



# Haberdashers' Aske's School —— for Girls ——

Applicant Information

for the position of

## Principal Deputy Head

Closing date for applications:	Tuesday 26 January 2021
1 <sup>st</sup> Round (Long List) Interviews:	Tuesday 2 February 2021
2 <sup>nd</sup> Round (Short list) Interviews:	Monday 8 February 2021

## Our School

Haberdashers' Aske's School for Girls is one of the 11 schools of the Worshipful Company of Haberdashers. We trace our roots back to the 17<sup>th</sup> Century when our founder, Robert Aske, established the principles that guide us to this day - we give talented and ambitious young people the opportunities they need to succeed in life.

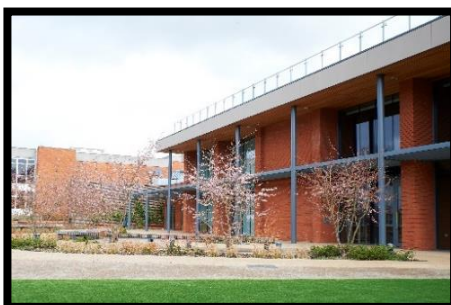
Our priority is the education of the whole person, amongst other bright, well-motivated students, taught by a highly qualified, committed staff. In partnership with parents, we try to provide every student with the intellectual, cultural, physical, moral, personal and spiritual resources she needs to give her confidence to go forward in a changing world.

Today, as a leading independent day school, we educate approximately 1,200 girls from the age of 4 to 18, including 320 in the Junior School and 220 in the Sixth Form. Admission to the School is by competitive selective assessment, and students enter at 4+, 7+, 11+ and 16+.

## Our Site

The School occupies purpose-built facilities in a superb setting; 35 acres of playing fields and grounds, all within close reach of north London. The School operates an extensive coach network for use by students and staff, ranging from Harpenden in the north, St John's Wood in the south, Hertford in the east and Rickmansworth in the west.

The original school buildings date from 1974, but since then there has been an ongoing programme of development. Recent additions include Forest School for our youngest students ranging to state-of-the-art Science laboratories in our new STEM building. In 2015 we opened our new Learning Resources Centre, Performance Space, Sixth Form café and Dining Hall.



## Our Neighbours

One of the distinctive features of the School is the fact that we are based next door to The Haberdashers' Aske's Boys' School, and many families have children at both schools. Run separately, but enjoying the advantages of the same site, provides us with the best of both worlds – a single-sex education for our students whilst reaping the benefits of the opportunities for collaboration and joint activities.

Across the whole age range close links are forged with our counterparts. In the Sixth Form the Schools run a joint enrichment programme to supplement the curriculum and, in some subjects, co-teaching has been established. It is intended that the option for greater co-educational teaching will be increased from September 2021 across the subject range offered at A Level.

The Schools also work closely together on an extra-curricular and co-curricular level, with joint trips, concerts and clubs taking place across the age ranges. Additionally, the Careers and Higher Education staff work closely to provide all students with unparalleled access to a range of alumni who provide guidance, expertise and practical opportunities as they approach the end of their time with us before heading off to university.

## Our Results

Our outstanding results at all levels reflect the hard work and commitment of our students and the staff who support them. The majority of our students leave us to go on to take up places at the top universities and medical schools and a number accept Oxbridge places each year.

In 2019 our students achieved the following:

**SATS:** 71% scored 110+ in reading, grammar and maths

**GCSE:** 77% grade 9/8/A\*, 92% grade 9/8/A\* - 7/A

**A Level:** 30% grade A\*, 74% grade A\* - A

## Our Staff

Our staff are drawn from a large catchment area which includes North London, Hertfordshire and Buckinghamshire. There is a strong sense of community amongst the staff, who are all members of the Staff Association which organises a number of social events throughout the year. Staff are able to make use of the School's swimming pool, fitness suite, badminton and tennis courts. Free school lunches are provided in term time, as is free use of the School's coach service where spaces are available.

The School staff body comprises 220+ employed staff (teaching and support), alongside visiting music teachers, coaches and volunteers. Staff foster excellent relationships with the students and are committed in supporting the provision of extra-curricular clubs, House events, school trips and other events.

The School is committed to supporting the continued professional development of its staff. As well as attending external INSET courses, a full and varied programme is offered in-house. Half-termly optional Learning Lunches and Twilight INSETs cover a vast array of academic, pastoral and career advancement training. There is a well-established Performance Related Pay Programme operating within the School which is closely linked to the professional development programme. The School supports staff in gaining relevant qualifications such as ISQAM, QTS, PhD etc as resources allow. Additionally, several staff have recently embarked upon Action Research projects.

All new teaching staff attend an induction programme of 40-minute weekly meetings with the Assistant Head Academic offering practical sessions to ease the transition to a new school. New staff are also assigned a Staff Buddy from outside their subject areas. The School has its own pay scale and, at the discretion of the Headmistress, salaries are above the National Pay Scale.



## The Role

The post will suit an exceptional individual with a strong track record in leadership and management in schools. They will be an excellent administrator and communicator with the ability to show initiative and work well within a team. The Principal Deputy Head will make a significant contribution to the school's strategic development, and to the smooth day-to-day operation of the school. Further areas of responsibility will be shaped in response to the skills, interests and experience of the candidate.

The successful candidate will be expected to lead by example, demonstrating the School's values in all that they do. They will also teach a portion of a timetable (no specific subject specialism is sought), contribute to and support our vibrant co-curricular programme.

This is an exciting time in the history of Haberdashers', with a newly appointed Headmistress, a restructured Senior Leadership Team, a strategic drive towards ever closer collaboration between the school and The Haberdashers' Aske's Boys' School, and the delivery of the Joint Strategy 2020-2030. The post offers the right candidate an outstanding opportunity to have a significant impact on the future of the School and will be attractive to someone planning to move to a Headship after a period of service at Haberdashers'.

The Principal Deputy Head (Whole School) is a prominent, visible role that will lead the organisation and operation of the whole school, 4 to 18, and articulate the vision of the School consistently through their actions. They will forge strong relationships with pupils, parents, staff and the wider community. The role would suit a candidate with significant academic and pastoral leadership experience at a Senior Leadership level, utilising their skills to ensure the link between the pastoral and academic matters within both Senior School and Junior School.

The Principal Deputy Head will work closely with the Headmistress and the Head of Junior School 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. They will maintain overall responsibility for The Staff Association, support the Deputy Head Academic and Deputy Head Pastoral in dealing with day to day staffing as well as leading on matters relating to staff development.

The Principal Deputy Head will be asked to deputise for the Headmistress when required. Her/his qualities of leadership and the management responsibilities s/he undertakes are crucial to the smooth day to day running of the school.

### **Principal Deputy Head's duties include:**

- Deputise for the Headmistress as required
- taking responsibility for the smooth running of the school and for good relationships at all levels amongst members of the immediate and wider school community
- sharing policy and decision making at all levels
- conducting disciplinary/ grievance investigations as directed by the Headmistress
- suggesting improvements and developments where appropriate, particularly in relation to the School Development Plan and the development and delivery of the strategy
- working closely with the Senior Deputy Head of the Boys' School to ensure there is a coordinated approach to the operations of the Schools and the delivery of the Schools' Joint Strategy
- supporting the professional development/performance management programme throughout the teaching and associate staff
- sharing emergency cover during holiday periods
- lead on whole school disaster planning and fire drills
- sharing recruitment of staff, including drawing up job descriptions, shortlisting and interviewing
- keeping up to date with all aspects of school management
- leading school Assemblies in line with the ethos of the School
- supporting staff and girls at all school events and some extracurricular activities
- to support and encourage staff at all levels and have concern for their wellbeing.

### **Key tasks of the Principal Deputy Head**

- to oversee the day to day operational management of the school, including whole School calendar management and liaising with the Boys' School on all cross school operational matters
- to be involved in pupil recruitment at 4+, 7+, 11+ and 16+, including interviewing and selection
- to co-ordinate the review and updating of school policies and Staff Handbook
- to support the delivery of the Joint Schools' Strategy.

### **Working with Pupils:**

- with the Deputy Head Pastoral ensure the welfare and general pastoral care of pupils; overall discipline; liaison with staff and parents in relation to individuals or groups
- to support pupils in extra-curricular activities: sport, music, drama, charity and community work etc
- to contribute to writing UCAS references
- to help oversee preparation of reports and help with quality assurance of report writing.

### **Working with Parents and Governors:**

- to encourage and maintain good relations with parents, prospective parents, members of the Girls' School Committee, the Governing Body and the Haberdashers' Company
- to attend social/school functions, special events involving parents and share responsibility for welcoming and entertaining Governors and special guests
- to attend Governors meetings as needed.

### **Miscellaneous:**

- to teach within the department to which s/he was appointed and to undertake within it a workload agreed with the Headmistress.





## Person Specification

Haberdashers' Aske's School for Girls values its teachers. It expects the highest level of professionalism and knowledge of their subject area, and an ability to communicate their passion for the subject to its students. Staff should inspire trust and confidence, in students and colleagues alike, whilst creating a positive and stimulating learning environment.

- A commitment to educational excellence
- Capacity for hard work and handling stressful situations with energy, enthusiasm and a positive outlook
- The ability to motivate and inspire
- A team player with an ability to develop and to sustain relationships and empower others
- The wisdom and ability to resolve complex problems
- A capacity to initiate and manage change with flair and creativity
- Integrity, reliability and a commitment to honesty and fairness
- A sense of humour

### Education, Qualifications and Skills

- A good bachelor's degree
- Qualified Teacher Status (QTS) is desirable, not essential
- An excellent record as a teacher, manager and leader
- A record of continuous professional development
- Excellent communication and listening skills
- Powers of diplomacy and persuasion
- The ability to think strategically and to contribute towards the School's development
- Strong organisational and administrative skills with a keen eye for detail
- A good level of IT competency

### Knowledge and Experience

- A track record of outstanding leadership and management in education
- A holistic view of education that encompasses academic, pastoral and co-curricular elements
- Experience of managing change
- Understanding of role in the context of safeguarding children
- Understanding of the requirements of Equality and Diversity



## Salary and Benefits

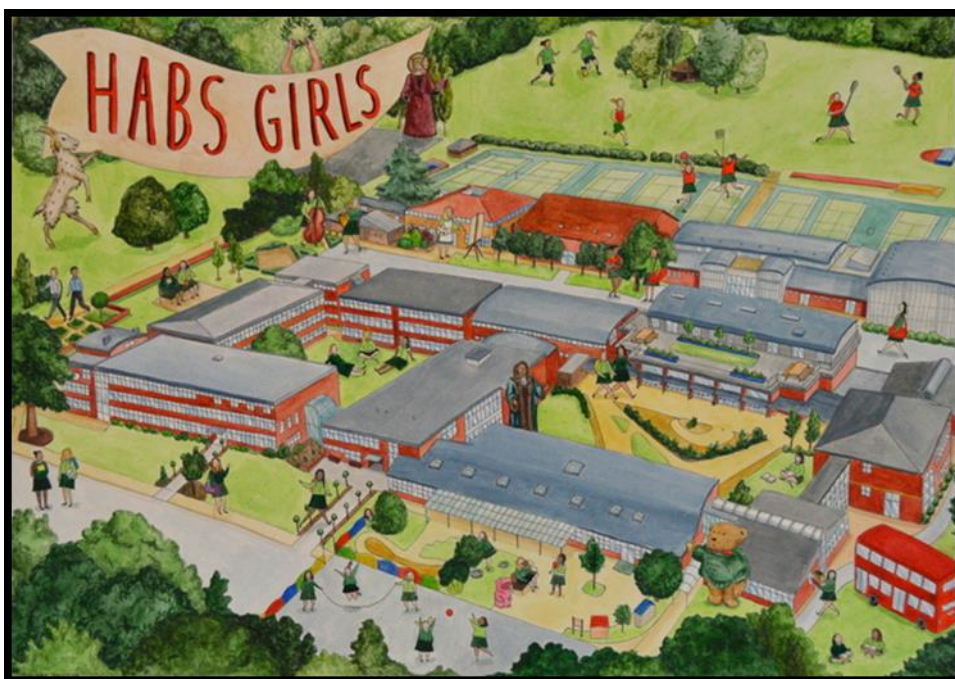
Haberdashers' Aske's School for Girls is one of the leading schools in the country and it recognises and rewards teaching excellence. We offer attractive salaries and pay progression when compared with the wider education sector and, specifically, with the independent sector, including providers like the Girls Day School Trust.

The School has a sophisticated salary structure which rewards experience, excellence and responsibility. The salary for the successful candidate will depend upon their qualifications and experience and will be discussed at interview.

Candidates should note that all appointments are subject to an enhance check with the Disclosure & Barring Service and references from past employers.

In addition to salary other benefits of teaching at the School include:

- c.17 weeks holiday per year
- Access to the Teachers' Pension Scheme
- Additional life insurance cover
- Free lunch and refreshments during term time
- Free onsite parking or access to travel on the extensive school coach network free of charge
- Provision of a laptop/iPad
- Extensive professional development training opportunities
- Financial assistance for obtaining further qualifications
- Free access to sports facilities and well-being programmes for staff
- 50% discount on fees (pro rata for part-time staff) on fees for children attending the School or The Haberdashers' Aske's Boys' School
- Access to an Employee Assistance Programme



## The Process

Haberdashers' Aske's School for Girls is committed to safeguarding and promoting the welfare of children and young people. Successful candidates will be subject to a DBS record check. Before you apply for this post please ensure that you have read our [Guidance](#), which can be found on the [Vacancies](#) section of our website.

Please complete an Application Form, which can be found on the Vacancies section of our website. The completed form can then be emailed to [staffvacancies@habsgirls.org.uk](mailto:staffvacancies@habsgirls.org.uk) Please note that CVs will not be accepted.

**Closing date:** Tuesday 26 January 2021

**Interviews to be held on:** Longlist – Tuesday 2 February 2021  
Shortlist – Monday 8 February 2021

Please note that due to the volume of applications we receive, we are unable to provide individual feedback except to those candidates who are invited to interview.

Haberdashers' Aske's School for Girls is committed to ensuring that applicants and employees from all sections of the community are treated equally and not discriminated against on the grounds of gender, colour, race, nationality, marital or civil partnership status, religion or belief, sexual orientation, disability or age.



**Haberdashers'  
Aske's School**  
— for Girls —

Aldenham Road, Elstree, Hertfordshire, WD6 3BT

[staffvacancies@habsgirls.org.uk](mailto:staffvacancies@habsgirls.org.uk)