

Senior Deputy Head

Commencing September 2018



WARWICK
SCHOOL



This School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All appointments are subject to a satisfactory enhanced DBS check.

Role: Senior Deputy Head of Warwick School

Closing Date: Wednesday, 28 February 2018 - 5.00pm

Long-list Interviews: Wednesday, 7 March 2018

Short-list Interviews: Friday, 16 March 2018

Applications to: hr@warwickschools.co.uk



Warwick
Preparatory
School

Girls aged 3–11, Boys aged 3–7



WARWICK
SCHOOL

Boys aged 7–18



King's
High
WARWICK

Girls aged 11–18

Warwick Independent Schools Foundation comprises three schools providing quality education for boys and girls aged 3–18; Warwick Preparatory School, King's High School and Warwick School.



Senior Deputy Head Warwick School

Details of the Appointment

Applications are invited for the post of Senior Deputy Head to take effect from 1 September 2018. The post has become vacant on the appointment of the existing Senior Deputy Head, David Wickes, to the position of Head of Merchant Taylors' Boys' School, Crosby.

The primary duties of the Senior Deputy Head are to deputise for the Head Master in his absence and to advise the Head Master in all aspects of school life. The post will be attractive to someone planning to move to a Headship after a period of service at Warwick School. David Wickes is the seventh successive Deputy Head to be appointed as a Head of a major school.

Applicants should be good honours graduates of a leading university, have experience of leading and managing in a successful school environment and be willing to be fully involved in all aspects of the school's busy life.

Some teaching is envisaged, but no specific specialist subject is sought. Secretarial assistance will be provided. A willingness to contribute to the school's extensive co-curricular programme is also required. An experience of boarding would also be an advantage but is not essential and the successful applicant would be expected to support the values of the school.

Personal qualities required

- A demonstrable passion for lifelong learning, academic excellence and leadership
- A good honours degree and a strong intellectual ability
- A sympathy for Warwick School's purpose, vision and values
- Experience in developing and achieving a strategic plan and development initiatives
- A proven ability as a solid team player with a 'can-do' attitude
- A proven ability as an innovative, self-motivated, energetic, creative problem solver
- A proven track record of administrative success with an exceptional eye for detail
- An ability to engage in multiple tasks, to motivate and inspire others and to lead change successfully
- An excellent record of teaching experience
- Excellent interpersonal skills
- An internationally-minded outlook, with a culturally sensitive understanding of other faiths
- Experience of senior or middle management in another school, independent or maintained, preferably as a Head of Department, Head of Year or Housemaster/Housemistress.



Senior Deputy Head | Warwick School

The exact nature of the post will depend on the experience, skills and interests of the new Senior Deputy Head. The current job description is as follows:

Leadership and Management

- Be the principal advisor to the Head Master on all aspects of school management
- Deputise for the Head Master as appropriate
- Contribute to and support the Head Master's vision for the school
- Assist in the construction and implementation of the School Strategic Plan
- Be responsible for the day to day management of the school
- Assist with major development projects
- Attend Warwick School Governors' and Estates & Resources sub-committee meetings
- Assist in the creation of school budgets and be in financial control of budgets
- Develop, implement and support school policies and procedures
- Be a member of the Senior Management Team
- Attend and chair other school meetings, as appropriate
- Assist the Head Master in the appointment of staff
- Have joint responsibility with the Head Master and Deputy Head (Teaching and Learning) for staff welfare
- Assist in the appraisal of senior members of staff
- Assist in disciplinary procedures relating to both teaching and non-teaching staff

Pastoral Care

- To be the Designated Safeguarding Lead and to be responsible for all Safeguarding matters at the school
- Oversee the work of Heads of Section and pastoral staff within the school (School Counsellor, Medical Centre, Chaplain, Wellbeing Coach)
- Oversee the pastoral strand of the School Strategic Plan

- Work closely with Heads of Sections to support, monitor and evaluate the quality of tutoring across the school
- Oversee the work of the Boarding House Parents within the Boarding Houses
- Chair the Pastoral Committee
- Oversee the work of Pupil Voice

Behaviour Management

- Ensure the maintenance of high standards of behaviour, dress, punctuality etc.
- Oversee the appropriate handling of any serious disciplinary matters
- Oversee the general administration of discipline, including the effective management of the weekly detention system
- Manage the School Marshal
- Help to appoint, train and manage the team of Prefects

External Relations

- Assist in the development and implementation of marketing and ICT strategies
- Liaise with other schools including feeder schools
- Help maintain good relationships with parents and OWs
- Interview prospective pupils and parents as required
- Support school events (concerts, plays, matches, etc) as appropriate
- Attend Sunday Chapel when required
- Liaise with and support the work of the Director of Careers and Employability
- Work closely with senior staff from other schools across the Foundation



Operational Management

- Oversee arrangements for weekly School Assembly and Sectional Assemblies
- Plan and manage major school events including Parents' Evenings, Remembrance Day, Carol Services, Mayor's Sunday, Speech Day & Prize Giving etc.
- Liaise with support staff managers concerning the management of facilities and estates
- Be responsible for the school calendar and diary
- Be responsible for beginning and end of term arrangements
- Be responsible for production of the Parent Information Booklet
- Liaise with Director of Community Affairs regarding Homework Club
- Share responsibility as emergency contact for trips and excursions
- Represent the Head Master on Health and Safety matters
- Chair the Health and Safety Committee and the Fire Management Committee
- Liaise with the Foundation Head of Health and Safety
- Attend Foundation Health and Safety Meetings

Safeguarding of Pupils

- As with all members of staff, the Job Holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times and the Department of Education's "Keeping Children Safe in Education" publication. If, in the course of carrying out the duties of the post, the Job Holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to the School's Designated Safeguarding Lead.

The Senior Deputy Head will carry out any other duties relating to the job as required from time to time by the Head Master. They will visibly maintain the highest professional standards, have excellent interpersonal, communication and presentational skills, and have the ability to work flexibly within the school structure.



Senior Deputy Head | Warwick School

Person Specification

KEY:  Essential  Desirable

Skills

Excellent communication and listening skills	
Strong organisational and administrative skills	
A good level of IT competency	
Powers of diplomacy and persuasion	
The ability to develop and foster teamwork	
An ability to monitor and evaluate	
An ability to see tasks through from beginning to end	
An excellent teacher	
Good negotiator	
Strong creative and innovative skills	
An eye for detail with good organisation	
Ability to investigate, resolve problems and make decisions	
The ability to think strategically and to contribute towards the school's development	

Education and Training

A good bachelor's degree	
Qualified Teacher Status (QTS)	
An excellent record as a teacher, administrator and leader	
A record of continuous professional development	

Personal Qualities

The ability to meet deadlines	
Energy, enthusiasm, reliability and integrity	
The ability to empathise	
An ability to develop and to sustain relationships	
Dedication, commitment and a positive outlook	
Self-motivating	
Capacity for hard work and handling stressful situations	
A sense of humour	
A team worker and team builder	
To work under pressure and meet deadlines	

Knowledge and Experience

Experience of Senior or Middle Management responsibilities	
Holistic view of education to encompass academic, pastoral and co-curricular elements	
Involvement in, and support for, a co-curricular activities programme	
Experience of managing change	
Understanding of role in the context of safeguarding children, young people and vulnerable adults	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	
Understanding of the requirements of Equality and Diversity	



The School

Warwick School has a long history. The town of Warwick first appears in the Anglo-Saxon Chronicle in the year 914 AD and this has long been taken as the date for the foundation of our school. The school moved to its current location on the banks of the River Avon in 1879 and in 1906 the name of Warwick School was adopted. From that point onwards the oldest boys' school in the country has grown from strength to strength.

The school is now a large community. There are over 250 boys in the Junior School and approximately 980 pupils in the Senior School, including a Sixth Form of over 270. In addition, there are facilities for 60 or so boys as full (or occasionally weekly) boarders. There are approximately 100 full-time teachers on the Senior School staff.

The Junior School for boys from Year 3 to 6, is divided into two parts: Upper and Lower School.

Whilst the Junior School has its own buildings on campus, the boys also share many of the facilities with the Senior School boys including the Sports Centre, Music Department, Dining Hall, Bridge House Theatre and Warwick Hall.

Over the past 20 years, significant investments have been made to improve the facilities and accommodate an ever increasing school roll. A new sports pavilion, theatre, state-of-the-art science building, teaching block and school hall have provided new and spacious accommodation. In 2014, the school celebrated its 1100th

anniversary, which provided a wonderful opportunity to celebrate its history and success with the whole school community.

The reputation of Warwick School in the local area and beyond has led to the recruitment of excellent staff and pupils, and this in turn has resulted in record exam results, exceptional achievements in music, drama and sport, and an ever growing programme of co-curricular activities. A Warwick School education is fun. The school prides itself on its strong sense of identity and its ability to provide an outstanding all-round education to a wide mix of boys between the ages of 7 and 18.

We provide a large number of means-tested bursaries to ensure that as many boys as possible can enjoy the benefits of this education, regardless of their parents' ability to afford the fees.

We enjoy ever closer links with our sister schools within the Foundation and recently announced plans for King's High School to move from their town centre site and be adjacent to us on our Myton Road campus.



What next for Warwick School?

We are committed to a process of ongoing improvement, determined to provide the very best education possible both now and in the future.

We are now creating the next stage of our story and have undertaken an extensive planning process in order to create a clear, distinctive and original strategic plan for the next five years. This has been based on the input and ideas from staff and governor workshops along with pupil and parental surveys.

We have created a five year strategic plan, with five top priorities to achieve our vision by 2021.

Our purpose: To inspire and nurture every pupil to thrive in the world, both now and in the future – the Warwick Way.

Our vision: Warwick School will be the most inspiring, rounded and caring boys' school in the UK – *Altiora Peto, 'I aim for higher things'.*



The Warwick Way

The Warwick Way is what makes Warwick School distinctive and special – the beliefs and values that define us.

Boys are at the heart of everything we do. We exist to inspire and nurture them morally, spiritually, intellectually, physically and socially. We want to build on their individual strengths and help them grown into well-rounded young men: confident but not arrogant, who can play a positive role in the world.



We seek to foster:

Curiosity to ask questions, challenge ideas and think for oneself

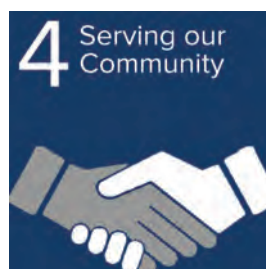
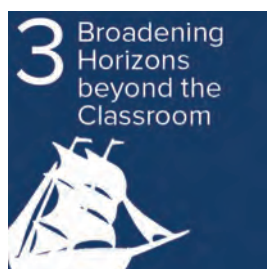
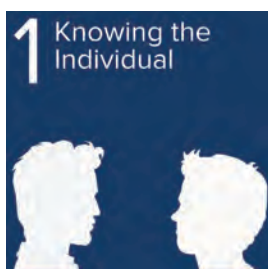
Creativity to use imagination without limitations

Courage to embrace challenge and always to do what is right

Perseverance to keep trying, regardless of the outcome

Responsibility to create a better world around us

Humility to listen and respect others and to put them first



Our five key priorities are:

1. *Knowing the Individual*
2. *Excellence in Teaching and Learning*
3. *Broadening Horizons beyond the Classroom*
4. *Serving our Community*
5. *A National Centre for the Arts*



Why Teach at Warwick?

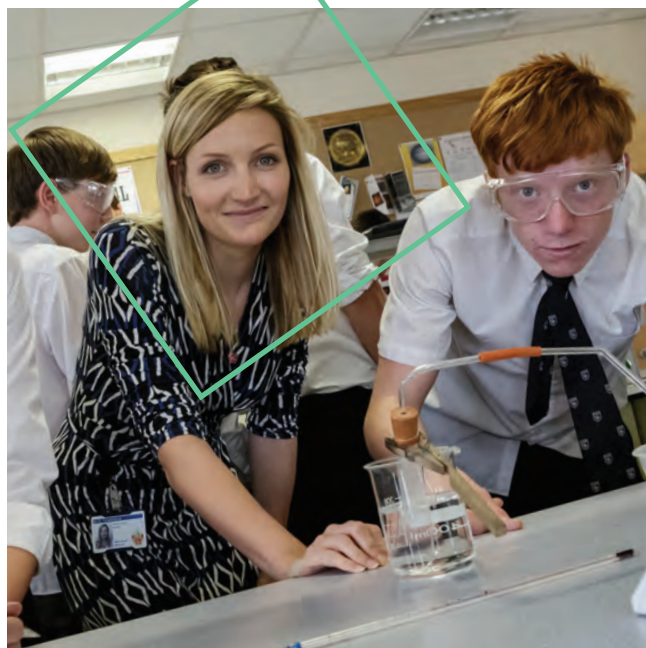
Staff come from a variety of teaching backgrounds and all find their place at Warwick School.

Dr Patrick Thill

Maths and Physics teacher

started September 2017

“ I came to Warwick School after completing my PhD. I knew that I wanted to work at a leading school where I could train on the job. I’ve received tremendous support in my first year and the school are paying for me to do a PGCE. ”



Dr Dee Tchakhotine

Biology teacher

“ Since starting as an NQT I have been nurtured as a teacher and a person. Now, as a mother, Warwick offers the possibility to educate my daughter from 3 to 18 on the same campus, which is extremely important to me as a full-time working mum. ”



Mr Graham Milsom

Assistant Head of Mathematics

“ *The boys are intelligent and polite, making them a genuine pleasure to teach. The already impressive facilities are ever-improving, from a brand new interactive whiteboard in my classroom this year, to the hockey astroturfs, where I enjoy working with the boys outside the classroom each week. Warwick School is a fantastic place to work.* ”



Mrs Kate Poole

Mathematics teacher

“ *Moving from the state sector, I was apprehensive that a lot of the stereotypes of private schools would be true but I couldn't have been more wrong. It is by far one of the best decisions I have ever made.* ”



Benefits of Working at Warwick School

All staff are encouraged to develop professionally. You will be given the opportunity to give and attend internal INSET as well as undertake action research projects. Opportunities are provided for further qualifications such as ISQAM, IBSC research projects and Masters qualifications.

The Warwick Independent Schools Foundation salary scale for Teaching Staff offers competitive rates of pay, which exceed those offered in the state sector. All employees are members of the Employee Assistance Programme which provides 24 hour support for the employee and their immediate family members with telephone helplines, cognitive behavioural therapy, critical incident advice and online support on a range of legal and emotional issues.

Significant concessionary school fees are available to all permanent members of the teaching staff, subject to their children meeting the academic entry requirements, and a place being available.

- New staff are allocated a buddy who meets with them on a regular basis in the first year to ensure all queries and concerns are answered.
- NQTs are fully supported with a bespoke programme and have a subject mentor as well as a school NQT supervisor.
- A wide ranging and extensive co-curricular programme, with teaching and non-teaching staff encouraged to get involved.
- Excellent working environment: dedicated staff working areas in all departments, extensive ICT facilities, ICT support and training.
- Small class sizes, high levels of pastoral care and parental support.
- Generous timetable allowances for teaching staff.
- All staff are included in a pension scheme. Teachers are automatically enrolled into the Teachers' Pension Scheme and non-teaching staff are enrolled with an alternative occupational pension provider.
- Staff well-being opportunities including yoga, mindfulness and free access to the school's sports facilities and use of the well-resourced school library.
- 'Restaurant quality' school lunch is provided free of charge for all staff, with any dietary requirements met, and evening meals where required.
- Staff are part of a lively, active Common Room.





Over 70% of students represent the school at sport



Over 90 Clubs and Societies



Over 60 instrumental ensembles and 750 individual lessons per week



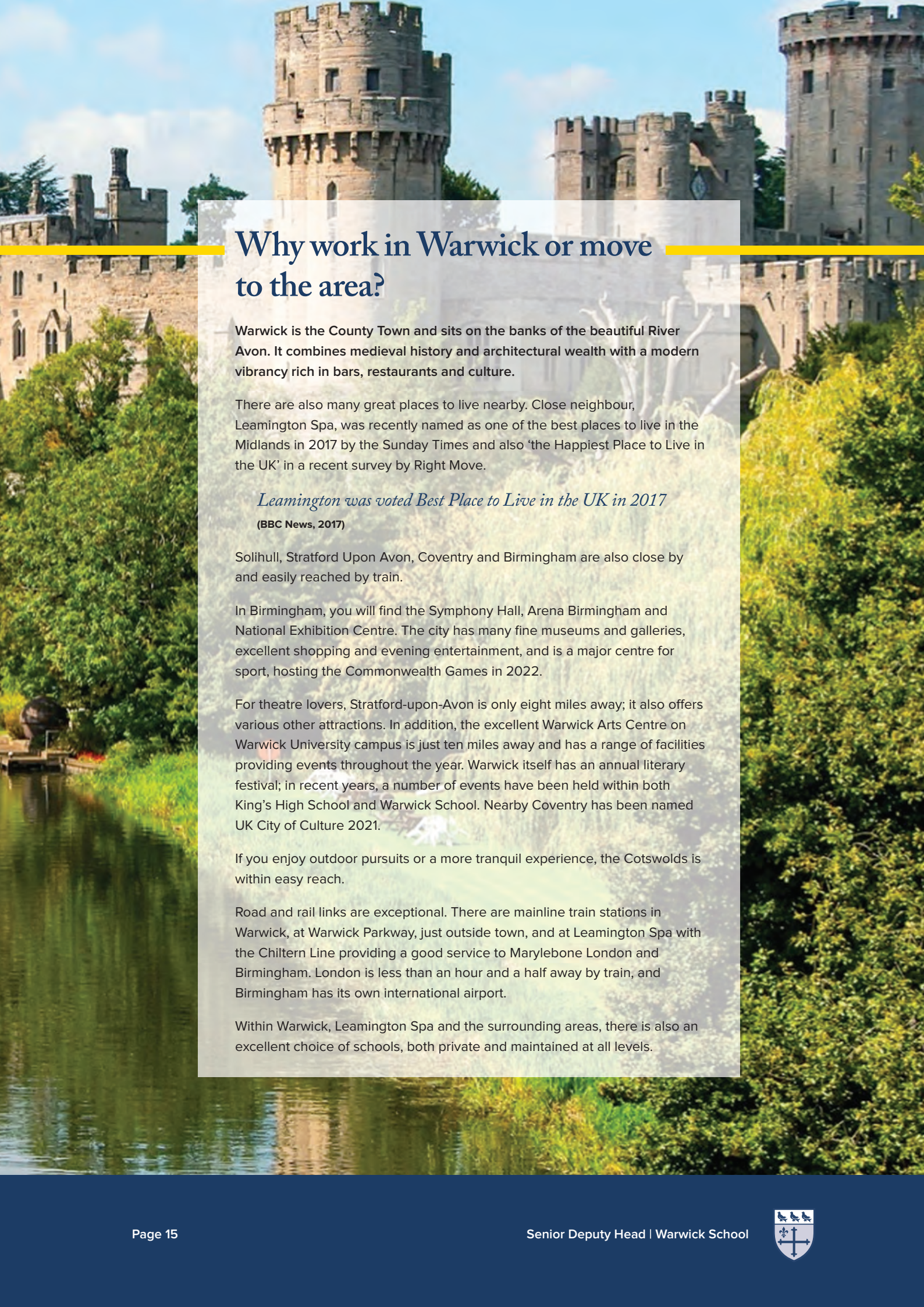
Two Performing Arts venues for school productions and outside companies



“*Warwick is a market town with a rich history, boasting the most famous medieval castle in England.*”

visitwarwick.co.uk



A scenic view of Warwick Castle, a large stone fortress with multiple towers and battlements, situated on a hill. In the foreground, the River Avon flows, surrounded by lush green trees and foliage. The sky is blue with some light clouds.

Why work in Warwick or move to the area?

Warwick is the County Town and sits on the banks of the beautiful River Avon. It combines medieval history and architectural wealth with a modern vibrancy rich in bars, restaurants and culture.

There are also many great places to live nearby. Close neighbour, Leamington Spa, was recently named as one of the best places to live in the Midlands in 2017 by the Sunday Times and also 'the Happiest Place to Live in the UK' in a recent survey by Right Move.

Leamington was voted Best Place to Live in the UK in 2017

(BBC News, 2017)

Solihull, Stratford Upon Avon, Coventry and Birmingham are also close by and easily reached by train.

In Birmingham, you will find the Symphony Hall, Arena Birmingham and National Exhibition Centre. The city has many fine museums and galleries, excellent shopping and evening entertainment, and is a major centre for sport, hosting the Commonwealth Games in 2022.

For theatre lovers, Stratford-upon-Avon is only eight miles away; it also offers various other attractions. In addition, the excellent Warwick Arts Centre on Warwick University campus is just ten miles away and has a range of facilities providing events throughout the year. Warwick itself has an annual literary festival; in recent years, a number of events have been held within both King's High School and Warwick School. Nearby Coventry has been named UK City of Culture 2021.

If you enjoy outdoor pursuits or a more tranquil experience, the Cotswolds is within easy reach.

Road and rail links are exceptional. There are mainline train stations in Warwick, at Warwick Parkway, just outside town, and at Leamington Spa with the Chiltern Line providing a good service to Marylebone London and Birmingham. London is less than an hour and a half away by train, and Birmingham has its own international airport.

Within Warwick, Leamington Spa and the surrounding areas, there is also an excellent choice of schools, both private and maintained at all levels.





WARWICK
SCHOOL

Warwick School
Warwick
CV34 6PP

+44 (0)1926 776400
enquiries@warwickschool.org
www.warwickschool.org