

Appointment of  
**SENIOR DEPUTY HEAD**

Yarm School,  
North Yorkshire



**YARM SCHOOL**

EDUCATING FOR LIFE

Co-educational | Day School | Ages 3-18 | HMC

From September 2021



[WWW.YARMSCHOOL.ORG](http://WWW.YARMSCHOOL.ORG)



## THE APPOINTMENT

Yarm School seeks to appoint a Senior Deputy Head, second to the Headmaster, to join this successful and ambitious school from September 2021 following the retirement of Mr David Woodward after 22 years of outstanding leadership and loyal service to the School.

### **Key Dates:**

Completed applications must be submitted, using the School's Application Form accompanied by a letter of application and, if they wish, by a curriculum vitae, by midday on Friday 16th October. Referees may be contacted in advance of the interview process. If you do not wish Yarm School to contact your referees, please make this clear in your application.

Completed applications should be emailed to [head@yarmschool.org](mailto:head@yarmschool.org) or addressed to Dr Huw Williams, Headmaster, Yarm School, The Friarage, Yarm, TS15 9EJ

Shortlisted candidates will be called on one of the following dates for a first round interview: 2nd, 3rd or 4th November. If required, a second round of interviews will take place on one of the following dates: 9th, 10th or 11th November.

## THE ROLE

This job description outlines the key components and responsibilities of the role. It is subject to change as the post-holder develops experience and in response to any future adjustments of responsibilities between members of the SMT. The School expects that the successful candidate will recognise this and will adopt a flexible approach to work, alongside colleagues in the SMT, in order to optimise the responsibilities and output of this operational and strategic body.

The Senior Deputy Head has responsibility to the Headmaster for oversight of all areas of school policy and procedure, working with colleagues in the SMT, to ensure the smooth and effective day to day running of the School. In addition to the key responsibilities outlined on page 6, the post-holder will be expected to undertake all such other reasonable duties, projects, reviews or tasks as may be required by the Headmaster.

The position is not constrained by the candidate's academic subject discipline.

## ABOUT THE SCHOOL

Since its foundation in 1978, Yarm School has become the major educational success story in the North East of England. The School's academic results and facilities are outstanding, but the School offers much more than an excellent academic education: we firmly believe in educating for life.

With approximately 1100 pupils from 3 to 18 - 770 in the Senior School and 330 in the Prep School - the School prides itself on offering a rich and diverse range of opportunities to pupils in academic, extracurricular and personal spheres. Personalised and holistic pastoral care and pupil wellbeing is at the heart of the School's ethos and there is a palpable warmth and a welcoming and respectful atmosphere among pupils and staff who all share a strong sense of belonging. This allows each member of our community to feel able to be themselves, to step outside their comfort zones to take risks and make progress, build confidence and develop resilience and empathy.

Yarm's perennially outstanding exam results reinforce our reputation as one of the leading academic schools in the North. At GCSE, three year average figures see 44% of grades at 9/8/A\* whilst at A Level, 25% of grades are at A\*, with 80% A\*-B. The curriculum is broad with 14 subjects available at GCSE and 24 different A Level options. It is taught by highly qualified and passionate teachers who typically support the wider life of the school in a variety of ways beyond their academic teaching timetable. Students go on to secure university places at the country's top institutions, reading a broad range of subjects. Medicine and Dentistry are very popular courses; 20 students secured places on these highly competitive courses in 2020 but the diverse range of courses studied by our students range from Mathematics to Liberal Arts, Psychology to Economics and Criminology to Fashion Marketing. As well as university destinations,



our students embark on a range of other career options including prestigious Degree Apprenticeships with firms such as EY and PWC, and entering the RAF.

The School's provision for the Arts, including Music and Theatre is exceptional, with a rich and diverse range of opportunities for pupils to be involved in musical groups, ensembles and concerts and regular theatre productions of various scales, from House Drama and Year Group performances to whole-school Musical productions on a staggering scale. Extracurricular activities are part of the fabric of our timetable and curriculum, with more than 50 activities offered each week, a thriving Outdoor Education department which runs trips all over the beautiful North East and further afield and successful rates of participation and completion of the Duke of Edinburgh Award at Bronze and Gold.

Sport is an integral part of every pupil's life at Yarm, with an emphasis on participation for all as well as support for competitive and successful team sports in a wide range of sport including rowing, hockey, rugby, netball, tennis and cricket. Yarm School Boat Club was established in 1997 and has gone from strength to strength. With an enviable position on the banks of the River Tees, the school has direct access to outstanding rowing facilities, top coaches and enjoys close links with Tees rowing club. The club enjoys a reputation for athlete development and has produced many international athletes.



The school and its pupils benefit from an outstanding team of non-teaching support staff who are central to the success of the School and are an indispensable part of our community. The School has excellent facilities set in an attractive parkland campus. Many of the buildings are modern and were purpose-built. They are equipped to a very high standard. Several outstanding new facilities have been added in recent years, including two state of



the art theatres and the Yarm School Boat Club, as well as a new Music School, Riverside developments, Dance Studio, Dining Hall and Atrium. The Princess Alexandra Auditorium and Friarage Theatre are two stunning venues on the Yarm School site that host an exciting calendar of community events, acting as a cultural hub for the local and regional community, often used as the venue for outreach events and activities. [www.thepaonline.org](http://www.thepaonline.org)

Yarm has its own Nursery, Pre-Prep and Prep School, for children up to aged 11, led by Prep Headmaster Mr Bill Sawyer and the Prep Management Team, with nearly all pupils continuing into the Senior School. The nursery, pre-prep and prep school boast modern facilities where learning is fun and fast-paced with plenty of activity underpinned with reflection and resourcefulness. Happy and confident pupils with lots of opportunities for personal development and growth are welcomed with genuine enthusiasm and pride.

The School has been recently described by the Good Schools Guide as a 'An impressive school led by those with strong belief in their educational vision, bold enough to take monumental decisions to deliver an award-winning campus of excellent facilities.' Yarm has a truly entrepreneurial spirit and the Governors continue to support important new capital development programmes including plans to move our sports pitches across the river, accessed by a new bridge, and to further develop the Prep School. Through work with the community and local businesses and our innovative approach, the demand for places is high and the School is in a strong financial position.



To explore the School and hear more from our staff and pupils, please see our virtual tours of the [Senior School and Sixth Form](#) and [Preparatory School](#).

## THE SENIOR MANAGEMENT TEAM

### HEADMASTER

#### **Dr Huw Williams**

Dr Williams joined Yarm in September 2019 from Tonbridge School, where he was Second Master, having previously been a Boarding Housemaster at Westminster School. This is an exciting time to join the SMT in this senior position, working closely with Dr Williams as he develops and implements his vision and strategy for the School.

### SENIOR DEPUTY HEAD

#### **Mr David Woodward (retiring)**

### DEPUTY HEAD (ACADEMIC)

#### **Mr Darren Morton**

### HEAD OF SIXTH FORM (Yr 12-13)

#### **Dr Alan Goodall**

### HEAD OF MIDDLE SCHOOL (Yr 7-11)

#### **Mrs Kath Gratton**

### HEAD OF LEARNING & ACHIEVEMENT

#### **Mr David Boddy**

### HEAD OF THE PREPARATORY SCHOOL

#### **Mr Bill Sawyer**



In addition, other core operational functions are overseen by:

### SCHOOL MANAGER

#### **Mrs Catherine Evans**

Clerk to Governors, HR functions,  
regulatory compliance

### FINANCE MANAGER

#### **Mrs Kelly Heward**

All financial matters

### ESTATES MANAGER

#### **Mr Alan Hodgson**

Health and Safety, and maintenance  
of the School's estate

## KEY RESPONSIBILITIES AND DUTIES

### **School leadership, Strategy and links with Governance:**

- Deputising for the Headmaster in his absence and acting at all times as a key advisor in matters of operation and strategy, including the School's Capital Development plans
- Taking responsibility, as the Designated Safeguarding Lead (DSL), for all aspects of safeguarding and child protection including liaising with the Deputy DSLs at the Senior School and Preparatory School, and with external agencies as required
- Overseeing and coordinating the safeguarding training and induction process for all staff, including regular refresher training
- Attending all meetings of the Main Board of Governors and the Governors' sub-committees, presenting to Governors as requested
- Providing safeguarding training and updates for all Governors, as required, and at least annually
- With the Headmaster, coordinating the activities of the SMT to ensure the smooth running of the day to day operations of the School

### **School Operations, pupils and staff:**

- Operational oversight of the daily routines and logistics of day to day school life, including major whole school events, delegating to and supporting colleagues as required to ensure the smooth running of the School
- Overall responsibility for all pastoral matters at the Senior School. Close liaison with the Head of Sixth Form and Head of Middle School and with them, the overall management and support of Heads of Year, Heads of House and other staff within the pastoral and welfare teams which include the Health and Wellbeing Practitioner and the First Aid Lead
- Oversight of pupil behaviour, standards, uniform, discipline and the school rules, including the management, review and development of policy and procedure, together with any required communication with parents or liaison with external agencies
- Management, oversight and implementation of the Pastoral Review process and the managed introduction of any required changes
- Ownership of or joint responsibility for certain key School Policies, particularly in relation to Safeguarding, Health and Safety, Behaviour and Discipline, Pastoral Care and Wellbeing, Anti Bullying and Online Safety, amongst others, but also the Staff Code of Conduct and the Staff Handbook
- Working closely with the Deputy Head (Academic), who oversees the process, and the School Manager to prepare for inspections by the Independent School Inspectorate

- Investigation and resolution of complaints as required by the Headmaster
- Involvement in the interview and appointment process for all teaching positions - including all internal promotions - and some support staff roles
- Provision of support for Teaching Staff including, if required, acting as a conduit for their views to the Headmaster
- Regular liaison with the School Manager, Estates Manager and other SMT colleagues to ensure proactive oversight and development of matters relating to HR and Health & Safety to ensure compliance with regulatory requirements. Acting as Fire Officer for the Senior School
- Working closely with the School Office Team to ensure oversight of School routines and the requirements for pupil record keeping, registration and attendance
- Liaising with SMT colleagues and other staff over the formulation and co-ordination of the School Calendar. Liaising, where necessary, with the Manager of the Princess Alexandra Auditorium regarding external bookings and events that may impact on school routines
- Working closely with the Deputy Head at the Preparatory School regarding school routines and events, particularly those which require use of the Senior School facilities from time to time
- Working with the Head of Sixth Form, Deputy Head of Sixth Form and Heads of House to oversee the management of the process of selection and the appointments, induction and support of the School Captains (Head Boy and Head Girl) and the teams of School Officers, Peer Support Mentors and House Captains
- Coordination and management of the staff and prefect duty rotas
- Chairing the following standing committees: DSL Safeguarding, Senior Pastoral Team, Health & Wellbeing, Heads of House
- Attending the following standing committees: Whole School SMT, Senior School SMT, Operational SMT, Heads of Department, Heads of Year, Health and Safety (as required), Support Staff Council, Yarm School Association (Parents' committee), IT Steering Group (as required)
- Attending and supporting key school events and pupil orientated activities
- Managing or overseeing a number of budgets related to the roles and responsibilities described
- Close liaison with the Director of Digital Strategy for the oversight of online safety and, alongside the Deputy Head (Academic), regular review of the School's IT provision

## THE CANDIDATE

<b>The successful candidate will:</b>	<b>Essential</b>	<b>Desirable</b>
Have a proven track record as an outstanding middle or senior leader within Schools	✓	
Have previous experience of strategic responsibility and change management on a whole school level, either directly or as part of a team	✓	
Demonstrate sufficient relevant experience and training in Safeguarding to allow them, with further local training, to assume the role of Designated Safeguarding Lead	✓	
Always act with honesty, integrity, fairness and in an ethical manner, with a determination to support others and to uphold the ethos of the School	✓	
Show compassion and empathy for others, while also maintaining high expectations of pupils and colleagues	✓	
Have a sense of humour and perspective	✓	
Have obtained a good University Degree and have shown a commitment throughout their teaching career to relevant professional development and training	✓	
Be an experienced and successful classroom teacher with a passion for their subject and a keen interest in pedagogy which will enable them to continue with some academic teaching as part of their responsibilities	✓	
Possess an ability to work under pressure and to tight deadlines, with exceptional organisation and administrative efficiency	✓	
Demonstrate a willingness to delegate when required, empowering others to develop their skills and experience, while offering appropriate support	✓	
Possess outstanding communication skills, being able with equal facility to lead, manage, build trust with and support members of each constituency within the School community	✓	
Be a confident public speaker, whether speaking or presenting to pupils, colleagues or parents	✓	
Demonstrate strong and effective ICT skills	✓	
Be willing to contribute to the wider life of the School where appropriate, such as in sport, performing arts, outdoor education or in other areas of extracurricular activity	✓	
Have previous experience of staff recruitment and induction		✓
Possess an understanding of School Governance, Finance and Development		✓
Have experience of preparing for an ISI Inspection in a senior role		✓



## IMPORTANT INFORMATION

This position commands a competitive salary on the Teachers' Leadership Scale, which will be discussed with the successful candidate.

In respect of successful applicants for all posts at the school where staff may come into contact with children, Yarm School is required to seek references from the current or most recent employer, as well as an enhanced Disclosure from the Disclosure and Barring Service (DBS) with a barred list check. A criminal record will not necessarily be a bar to working in the school. Applicants who are invited to interview should provide details of any criminal record under separate, confidential cover to the Headmaster before attending the interview. A copy of the School's DBS Vetting and Suitability Policy and the DBS Code of Practice may be obtained from the Headmaster. Before an appointment is made routine checks will be undertaken to confirm identity and qualifications.

The School requests applications as soon as possible from interested applicants, reserving the right to offer the post at any stage in the appointment process or not to offer the post at all. Yarm School is an equal opportunities employer and welcomes applications from any suitably qualified candidate. Offers of employment will be made on merit and in accordance with our policy of equal opportunities. Confirmation of a conditional offer of employment will only be made on satisfactory completion of a probationary period as set out in the contract of employment.