



ARNOLD LODGE SCHOOL

4-18YRS CO-EDUCATIONAL INDEPENDENT DAY SCHOOL



Deputy Head – Senior School
February 2019



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4 - 18 yrs Co-educational Independent Day School

School Mission:

**To develop the
happiness, confidence
and skills of each pupil
so they can be
successful in their
aspirations.**



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An Introduction to Arnold Lodge

Located in the heart of Royal Leamington Spa, Arnold Lodge is a 4-18 Independent School in Warwickshire, which places the happiness of children at the heart of our curriculum. We believe that it is only when children are happy can they grow in confidence and become aspirational learners.

We believe that every child deserves the right to succeed in education whether they are aspiring for A* grades or pushing to do the best they can. We deliver an outstanding education for the pupils in our care whether this is providing the highest levels of welfare, nurture and support or the academic quality of our GCSE results year-on-year.

It is our aim to ensure that every pupil feels safe, happy and confident in school while developing the skills they need to be successful in the modern world. Alongside this, we set out to value every pupil for their strengths (and through our pastoral sessions help our pupils to know their own strengths) and support each pupil to make the most progress they can academically and socially. This will look different from pupil to pupil but the bottom line is the same; each child will fulfil their own potential, whatever that may be.



Arnold Lodge's Ethos

- Every child in school should feel happy, safe and confident
- Every child should have the opportunity to develop and be valued for their individual strengths
- Every child should make the most academic and emotional progress they can in a supportive and positive environment
- Every child should develop the skills they need to be successful in the future

We believe that children are worth more than a limited entrance examination and it is for this reason we select on a child's potential and the value we can add – not on tapered academic assessments. Every child who joins Arnold Lodge deserves the right to feel happy, safe and confident in school and to be able to make the most progress they can.

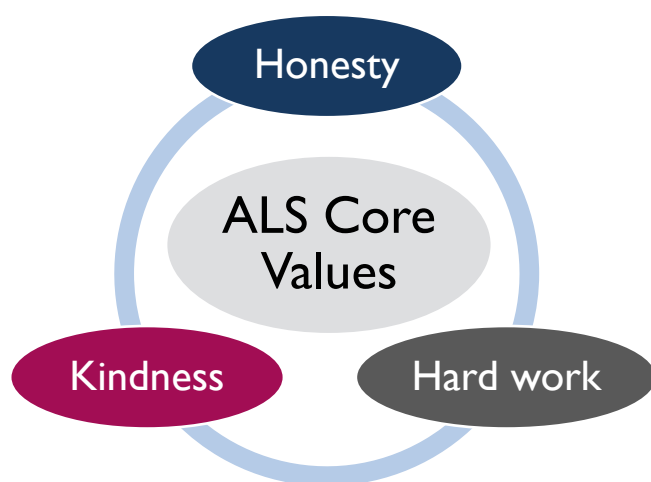
Though we are an academically selective school, academic study at Arnold Lodge is not about pressure, percentages and statistics; it's about the individual pupil and helping them to attain the very highest that they can. School is about so much more than classroom teaching, of course. Our approach continues in music and sport where pupils are encouraged to take part, gain experiences and to enjoy being active, creative and on the stage. Some of our pupils are outstanding artists or musicians and these skills are valued highly at Arnold Lodge. All of our pupils are encouraged to develop their leadership skills; from joining our Pupil Parliament, taking part in Duke of Edinburgh right the way to being selected Head Prefect, there are opportunities throughout the school for children to grow in confidence and find new interests and passions.



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Arnold Lodge's Core Values






Arnold Lodge's Core Values of Honesty, Kindness and Hard Work support the school mission and ethos to create a wonderful school environment. These values apply to every member of the school community – adults should aspire to these as much as the children should. We are, after all, role models for the children. This seemingly simple triumvirate creates a powerful recipe for success in teaching, learning and the work place.

Our core values are central to the house system in school with each house representing a core value. Pupils, on entry to Arnold Lodge, take a short questionnaire to ascertain which of the core values is most akin to their personality and each member of staff will do the same (as well as also having the chance to earn points towards house competitions as well!).

For us, a child should not be judged by the things out of their control. A pupil doesn't decide to be the quickest runner nor do they decide to be the most talented mathematician. While we're proud of the exceptional achievements of the pupils at Arnold Lodge, we believe that we should value most the *choice* that a child makes to be hard working, the *choice* to be honest and the *choice* to be kind because it's only from these choices that success and achievements grow.

In this way, we expect exceptional things from all children because *every child* can choose to be honest, can choose to be hard working and can choose to be kind. By valuing the choices of pupils first and building an attitude to learning and an approach to school based on honesty, hard work and kindness, we can have high expectations for every pupil and all to be successful in their aspirations.

VERITAS	AMICUS	DEDICAS
		
Live the school values; don't just talk about them	Forgive mistakes; we all make them	Always give your best
Embrace, don't resent, other opinions	Respect everyone and their contribution	Be ready to put in the work that isn't seen
Be honest with yourself first	Smile. Help others smile, too	Inspire others by aspiring to be your best
Do the right thing at the right time	Be grateful for the kindness of others	Only expect from others what you are willing to put in



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Deputy Head: Senior School

Required for September 2019

Job Start: September 2019

Pay Scale: L8 – L14 (£47,500 - £55,000) – this is negotiable for the right candidate.

The Post: Applications are welcomed for the position of Deputy Head for Senior School. This is an exciting opportunity for a talented leader to take her/his career forward. While this post would be suitable for an experienced Deputy Head, this is also an exceptional opportunity for someone looking for their first move into senior leadership. In the role, the successful applicant will lead and manage the day-to-day operations of the Senior School and will also work closely with the Head on the strategic development of the school and will be expected to deputise for the Head in all areas. This is a truly exciting time to be joining Arnold Lodge as it plans the next stage of its journey. Arnold Lodge School has seen significant growth in recent years and the successful candidate will have opportunity to make a real difference in shaping the future of the school.

As the role holds responsibility for the day-to-day administration for the Senior School encompassing both academic and pastoral matters, a second role will likely emerge depending on the successful candidates' experience and background. The successful candidate will be able to shape the middle leadership team but it is expected that *either* an Assistant Head: Teaching & Learning or Assistant Head: Welfare & Pastoral would be created in support of the Deputy Head. It is expected that the successful candidate will teach no more than 10 – 15% timetable to allow ample time for the fulfilment of the role.

If you'd like to know more before applying, please contact us via reception@arnoldlodge.com / 01926 778050 or visit www.arnoldlodge.com.

Applications: Applications should be addressed to the Headteacher, Mr D Preston. Applications by email are acceptable. Please send these to reception@arnoldlodge.com addressed for the attention of Mr D Preston. All applications must contain the following:

- A fully completed application form (this is preferably via TES online. The ALS version can be found on the school website – www.arnoldlodge.com – under 'general information').
- A fully completed Recruitment Monitoring Form (separately submitted if not applying via TES)
- A letter of application of no more than two sides of A4 in size 12 font (separately submitted if not applying via TES)
- The names and contact details of two referees, both of whom should have known the applicant in a professional capacity.

Though Applicants may also provide a curriculum vitae **in addition** to the elements outlined above, they are not required to do so. If applicants wish to submit an additional CV or supplementary documents (such as an executive summary or separate letter of application), you are most welcome to do so.

Arnold Lodge is committed to safeguarding our children. The successful candidate will be required to provide an Enhanced Disclosure from the DBS and a disqualification from childcare disclaimer (ALS is 4-18) before any appointment is confirmed.



Job Description – Deputy Head: Senior School

Job Title	Deputy Head: Senior School (DH:S)
Summary of the Role	The Deputy Head is responsible for the successful day-to-day management of the Senior School at Arnold Lodge. The DH:S will ensure the school is compliant, safe and inspection ready at all times, contribute to the strategic development of the school and promote a positive and caring environment for the school community through outstanding pastoral provision for pupils, support for whole staff well-being and oversee the quality of teaching and learning.
Line Manager	Headteacher
Liaising with	SLT, ELT, Teaching and Support Staff (Nursery/Junior/Senior School)
Strategy & Leadership	<ul style="list-style-type: none"> With the SLT, support the strategic direction of the school and contribute to its strategic leadership Setting, in conjunction with the Headteacher, the vision, aims and priorities for the Senior School Leading the production of the Senior School Development Plan to inform the overall School Development Plan Oversight of the academic budget for the Senior School in consultation with the Headteacher and School Operations Manager.
Support & Deputise for the Head	<ul style="list-style-type: none"> Operational leadership and day-to-day management of the Senior School Chair Senior School meetings Deputise for the Headteacher as required in assemblies, meetings and other matters in the Heads' absence Keep the Headteacher informed of any issues relating to the safety, behaviour or performance of the school and it's pupils Support the Headteacher in all aspects of academic planning (Year 9 options, Y12 options, the timetable etc.)
Safeguarding	<ul style="list-style-type: none"> The Deputy Head: Senior School is the Designated Safeguarding Lead (DSL) for the Senior School and will work closely to support the DDSLs within the school Fulfilment of the role of DSL as outlined in KCSIE, guaranteeing that a safe, listening and caring culture is fostered throughout the school Liaise with the Deputy Head: Junior School (DSL for EYFS) on all safeguarding matters and coordinate effectively
Pastoral	<ul style="list-style-type: none"> Leadership of the strategic development of all pastoral provision within the Senior School Responsibility for promoting positive behaviour at ALS through high expectations with oversight of rewards and sanctions Lead on regular Child Protection training for all staff, to maintain CP records and ensure safeguarding policies are understood and followed correctly at all times Responsibility for promoting pupil leadership through the Prefects and Pupil Parliament Overall responsibility for the Pastoral Team (Heads of Houses & Deputy Designated Safeguarding Leads) Oversight of the Mentor system and the effective use of Mentor time Oversight of the House System and House events Oversight of PSHEE Lead on SMSC in the Senior School
Inspection	<ul style="list-style-type: none"> Oversight of preparation for ISI inspections, including regular review of policy and practice Leading on Senior School Quality of Education inspection preparations Ensure all documents and data are correctly available to ISI, parents and Directors To act as the whole school's Educational Visits Coordinator To maintain an ongoing compliance audit



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Academic	<ul style="list-style-type: none"> • Oversight of the overall academic performance of the Senior School • Development of strategies to raise pupils' academic attainment • Leading Heads of Faculty to ensure the optimum performance of all academic staff • Keeping up to date on best practice in curriculum, teaching and learning • Responsibility, with the Headteacher, for the implementation of the school's academic targets • Development and implementation of teaching initiatives • Monitoring and evaluation of the quality of teaching and standards of learning and achievement. • Responsibility for the quality and development of the academic curriculum • Ensuring effective implementation of assessment, recording and reporting
Working with Staff	<ul style="list-style-type: none"> • Responsibility for the professional development of all Senior School staff through the management of the appraisal scheme and training • Ensure all staff adhere to the Staff Code of Conduct (found within the Staff Handbook) at all times • Supporting & developing staff during the implementation of teaching initiatives • Overseeing the PPD programme (personal professional development) • Leading on all aspects of Senior School Staff appraisal • Leading & managing on whole-staff INSET • Leading academic induction for NQTs • Overseeing those on PGCE placements • Supporting the Headteacher in appointment of staff • Contributing to the Staff Handbook as appropriate • Line management of the Heads of Faculty • Plan, and arrange, staff duties and ensure that duties are carried out appropriately and correctly
Additional Duties	<ul style="list-style-type: none"> • In coordination with the Headteacher, setting and publicising the annual term dates • Organising and leading on assemblies and parent events • Lead on reporting to parents including organisation of Parents' evenings and written reports • To perform any responsibilities associated with being a member of the school's staff, as reasonably directed by the Headteacher

The Deputy Head has a wide-ranging brief and set of responsibilities that are difficult to capture easily in a role description. The role therefore requires flexibility, a capacity for operating effectively across multiple and sometimes competing areas of operation, outstanding organisational ability, and the wisdom needed to balance knowing when to take the initiative with knowing when to hold off in favour of greater consultation.

The principal function of the role is to ensure the orderly and effective running of the Senior School on a daily basis so that the school fulfils its aims of providing pupils with a well-rounded, challenging education. The Deputy Head must have the ability to understand and work with impact across all aspects of the school, including the taught curriculum and the co-curriculum, to engage positively with pupils, staff, parents, outside agencies and to promote consistently the values and vision of ALS.

The Deputy Head must be capable of deputising for the Headteacher as may be required in a variety of contexts, whether in the form of face-to-face meetings, addressing large groups, or through effective written communication. The Deputy Head is expected to provide and model effective leadership of staff and pupils, in line with the values of ALS.

The Deputy Head must be a highly-skilled and sensitive communicator, able to ensure accurate and timely representation of views from across all the various parts of the school community.



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Person Specification – Deputy Head: Senior School

The successful candidate is likely to be able to demonstrate a high number of the following:

Qualifications & Experience

- A good honours degree & teaching qualification
- Evidence of continuing professional development
- A proven track record as a leader (as a Head of Department, Assistant Head or Deputy Head) with experience of leading change, building teams and driving collaboration

Skills

- Excellent verbal and written communication skills and the ability to address large audiences with authority
- Excellent teaching skills with a genuine interest in teaching & learning
- A capacity for strategic thinking coupled with excellent attention to detail
- The ability to work effectively with all stakeholders
- Ability to coach and mentor others
- Ability to maintain a high work rate and to juggle a range of tasks with competing priorities
- Excellent IT skills
- High level of administrative efficiency
- Ability to work effectively as a member of a leadership team, to show initiative and imaginations and to have the vision and ability to inspire others

Personal Qualities

- Ability to think creatively and demonstrate initiative, dealing calmly with situations
- Warmth in relationships with adults and children
- Honesty, integrity and excellent judgement
- Understand and respect the principles of confidentiality
- Hold unwaveringly high professional standards and expectations of self and others
- Willingness to learn new ways of thinking and an ability to reflect and improve
- A high level of emotional intelligence and resilience with a high level of optimism
- A good sense of humour and a sense of perspective
- A willingness to “get involved” to get the job done
- Effectiveness and energy in investigating and implementing positive change

Ethos & Attitude

- Committed to safeguarding and promoting the welfare of children and young people
- Commitment and belief in the ethos and to the values of Arnold Lodge School
- Ambition & belief to develop the school with the imagination to spot new opportunities

