

Wycliffe College

Deputy Head

Wycliffe Preparatory School

Commencing September 2018

Candidate information pack





THE COLLEGE

Founded in 1882, Wycliffe is a thriving Day and Boarding College for boys and girls aged from 2 to 18, set within the heart of the Cotswolds. The College has excellent links to London both by road and rail and is close to the amenities offered in Cheltenham, Bristol and Bath. The 52 acre site comprises three main parts: the Senior School, the Prep School (only 300 metres away) and the Berryfield (the main sports ground two minutes from the Senior School site across a residential road).

THE PREP SCHOOL

Wycliffe Preparatory School educates boys and girls aged two to thirteen. Founded in 1928 as a Prep School to Wycliffe College the school aims to provide an all-round education with an emphasis on creating an environment where they are safe and happy. Children may board from Year 3 with both full-time and flexi-boarding offered. There is a full weekend programme, with regular trips and activities. The curriculum offers in each subject the best rigour and challenge to develop each pupil for the next stage of their education. Based largely on the National Curriculum pupils are given a firm foundation preparing them for the early stages of GCSE. Everyone is encouraged to do their best. Highly committed to the development of individual strengths and talents, we are active in finding out where these lie in our pupils. The College's CReSTeD accreditation recognises the way we develop the skills of our pupils with specific learning difficulties. 95% of our Year 8 pupils progress to the Senior School and they do not study for Common Entrance. Instead, the pupils in Years 7 and 8 study a two year programme called the Wycliffe Baccalaureate (WB). This culminates in the award of a Certificate of Achievement at the end of Year 8 which takes into account everything they have achieved in the classroom in all subjects, on the games field and even has a leadership and citizenship element.





Music is taught from Reception upwards by subject specialists and pupils have the opportunity to learn to play a musical instrument from Year 1. Learning fundamental musical skills is on the curriculum for all. Working closely with the Music Department the Drama Department encourages self-expression offering several staged musicals a year and building self-esteem, confidence, empathy, tolerance, communication and cooperation. PE provision at Wycliffe Prep is complemented and supplemented by the extensive Games programme. Pupils interact in groups and in team situations, encouraging co-operation, competition and tolerance while at the same time promoting self-respect and respect for others. We aim to ensure that enjoyment is an important element in sporting activities through variety, progression and interest in the work covered.

Wycliffe Prep School has outstanding facilities including Tennis courts, Astroturf and extensive games pitches. On site there is a fantastic Studio Theatre, a small gymnasium and an indoor swimming pool. We have frequent access to the Sports Centre at the Senior School and encourage the children to use these facilities for Badminton, Squash, Basketball and Cricket. For Lower Prep pupils there is also the Donald Clark Adventure Playground. A very recent development for the Prep School includes eight classrooms equipped with touchscreen boards, and class sets of iPads. An exceptional, state-of-the-art classroom block (intended mainly for Year 7 and 8 pupils), Etheridge Hall, was opened during 2015.



Wycliffe Nursery sits within the grounds of the Prep School and has full access to the school's facilities and play areas. The Nursery takes children aged two to four years; they enjoy being part of the wider Wycliffe community and take part in school assemblies, plays and many other activities.



THE SENIOR SCHOOL

With a focus on individual learning as the route to success, Wycliffe is committed to helping all pupils achieve their own academic potential. We offer a very broad curriculum, mixing traditional and modern programmes of study. Free from the strictures of Key Stage 3 National Curriculum and SATs, our Year 9 studies offer exposure to a range of subjects before GCSE choices have to be made. There is a wide range of both GCSE and A levels on offer, including A Levels in Film Studies, Psychology and Japanese and BTEC National Diplomas in Sport, Media Studies and Travel and Tourism and the option of an Extended Project Qualification. Preparation for Oxford and Cambridge entrance is offered and SAT preparation for those wishing to undertake studies in the US. The College has an excellent reputation for supporting pupils with Special Educational Needs and holds CRESTed accreditation.



The division of the Senior School into Houses makes a high level of personal and pastoral care possible. There are eight Houses, (three for boys, three for girls and two mixed) all offering exceptional facilities for study. All Day pupils have dedicated study areas in Houses and are completely involved in the House activities. Housemasters and Housemistresses and their families live in the boarding houses and are assisted by a Resident Assistant and then additional Tutors, appointed from the teaching staff. Pastoral care is not an added or optional extra; it is integrated, essential and taken very seriously. The systems we have developed to look after pupils' wellbeing are set firmly in place to ensure any pupil joining the College is well cared for and monitored throughout his or her education. The Chaplain regularly visits the Houses as part of our programme of pastoral care and services are planned carefully so that there really is 'something for everybody', no matter what their views or spiritual standpoint.



Whether it is on stage, in the choir, on the sports field, up a mountain or on a river, Wycliffe aims to give every pupil the opportunity to pursue an interest outside of the classroom. Wycliffe's sport and physical education programme gives pupils opportunities to develop their talents and skills and to enjoy sport as a member of a team, as individuals or for recreation. The College recognises and supports gifted sports players through the Wycliffe Advanced Sports and Performance Programme. Alongside GCSE and A level Music courses, music-making generally is of a high standard with an extensive programme of formal and informal concerts for the various school groups which include Chapel Choir, Orchestra, Concert Band, Jazz Band and String Group. There is a purpose-built Music School. Wycliffe has its own Youth Theatre, integrated Drama Club and hosts annual House and College productions as well as running regular theatre trips. The Sibly Hall is able to stage whole school productions which are of a very professional standard. Wycliffe's vibrant CCF contingent offers significant developmental opportunities through the use of military-orientated activity and adventurous training whilst the Duke of Edinburgh award is offered at Bronze, Silver and Gold levels by an experienced and enthusiastic team of staff.

In terms of facilities, the Library is situated at the heart of the College and is a haven for independent learning. Pupils have access to a suite of PCs and a range of other regularly updated material. These reflect changes in the curriculum, inform on current affairs as well as indulge pupils' interests. The Library offers an atmosphere conducive to private study. There is a well-developed ICT plan to make sure Wycliffe keeps fully up to speed with the latest developments in ICT by incorporating the use of iPads in our teaching. Each department has an iPad champion to ensure the best use of new technology in our teaching. The College's wonderful sports facilities include a floodlit Astro turf, Squash Courts, a modern purpose built sports hall with two full-sized Basketball Courts, Rugby and Cricket pitches and a fully equipped gym. All the Science laboratories have quite recently been refurbished to a very high standard to provide lecture theatres and state of the art equipment.



For further information about the College please visit www.wycliffe.co.uk.



THE ROLE

The Deputy Head plays a significant role in the day-to-day life of the Prep School. The successful candidate will be expected to make a major contribution to the strategic development of the Prep School over the next few years, as well having the opportunity to participate in the construction of the next phase of the College 'Strategic Plan' through membership of the whole College Leadership Team.

The position has become available as a result of the current post holder deciding to take early retirement after fourteen years' loyal service. This is a wonderful opportunity for someone with ambition, drive and a strong desire to make a difference.

Candidates are asked to be aware that the key to success in this role will be for the new appointee to have strong interpersonal skills and not be daunted by long hours of commitment. He or she will be expected to teach, albeit on a significantly reduced timetable.

Wycliffe Prep School is not an academic hothouse. We believe in the development of the individual not only academically, but also socially and pastorally. We have high expectations of our pupils to do the very best they can in everything that they do. We encourage them to at least reach, but hopefully exceed, their potential in all areas of school life and enjoy the journey in so doing.

The successful candidate will be expected to work very closely with the Headmaster in building upon the progress the school has made over the last few years as it is our aspiration for the Prep School to be 'the school of choice in the south-west of England'.

JOB DESCRIPTION

Reporting to the Headmaster of Wycliffe College Prep School, the Deputy Head will:-

- Deputise for the Headmaster as required.
- Support the Headmaster with the day-to-day running and organisation of the school.
- Support the Headmaster with the strategic planning and future development of the school.
- Lead teaching and learning and the delivery of the academic curriculum in general.

KEY TASKS

Academic - to oversee the academic life of the School:

- Be responsible for ensuring the highest standards of learning, teaching and academic attainment across the School.
- Manage and develop the academic curriculum for all ages within the Prep School ensuring it continues to deliver against the College's stated aims for its pupils.
- Oversee the School's 'Performance Management' system, ensuring appropriate training opportunities are made available to all staff.
- Line manage the key academic Heads of Department.
- Manage and support the Directors of Studies in ensuring the effectiveness and suitability of the academic life of the School.
- Oversee systems for pupil target-setting and tracking.
- Maintain an overview of the provision for the Gifted and Talented pupils.
- Maintain an overview of the provision for those children receiving Learning Support.
- Devise and construct the annual academic timetable.
- Assist the Headmaster in providing INSET for staff.
- Produce and publish the Saturday School programme in advance of the start of each term.
- Liaise with colleagues in the Senior School (notably the Deputy Head, Academic) to ensure that pupils' academic progress and development across the transition from Year 8 into Year 9 is appropriately co-ordinated and managed.



Administrative - to manage the day-to-day life of the Prep School:

- Ensure staffing is adequate and effective and organise cover for absent members of staff (including the management of Supply staff).
- Be responsible for the oversight and implementation of the School's disciplinary structure, to deal in the first instance with more serious disciplinary offences, and to maintain the School's Sanctions Log. In addition, support the Director of Pastoral Care and Heads of House in delivering effective pastoral care.
- Organise the house points/'Excellents' system and produce reports and certificates as required.
- Prepare staff duty rotas.
- Assist the Headmaster in ensuring the Staff Handbook is up to date.

General - to assist and support the Headmaster in the effective management of the Prep School:

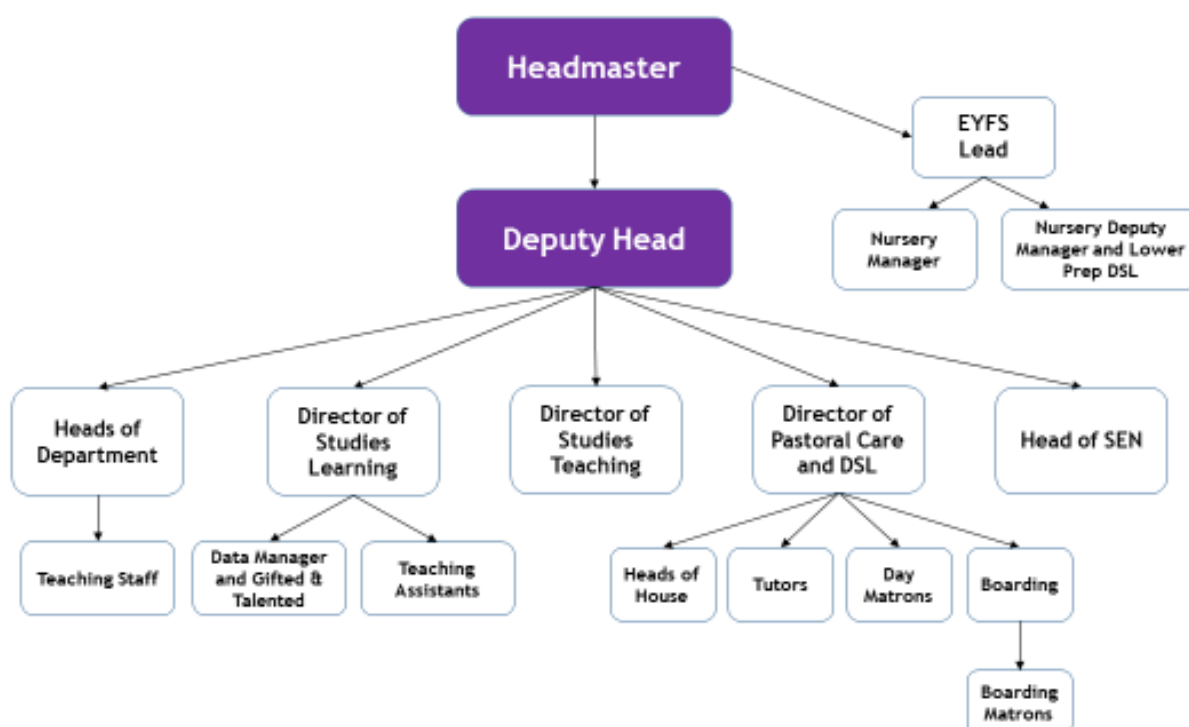
- Be pro-active in developing Prep School policies and procedures and assist the Headmaster in the planning and formulation of policies.
- Investigate parental complaints and provide the Headmaster with comprehensive notes (and recommendations/findings where appropriate).
- Investigate staff disciplinary matters and provide the Headmaster with comprehensive notes (and recommendations/findings where appropriate).
- Assist the Headmaster in preparing for Inspections.
- Assist the Headmaster in the recruitment of staff.
- Work with the Director of Finance and Operations to set budgets for the various aspects of the School.
- Support the College's application of GDPR and act as the specific representative of the Prep School.
- Be a member of the following: College Leadership; Prep School Senior Management Team; College Management Team; Prep School Senior Pastoral Team (SPT); Prep School Senior Academic Team (SAT); ICT Steering Committee.
- Work effectively with Trustees, especially via the Education Committee.
- Support the induction process for NQTs and lead the induction of new staff.
- Oversee the organisation of after-school care.
- Attend key events during the School as required by the Headmaster.

Admissions - to assist in decisions regarding pupil admissions to the Prep School:

- Liaise with the Admissions Manager in the organisation of prospective pupil 'taster days'.
- 'Meet-and-greet' taster day pupils and organise their guardians.
- Liaise with the Admissions Manager, by reviewing reports and CAT results of prospective pupils, during the admissions process.
- Assist the Headmaster with pupil recruitment and parental visits by showing around prospective parents when required.
- Support the Headmaster in managing the Year 7 Scholarship process and in making decisions with regard to Scholarship awards.

Other tasks:

- Understand and comply with the College's Health and Safety Policy statement.
- Work with administrative staff to provide information requested by them for the efficient management of Wycliffe's financial and other administrative purposes to support the effective pursuit of Wycliffe's educational and pastoral goals.
- Undertake any other key tasks which the Headmaster may reasonably assign.



PERSON SPECIFICATION

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. It is expected that the successful applicant will have and can demonstrate:

	REQUIREMENT: E - Essential D - Desirable	MEASURED BY: A - Application Form/ References B - Lesson Observation C - Interview D - Presentation
KNOWLEDGE AND EXPERIENCE:		
<ul style="list-style-type: none"> A track record of outstanding teaching 	E	A, C
<ul style="list-style-type: none"> Evidence of commitment to own professional development 	E	A, C
<ul style="list-style-type: none"> A commitment to take an initiative from planning to implementation 	E	A, C
<ul style="list-style-type: none"> Held middle management for at least three years 	E	A, C
<ul style="list-style-type: none"> Evidence of successfully leading strategies, and motivating and engaging staff to manage significant change 	E	A, C
<ul style="list-style-type: none"> Experience with and/or an interest in pupil tracking data 	D	A, C
<ul style="list-style-type: none"> Experience with and/or an interest in constructing a school timetable 	D	A, C
<ul style="list-style-type: none"> An understanding of the main trends and issues in education 	D	A, C
<ul style="list-style-type: none"> Up-to-date training and understanding of safeguarding 	D	A, C



SKILLS (THE ABILITY TO):		
• Lead others by inspiring, engaging, challenging and supporting	E	A, B, C, D
• Communicate effectively at a personal and wider level	E	A, B, C, D
• Have personal presence, commanding respect and earning credibility	E	A, B, C, D
• Be bold, optimistic and tenacious in setting and achieving high standards	E	A, B, C
• Prioritise and delegate effectively	E	A, C
• Excellent people management skills	E	A, C
• Manage own workload effectively	E	A, C
• Think strategically and plan effectively for future developments	E	A, C, D
• Analyse data and target setting	D	A, C
QUALIFICATIONS:		
• Good Honours degree	E	A
• Teaching Qualification	E	A
• Post graduate qualification in the field of management or leadership	D	A

TERMS OF APPOINTMENT

This is a senior appointment and remuneration will be negotiated with the preferred candidate.

Other benefits available to staff include:

- contributory pension scheme
- reduction in school fees (60% for Senior School, 40% for Prep School, 25% for Nursery)
- cycle to work scheme
- childcare voucher scheme
- free meals during school term-time
- free use of gym, sports facilities and swimming pool
- training and development opportunities
- free on-site parking
- subsidised coffee-shop

HOW TO APPLY

Send a completed application form together with a covering letter to HR@wycliffe.co.uk or by post to:-

HR Department
Wycliffe College
32 Regent Street
Stonehouse
Gloucestershire
GL10 2AD

Closing date for receipt of completed applications is 5.00pm on Monday 5th February 2018.

First Round interviews will be held on Monday 26th February with Final Round interviews being held on Monday 12th March.

SAFER RECRUITMENT STATEMENT

Wycliffe is committed to safeguarding and promoting the welfare of children and young people and an enhanced DBS check is required before any appointment is confirmed. We are an equal opportunities employer.