

DEPUTY HEAD



The Prebendal School

We are one of the region’s leading boarding and day schools, educating children aged 3-13.

The Head of the Prebendal School seeks to appoint, for January or as soon as possible thereafter, a talented and organised Deputy Head.

The role is Full Time. Accommodation is available for a candidate who wishes to assist in the Boarding house.

The Prebendal School is the oldest school in Sussex and probably dates back to the foundation of Chichester Cathedral in the eleventh century when it would have been a ‘song school’ responsible for teaching the choristers. It was re-founded as a grammar school in 1497 by the then Bishop of Chichester, Edward Storey, who attached it to the Prebend of Highleigh, after whom the school was named. The school is now a coeducational day and boarding preparatory school educating children between the ages of 3 and 13 years. Like many other Cathedral Choir Schools, the school occupies a range of buildings in and around the Cathedral Close dating from the original, fourteenth century song school to the modern Highleigh Building built and opened in 2000.

Outlined below are the key responsibilities of the Deputy Head. The post is expected to evolve in order to take account of the candidate’s strengths and weaknesses.

**The Post**

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| **Job Description** |
| The Prebendal School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. |
| **Summary of the role** | Deputy HeadThe Prebendal SchoolFull or Part TimeSchool’s own salary scale |
| **Main duties and responsibilities** | **Your Professional Duties** You are expected to act in accordance with the aims, policies and administrative procedures of the School. * The main responsibility of the Deputy Head is to support the Head in the day to day running of the school, standing in for the Head as required, supporting and upholding the school discipline, disseminating and explaining information to the staff and dealing with problems among staff.
* To deputise for the Head in all matters as necessary

The following duties shall be deemed to be included in the professional duties which you will be required to perform: **Other Responsibilities*** Be a member of the Senior Management Team
* The organisation of staff day duties and ensuring they are carried out effectively
* Overall responsibility (in conjunction with the Head and the school chaplain) for the Pastoral Care of the children and staff
* To arrange cover for staff who are absent
* To share the induction of new staff
* Organising special events and changes in normal routine
* Organising registration
* Producing the school calendar
* Organisation of the school’s public events
* Taking an active involvement in supporting the Choristers and helping with Choir Holidays
* Dealing with minor problems and eventualities as they arise
* Interview along with the Head all new teaching staff
* In conjunction with the Head deal with any unforeseen eventualities
* Takes an active role in the school Appraisal Programme

**Specific Duties and Responsibilities** The following duties shall be deemed to be included in the professional duties which you will be required to perform: 1. **Teaching**

• Uphold the School’s high standards of preparation, teaching and discipline • Support the work of the School to ensure the highest possible levels of achievement • Plan lessons in accordance with School’s schemes of work • Contribute to the development, evaluation and monitoring of the policies, syllabuses and schemes of work of the School • Liaise with relevant colleagues on the planning of work for collaborative delivery • Monitor and be aware of pupils’ prior levels of attainment and maintaining records • Set and mark examinations and other forms of assessment • Use ICT within the curriculum • Establish high and appropriate expectations for learning, motivation and presentation of work 1. **Assessment, Recording and Reporting**

• Maintain plans of lessons undertaken and records of pupils’ work • Set and mark homework • Provide constructive oral and written feedback, with clear goals for future learning • Reporting on pupil progress in line with School policy and as specified in the published calendar • Regularly keep parents informed of pupils’ progress at parents’ evenings, and at other times whenever necessary 1. **Pastoral Care**

• Be fully conversant with, and applying, the School’s child protection policy and all related issues • Promote good attendance and monitor it in accordance with School policy • Promote the general progress and well-being of pupils in your care • Support each pupil to achieve their potential1. **Professional Standards**

• Support the aims and ethos of the School • Treat all members of the School community with respect and consideration • Treat all pupils fairly, consistently and without prejudice • Set a good example to pupils in terms of appropriate dress, punctuality and attendance • Participate in the School’s extracurricular programme • Take responsibility for personal professional development within the School’s CPD programme • Attend all departmental and staff meetings • Attend Parents’ Evenings and ensure that all deadlines are met as published in the School calendar• Take responsibility for matters relating to health and safety • Undertake duties that may be reasonably assigned by the Head (directly or indirectly) Responsibilities may be direct, joint or through devolved structures, but always in accordance with whole school policies. These details may be amended at any time by agreement, but in any case will be reviewed through the appraisal process. |

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| **PERSON SPECIFICATION** |
| The Prebendal School is committed to Safeguarding and Promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  |
|  | **Essential** | **Desirable** |
| **Qualifications** | Honours Degree from a recognised University | PGCE/QTS |
| **Experience** | Head of Department or similar role |  |
| **Skills** | Ability to inspire and motivate studentsExcellent communicator, orally and in writing, with pupils, parents and staffAbility to show initiative within the framework of a strong and supportive teamA willingness to utilise and develop departmental teaching resourcesStrong interpersonal skills | Ability to use ICT appropriately to support learning |
| **Knowledge** | Good understanding of teaching methods appropriate for the KS2 age rangeAbility to utilise teaching strategies to allow learners to make good progress compared to their previous attainment | Ability to use teaching strategies to allow learners to make good progress compared to similar learners nationally |
| **Personal competencies and qualities** | A creative learner and teacherPragmatism and a ‘can do’ approachAbility to prioritise and remain calm under pressureFlexible, resilient and organisedDesire to be fully involved in a busy prep school and the long days associated with such an environment | Ability to advise pupils, parents and staff insightfully. To have a flexible approach to teaching and a willingness to learn.Commitment to continuing professional developmentAbility to work independently using a wide range of resources |
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All Prebendal staff are expected to:

1. Participate in the continuous personal development, participating in appropriate training to maintain up-to-date professional expertise.

2. To undertake other duties appropriate to the general purpose of the post that may from time to time be reasonably assigned by the Head.

3. To make a full and active contribution to the extra-curricular life of the school.

4. To be pro-active on behalf of the school in external matters, particularly in relation to those concerning IAPS and local partnerships with schools

5. To be aware of any signs of stress, emotional imbalance or learning difficulties and keep appropriate people informed over these concerns

6. Ensure that each child is working to the best of his/her ability is well disciplined, well mannered, considerate and happy!

Please apply by emailing an application form with a supporting letter to head@prebendalschool.org.uk

The closing date for applications is Wednesday 6th October 2021.

The Prebendal School is an equal opportunities employer with a robust Child Protection Policy in force. Further details about the school can be found on our website at [www.prebendalschool.org.uk](http://www.prebendalschool.org.uk)

*A Disclosure from the Disclosure and Barring Service will be requested in the event of a successful application. The Prebendal School follows the Code of Practice issued by the DBS, a copy of which is available on request. A criminal record will not necessarily be a bar to obtaining a position. The Prebendal School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*