

RED HOUSE
SCHOOL

APPOINTMENT OF DEPUTY HEAD & HEAD OF THE SENIOR SCHOOL

(Required from September 2020)

The Headmaster and School Council invite applications from well qualified and experienced individuals with the vision, energy and commitment to assist in the further development of the School. The position has arisen due to the retirement of the present incumbent, Mrs Carole Blyth, who has given many years of distinguished service to the School.

The Senior Management Team is comprised of the Headmaster, Deputy Head, Head of the Junior School, Head of Finance & Compliance, Senior Tutor, and the Head of Teaching & Learning. The Deputy Head assists the Headmaster in the leadership and management of the School, taking full responsibility for the school in his absence. The Deputy Head also oversees the efficient day to day running of the Senior School and the organisation of school events, assists in the strategic development of the School and carries out teaching duties in line with the School's schemes of work (approximately a half timetable). Applicants should state which subjects they are able to offer.

ABOUT THE SCHOOL

Red House is an independent school in the picturesque village of Norton, on the northern fringes of Stockton-on-Tees. The School was established in 1929 by a group of parents and parents continue to be heavily involved in the governance of the school (all governors are parents of current pupils).

The school is on two campuses. The Junior School is in the Old Vicarage and adjoining buildings, and caters for children from the age of 3–9 years. The Senior School, which is a short walk away, caters for children between the ages of 9-16 years. However, we are very much one school and collaboration between the two campuses is on the rise.

Our Headmaster, Ken James, joined the School in September 2016. His mission is to strive for academic excellence and a life-long love of learning. He also believes in a holistic education and the successful candidate would be expected to involve themselves in our co-curricular programme.

The school was recently inspected by ISI and was granted excellent in both categories. We have also achieved some of our best GCSE results in the recent years. The successful candidate would be joining the school during an exciting phase of its history.

TERMS AND CONDITIONS

- The appointment is a full-time, permanent position commencing September 2020.
- The standard School contract will be offered.
- The offer of this post is subject to successfully completing a medical declaration and an enhanced Disclosure and Barring Service check.
- Deputy Heads are paid between £50,620 and £55,951 on our Leadership Scale and the starting salary will be agreed by negotiation.
- Fee remission is offered for children of the successful candidate who pass the School's entrance assessment.
- A delicious cooked lunch is provided each day free of charge.
- All teaching staff may participate in the Teacher's Pension Scheme.
- The Deputy Head is expected to be on call during certain periods of the school holidays and can expect to be in school before and after the beginning and end of each term.

APPLICATIONS

A completed application form, including the names, addresses, emails and telephone numbers of two referees, should be accompanied by a letter of application. The letter of application should be no longer than two pages (with minimum font 10). These should be emailed to the Headmaster (via claire.bellerby@redhouseschool.co.uk) as soon as possible and no later than 9am on Friday 24 January 2020. Candidates called for interview can expect their references to be requested in advance of the day of interview.

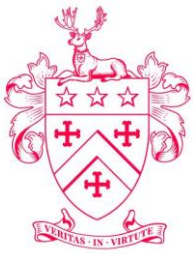
Potential candidates requiring further information are welcome to contact the school. All applications will be acknowledged but only candidates selected for interview will be contacted further.

As part of the interview process applicants will be asked to:

- teach a lesson
- take a small group assembly/discussion on a topic of their choice
- carry out an 'in tray' exercise
- undertake an interview with the Headmaster and members of School Council.

It is hoped this variety of tasks will allow candidates to show their versatility, whilst experiencing life at Red House.

Interviews will be held at the school on Friday 7 February 2020.



DEPUTY HEAD & HEAD OF THE SENIOR SCHOOL JOB DESCRIPTION

MAIN TASK

The Deputy Head assists the Headmaster in the leadership and management of the school taking full responsibility for the school in his absence. The Deputy Head oversees the efficient day to day running of the Senior School and the organisation of school events, assists in the strategic development of the school and carries out teaching duties in line with the school's schemes of work.

ACCOUNTABLE

The Deputy Head will report to the Headmaster and, through him, to School Council.

SPECIFIC RESPONSIBILITIES

Leadership and Management

- 1 To assist the Headmaster in shaping a vision and direction for the school, setting out very high expectations and with a clear focus on pupil achievement.
- 2 To play a significant role in setting aims and objectives for the school and in formulating the School Development Plan along with the Headmaster, School Council and other senior staff. To take responsibility for developing and monitoring policy and practice in agreement with the Headmaster.
- 3 To inspire, motivate and influence staff and pupils, taking a leading role in maintaining the highest standards of teaching, learning and pupil discipline.
- 4 To provide an excellent role model for all members of staff and for pupils in all aspects of school life. To be an exemplar of all school policies and practices. To actively promote the aims of the school. To offer guidance and support to colleagues.
- 5 To provide effective leadership and management to a team/teams of staff, as agreed with the Headmaster.
- 6 To assist the Headmaster in school self-review and evaluation and in the effective planning and management of school resources to secure improvements.
- 7 To actively promote equality of opportunity by assisting the Headmaster in ensuring the school's curriculum provides the best possible education for all its pupils, taking into account ethnicity, gender, Special Educational Needs, pupils learning English as an Additional Language, disability and others with emotional needs that may affect learning.
- 8 To assist the Headmaster in all aspects of the day-to day administration and organisation of the school, as agreed with the Headmaster, including taking responsibility for:
 - staff absence – allocation of cover and monitoring;
 - correct procedures for pupil registers and absence;
 - staff duties - rotas and monitoring effectively followed;
 - prefect system;
 - timing and staffing of School visits;
 - lost property;
 - termly calendar.

- 9 To assist the Headmaster in all aspects of the organisation of school events, as agreed with the Headmaster, including taking responsibility for:
 - school concerts;
 - school productions;
 - prize giving;
 - programmes for school events;
 - school services – carol service, harvest festival, etc.;
 - sports days;
 - staff meetings;
 - parents evenings – including letters to parents;
 - senior school co-curricular programme.
- 10 To take a lead role in the maintenance of good behaviour within the school. In conjunction with the Senior Tutor oversee the effective implementation of the School's behaviour management policy.
- 11 To take a significant role in the implementation of the School's performance management policy, to secure school improvement and individual professional development.
- 12 To participate in recruitment and selection, as agreed with the Headmaster.
- 13 To act as the Deputy Safeguarding Lead in the Senior School.
- 14 To deputise for the Headmaster in the event of absence or unavailability, by carrying out leadership and management tasks in accordance with school policy and practice.

Professional and Personal Development of Teaching Staff

- 1 In association with the Head of the Junior School, have responsibility for the induction, mentoring and professional and personal development of the teaching staff.
- 2 Manage the whole school budget for training and professional development for all staff – teachers and non-teaching staff – and keep records of all training undertaken and give an annual breakdown of expenditure and courses or other development attended/achieved by staff.
- 3 In association with the Head of the Junior School:
 - evaluate, formulate and implement policy and procedures for the personal and professional development of teaching staff;
 - provide professional support for all colleagues;
 - co-ordinate a programme of professional support for all colleagues;
 - identify whole school training needs and those of individuals.
- 4 Within the Senior School:
 - manage the induction of new staff;
 - supervise and support new staff and their Key Stage Coordinators or HoDs throughout the first year;
 - act as Induction Tutor/Mentor for NQTs in accordance with the ISCTip programme;
 - support/advise Key Stage Coordinators, HoDs and new colleagues;
 - act as tutor for other avenues of training, e.g. GTP;
 - distribute all training information and find specific courses for colleagues;
 - sort applications for training and development, decide if appropriate, e.g. relevant to School or Departmental Improvement plan, regulatory requirements, etc. and then authorise;
 - assist in the short listing and selection of all teaching staff applications;
 - take part in annual academic reviews of each department;
 - address individual issues of staff effectiveness;
 - arrange, coordinate and manage suitable programmes or placements for visitors, e.g. overseas, prospective teachers, PGCE students.

Teaching and Learning

- 1 To carry out teaching duties, as agreed with the Headmaster, providing a model of excellence for colleagues. This may include, as required:
 - taking full responsibility for teaching of allocated classes;
 - providing cover for absent colleagues or those released for professional development;
 - providing in-class support for colleagues through demonstration lessons;
 - teaching booster or 'catch up' groups as necessary.
- 2 To provide leadership and support for colleagues (teachers and assistants) with regard to teaching and learning and the curriculum, including:
 - supporting subject leaders in developing their role, in particular in relation to raising standards and developing schemes of work and medium term plans;
 - supporting teams and individuals with short term planning;
 - supporting staff in the use of assessment information to inform teaching and learning;
 - providing in-class support to staff, through demonstration lessons, team teaching, observation and feedback.
- 3 To undertake a significant role in maintaining a high standard of pupils' behaviour and discipline, within the framework of the school policy and supporting other staff as necessary.
- 4 To liaise effectively with parents and carers to ensure good relationships between school and home in order to improve teaching, learning and behaviour.

OTHER DUTIES AND RESPONSIBILITIES

- 1 To attend meetings, in accordance with school policy and to lead such meetings as required.
- 2 To take whole school assemblies.
- 3 To prepare and present reports, as required to governors, parents and outside agencies.
- 4 To attend occasional meetings during evening hours, at weekends or in school holidays, as required.
- 5 To carry out supervisory duties in conjunction with other members of the management team.

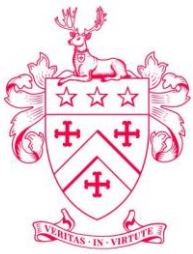
GENERIC TASKS

- 1 Act responsibly and within school policies, taking a corporate approach to service delivery.
- 2 Identify opportunities for improvement in service delivery, implementing and evaluating changes where required.
- 3 Maintain professional competence and undertake appropriate training/education as required.
- 4 Ensure an understanding of national standards and school policies/procedures and how they apply to the role, e.g. health & safety policy and procedures, safeguarding children.
- 5 Uphold the School's standing as a quality education provider in a professional, competent, helpful and polite manner.
- 6 Maintain strict confidentiality at all time.

NOTE:

All job descriptions for members of staff are viewed in relation to the delivery of the School Development Plan.

Other tasks may be considered necessary by the Headmaster in view of the changing needs/policies of the School. Some tasks may be modified, delegated or deleted by agreement in the future.



DEPUTY HEAD & HEAD OF THE SENIOR SCHOOL PERSON SPECIFICATION

EDUCATION QUALIFICATIONS AND ACHIEVEMENTS

Essential	Desirable
Degree or equivalent qualification Qualified Teacher Status Evidence of professional development	Higher degree Further professional training/experience

KNOWLEDGE AND EXPERIENCE

Essential	Desirable
Successful teaching across KS3/4 Experience of managing and coordinating staff Experience of organising whole school events Experience of managing the pastoral welfare of pupils or co-ordinating a subject area An understanding of safeguarding within schools	Experience of implementing new initiatives Understanding of mindfulness An understanding of NQT induction An understanding of the ISI inspection framework An understanding of financial management within schools

SKILLS AND ABILITIES

Essential	Desirable
Communicate well Convey ideas and concepts clearly and effectively Monitor the impact of strategic developments Use ICT across the curriculum and in organisation and planning Contribute to the co-curricular programme of activities Be both a leader and a team player	Be innovative as a teacher

PERSONAL ATTRIBUTES AND QUALITIES

Essential	Desirable
A positive, energetic, enthusiastic attitude to work Motivate and inspire colleagues and pupils	Think outside of the box