as agreed with the Head Master.
- To provide some holiday/emergencies cover throughout the year, as agreed with the Head Master.
- To teach, as agreed, the commitment for each academic year.
- To do a weekly after school duty.
- To take whole school and year group assemblies.
- To undertake tasks reasonably requested by the Head Master.

Further Details

The Employer is the Warwick Independent Schools Foundation.

Salary

This is a full-time position within the Warwick Independent Schools Foundation.

Staff Lunches

Lunches are provided, free of charge.

Child Protection

The school's Child Protection Policy is included in this pack. An interview will include questions about safeguarding children. The appointment will depend on satisfactory DBS clearance.

The Warwick Independent Schools Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any concerns should be reported in accordance with the Foundation's Child Protection policy.

Safeguarding

All staff are required to:

- adhere to the School Policy on safeguarding and undertake training as required;
- ensure the safeguarding and well-being of children and young people at the school, in accordance with School policies.

Appointment Method

Interview, lesson, task, presentation and application form

Appointment Timetable

Friday 22 March 2019 (12 noon)

Deadline for submission of applications (on the standard application form)

Friday 22 March 2019 (pm)

Notification to shortlisted candidates

Wednesday 27th March (all day)

Interviews

The Application Form

This must be completed in full before the application can be considered. Any discrepancies or anomalies in the information provided or issues arising from references will be discussed at the interview.

If you have any queries about the completion of the form, please contact Mrs. Alison Wheals (PA to the Head Master)

a.wheals@kingshighwarwick.co.uk

Enclosures

- Application Form
- Equal Opportunities Policy
- King's High School Child Protection Policy
- Recruitment of Ex-Offenders Statement

Person Specification

	Essential	Desirable	Method of assessment
Qualifications	<ul style="list-style-type: none"> • A good honours degree or equivalent • A relevant teaching qualification 	<ul style="list-style-type: none"> • A relevant post-graduate qualification 	Contents of the Application Form Copies of qualifications.
Experience	<ul style="list-style-type: none"> • Teaching throughout the age range, 11-18 	<ul style="list-style-type: none"> • Experience in more than one school • Experience in a range of educational settings • Experience in teaching in a girls' school 	Contents of the Application Form Interview Professional references
Leadership and management experience	<ul style="list-style-type: none"> • Relevant middle leadership experience (team-leading, either academic or pastoral) • Experience of delivering change • Experience of improving pupil outcomes 	<ul style="list-style-type: none"> • Collaboration with a range of institutions and/or groups 	Contents of the Application Form Interview Professional references
Skills	<ul style="list-style-type: none"> • Ability to lead colleagues collaboratively, building trust and collegiality in pursuit of common aims • A proven track record of excellence in the classroom • Excellent communication skills • Evidence of ongoing professional development 		Contents of the Application Form Interview Professional references
Knowledge	<ul style="list-style-type: none"> • Pedagogical expertise, both in theory and practice. • Devising and executing development in a middle management role 	<ul style="list-style-type: none"> • Devising and executing whole-school development 	Contents of the Application Form Interview Professional references
Personal competencies and qualities	<p>A wholly professional attitude to include:</p> <ul style="list-style-type: none"> • Commitment to high standards and achievement • Commitment to own professional development • Commitment to school life and events • Commitment to raising standards and achievement • Commitment to collaboration with other schools in the Foundation • An enthusiasm for the promotion of the library across the age range • Regard for high standards • Support for school aims and policies • Ability to be positive and enthusiastic • Ability to cope with pressure/workload • Vision/imagination 	<ul style="list-style-type: none"> • Tact and discretion • Loyalty • Initiative • Confidence • Dependability • Soundness of judgement • Time management • Ability to make decisions • Ability to prioritise • Ability to organise self • Ability to listen • Ability to work in a team 	Interview Professional references Task performance
Safeguarding Children, Young People and Vulnerable Adults	<ul style="list-style-type: none"> • A commitment to the safeguarding and well-being of children and young people at the school, in accordance with school's policies • A willingness to adhere to the school's policy on safeguarding and to undertake training as required 		Contents of the Application Form Interview Professional references Successful DBS Clearance



Independent Day School for Girls 11 – 18 years

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