



NEW COLLEGE SCHOOL, OXFORD
PRE-PREP & PREPARATORY SCHOOL

APPOINTMENT OF DEPUTY HEAD ACADEMIC from September 2019





NEW COLLEGE SCHOOL

New College School is an independent day school for boys aged 4-13. The Headmaster is a member of IAPS (The Independent Association of Prep Schools). New College is one of Oxford's oldest and best-known Colleges; the School is situated close to and is owned and governed by the College as an integral part of its operation. Some 20 of the School's current pupils are the internationally-renowned New College choristers.

In 1379, when William of Wykeham founded the School, it was within the walls of the College of St Mary Winton in Oxenford, now called New College. The original foundation provided for the education of sixteen choristers under one schoolmaster. The School has expanded somewhat since then and moved to its present site in 1903.

With the support of the College, there has been a programme of continuous development of buildings and facilities, ensuring the School embraces the best of latest educational thinking whilst remaining true to its traditional standards and values. Over the last few decades, new buildings have been added to provide an array of excellent facilities. Most recently, developments have included the provision of iPad 'hubs', a complete refit of the Science laboratory, a new library and media room, a purpose-built sports hall, which upstairs houses an art room, music room and IT/music technology suite. The College and School have just embarked on a multi-million pound redevelopment of a substantial portion of the site which, for the School, will include a new Pre-Prep, a new dining room and kitchens, and a new assembly hall and theatre.

The School uses nearby New College playing fields for sport and the astro-turf pitches of the University. New College Chapel is used for school services and pupils of all ages regularly have access to the College to enrich their learning with visits to the buildings, archives, gardens and neighbouring laboratories as well as attendance at special events. All the facilities of collegiate and civic Oxford are within very easy reach and provide boundless opportunities for pupils and teachers.

The School is a small and friendly community of some 160 pupils. There is one class in each year of the School and, in Year 8, pupils take the Prep School Baccalaureate and some will be selected for the Academic Scholarship class. The majority of pupils goes on to the major independent schools in Oxford and some to boarding schools further afield. Apart from its strong academic standing, the School's complementary focus on music, the arts and sport is notable. All boys have the opportunity to develop their potential and a wide variety of talent emerges and is celebrated.



There is a standard allocation for the core areas of the curriculum and this is supplemented by a good measure of creative and sporting activity. The core curriculum taught throughout the School consists of English, Mathematics, Science, History, Geography, Religious Studies and Philosophy, French, Computing, Art, DT, Coding, Music, and Sport and PSHCEE. Specialist teaching in Art, French, Games and Music is provided right from the start of the Pre-Prep and boys enjoy the variety of moving around the School to specialist areas. In the Prep School, boys aged 7-9 in Years 3 and 4 are still taught a good number of subjects by their form teacher, but some further specialisms are introduced. From Year 5 onwards, pupils are taught by subject specialists and Latin is started; Greek is offered from the age of 11. All boys are allotted two afternoons, or the equivalent, for sport.

The optional Saturday Morning Music School, run by the music staff, offers small ensembles, theory practice and school orchestra. The lunchtime activities programme runs four days a week and pupils may choose from a variety of options covering sporting, cultural, intellectual and practical pursuits.

Although the School's and College's foundation informs our values, there are no denominational restrictions and boys of all faiths and backgrounds are welcomed. In this spirit, formal assemblies for the prep school are held each morning, touching on a variety of spiritual, moral and ethical matters. The College and School Chaplain supports the work pastoral work of the School.

Oxford and its surroundings need little introduction. Oxfordshire is a very congenial place in which to live, with first class cultural, intellectual and social amenities and the close proximity of delightful countryside. The rail and motorway networks provide quick and easy access to London and much of central and southern England.



APPOINTMENT OF DEPUTY HEAD ACADEMIC

Information for Applicants

Following the appointment of Dr Matthew Jenkinson, currently Deputy Head Academic, to the Headship of New College School next academic year in succession to Mr Robert Gullifer, applications are invited from graduates with appropriate excellent qualifications and experience for the post of **Deputy Head Academic** at New College School from September 2019.

The post offers the opportunity for a dynamic and distinguished teacher to take a key role in the strategic and day-to-day running of a leading Oxford prep school. It is an exciting opportunity for a thoughtful professional to make a strong and committed contribution to the finest possible education at NCS, developing and promoting the School's high standards – in all walks of School life – locally and nationally. The Deputy Head Academic is a member of the senior leadership team, which also consists of the Headmaster, Deputy Head Pastoral, Head of Pre-Prep, and Director of Music.



The successful applicant will be able to demonstrate a mixture of strategic flair, administrative efficiency and personal qualities of integrity and sympathetic authority. They will have had some whole-school managerial experience and have the ability to inspire and motivate in a common cause. They will have an enthusiasm for the aims and ethos of the School and a willingness to represent those strongly in the immediate and wider community.

It is a pre-requisite of the post that the person appointed will be an outstanding teacher who has a proven track record of excellent relations with pupils, colleagues and parents and is able to set a clear example for high standards of learning, teaching, pastoral care and professional conduct. They will have an excellent academic track record, including excellent degree(s) in their subject(s). They will have a keen interest in, and be capable of contributing to, latest educational thinking and national discussions on education. They will be able to promote judicious and meaningful change to the fundamental benefit of all pupils.

The post is not tied to any particular subject(s), but candidates are asked in their application to specify what curriculum subject(s) they are able to teach up to Scholarship level. It is expected that the Deputy Head Academic will teach a reduced timetable in one or more of the subjects offered by the School.

The successful applicant will need to bring to the position the qualities of an excellent teacher and an ability to manage colleagues with tact, calm judiciousness and professional authority. They will play a major role in the continuing academic development of the School.

Particular responsibilities of the post are as follows:

- Advise the Head of developments and strategies to continue the enhancement of the academic operation of the School, and to deputise for the Head on occasion
- Initiate academic aspects of the NCS development plan
- Take a lead on curriculum development, remaining conversant with general developments in educational theory/practice, as well as the requirements of the Independent Schools' Inspectorate
- With the Head, oversee and maintain strategies to ensure effective and high-quality learning and teaching at all levels in the School, supporting colleagues in a sensitive, timely and professional fashion
- Oversee and monitor the thorough and effective planning of colleagues in all subject areas, liaising with subject co-ordinators, and with the Head of Pre-Prep over planning of Pre-Prep colleagues
- Lead the Pre-Senior Baccalaureate at NCS; oversee the development of pupils' learning skills; administer colleagues' PSB CPD days; liaise with key members of the PSB team
- With Year 7 and 8/8S Form Tutors, ensure PSB Records of Achievement are kept up to date ready for timely delivery to senior schools
- Organise regular 'work surveys' to ensure the highest standards of assessment and feedback
- Monitor the whole school marking, assessment and homework policy, ensuring its high-quality, consistent and effective use across the School
- Oversee effective pupil target setting, and the logging of pupils' additional achievements, across the School
- Oversee, with the Director of Digital Learning, the safe and effective use of ICT across the curriculum and the appropriate development of technology in learning
- Promote different forms of effective learning, including overseeing independent research projects (including the Year 7/8 'Special Subject')
- Coordinate and timetable internal and external assessments (including pre-tests and senior schools' individual exams) and advise the Head of any changes of procedure affecting the School
- Advise parents and pupils of assessment requirements, within NCS and with regard to senior school entry
- Assist in the professional development of teaching and learning, directing colleagues to courses which meet their needs and those of the School
- In consultation with the Learning Enrichment Co-ordinator, oversee the School's screening framework and (through proficient use of ICT) administer the tracking system for pupils from Pre-Prep through to Year 8, overseeing its regular and frequent implementation, with timely and effective communication with all relevant colleagues
- Work with senior colleagues to advise on curriculum balance for planning of the annual timetable, and assist in the creation of that timetable
- Organise material for the production of curriculum booklets for parents' information and deliver presentations informing parents of the School's academic 'ritual year'
- Take a lead in preparing for inspections
- Take part in educational discussions locally and nationally – in person, online, or in print
- Assist the Head in the appointment of teaching staff
- Teach a school subject/subjects and contribute to the activities programme
- Be willing to become a form tutor
- Support all parents' evenings, special occasions, meetings and events in School and College
- Take an active interest in the life of the choristers and the College Chapel

All teachers at New College School commit themselves to contribute fully to the life of the School in and outside the classroom and are expected to promote the spiritual, moral, social, cultural, academic and physical development of all pupils in the School.

The salary for the Deputy Head Academic will be commensurate with the appointee's experience and the seniority of the post. The post is pensionable and contributions are paid to the Teachers' Pensions Scheme. All members of staff may educate their sons at the School at concessionary rates, subject to the assessment requirements being met. All full-time members of staff are offered private health insurance through the University scheme. Members of staff are also eligible to join the neighbouring University Club which offers a good range of social and leisure facilities. School accommodation may be available.

New College School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Safeguarding Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as 'spent' must be declared when applying. The applicant may post such a declaration in an envelope marked 'Private & Confidential for the Headmaster'. The successful applicant must obtain Barred List clearance and DBS clearance at enhanced level.

Application forms should be accompanied by a brief covering letter addressed to the Headmaster, Mr Robert Gullifer, and should be sent to Mrs Dee McCusker, Head's PA, New College School, Savile Road, Oxford, OX1 3UA office@newcollegeschool.org no later than Friday 18th January 2019.

Interviews for short-listed candidates will take place on Monday 28th January 2019. Candidates will also be required to teach an observed lesson and will have the opportunity to tour the School and meet pupils and members of staff.

