



Bilton Grange is a wonderful Prep School situated just south of Rugby; we currently have over 380 pupils, the largest the School has ever been, and we recently opened Little Grange Nursery (August 2022) to provide an outstanding provision for a further 80 children aged from six months. The Pre-Prep, housed in its own Edwardian buildings, caters for day children from age 3 (in 'The Nest') to Year 3 inclusive; Year 4 upwards are in the Prep and are a combination of day, boarding and flexi-boarding pupils. Presently, we have in the region of 65 full and weekly boarders, with another 35 flexi-boarding on a regular basis. It is possible, although uncommon, for children to commence boarding, whether flexi or fully, in Year 3.

The pupils benefit hugely from the awe and wonder of the buildings and interiors, designed by Augustus Welby Pugin, and the 90 acres of outdoor space, a parkland of nationally designated beauty. Our children depart at 13 for a range of senior schools, both boarding and day, as confident, engaged and well-mannered young men and women, committed to learning and exploring the world around them. A number win scholarships to senior schools in a variety of disciplines: academic, music, sport, art, design technology, drama and, for some, all-round excellence.

The most recent and significant development in the School's history is the merger with Rugby School which took effect from January 2020. The synergies and opportunities to further strengthen the pupil experience have been a roaring success and the future is very bright. Bilton Grange remains a separately managed and registered school and parents still have a wide choice of senior schools to which their children can progress: there is no automatic progression to Rugby School nor an expectation that all would do so, though the majority do. The staff of both schools work closely together, both in pupil-facing roles and in the operational and administrative spheres.

Bilton Grange has always offered strong academic teaching as part of a broad education that few other schools can match and encourages the highest aspirations in pupils within a friendly environment. Our website www.biltongrange.co.uk provides a further window into our world. Recent ISI inspection reports can be found on this site including the successful Compliance Inspection from March 2022.

Bilton Grange is fortunate in having excellent facilities for specialist teaching whether in the academics, the performing and creative arts, or sport. In just the last year, we have fully refurbished the whole Pre-Prep, all classrooms in the Prep, designed a new Stem lab and Art room and we're currently putting the

finishing touches to the permanent new Nursery building. Along with our full-size, floodlit astro turf, inside Pugin's walled garden, our 25m indoor swimming pool, our sports hall, our extended Music Facility (opened in January 2019) and improved boarding accommodation, these newer facilities provide the school with the means to educate the pupils in as rounded a way as possible. Next on the list is to further develop the boarding as well as the outdoor learning spaces which play a big part in our curriculum.

The facilities are important but they are nothing without the energy of the staff and pupils who use them. Bilton Grange is determined to be The Best and in order to reach this lofty goal, it needs to attract quality staff. Our staff work hard but enjoy the challenges of being in a busy and fulfilling learning community. They are dedicated to the children in their care who in turn feel secure and happy. Relatively small class sizes ensure each child can receive the appropriate amount of individual attention. Specialist teachers carry out almost all teaching from Year 5 upwards across a very wide curriculum, but specialist teaching begins earlier than this, even in the Pre-Prep. Academic staff contribute enthusiastically to the life of the School, offering games coaching and other activities to the children according to their skills and interests, and a number are involved in boarding. Nearly all teachers have a pastoral role as tutors, which in the Middle School (Years 5 and 6) involves a Form of around 15 and in the Upper School (Years 7 & 8) a smaller group of between 6 and 8 pupils, in order to enhance the pastoral and academic support and oversight in these critical years.






Bilton Grange is accessible from the M1, M6 and M45, and enjoys a central location in the country with good links by both road and rail in all directions.

DEPUTY HEAD

Following the retirement of the current Deputy Head, Paul Nicholson, a high-calibre successor is sought to fill this senior position. The school is entering an exciting phase and there are many new projects and possibilities that will interest ambitious candidates. The Deputy Head has day to day responsibility for the running of Bilton Grange and this will be a high-profile and rewarding job. The successful candidate will support the Head in all aspects of leading the school and will be his closest advisor and confidant. He or she will be the second most senior member of staff and, whilst the responsibilities lay principally with the Prep school, the post holder will, in the Head's absence, assume overall responsibility for the whole school including the Pre-Prep department and Little Grange Nursery.

The successful candidate will be expected to have a sense of vision and strategy to contribute to the school's forward planning. He or she will, through their leadership and management skills, inspire and win the respect of an able, enthusiastic and motivated staff. It therefore goes without saying that the successful candidate must also be an outstanding teacher in their field, teaching a reduced timetable.

Other members of the Senior Leadership Team are:

-  Head **Gareth Jones BA (Hons), PGCE Primary Education, MEd Educational Leadership**
-  Assistant Head Pre-Prep **Katie Gedye BA (Hons), Primary Science with QTS**
-  Assistant Head Academic **Greg Das Gupta BSc, BCom, PGCE Mathematics**
-  Assistant Head Pastoral and Head of Classics **Mireille Everton BA (Hons), PGCE, MA**
-  Assistant Head Boarding **Mark Tovey BEd (Hons), MEd, Head of Design Technology**

The experience offered by this post is likely to be very useful to candidates looking to move on to Headship in the fullness of time but will be equally fulfilling for someone who sees Deputy Headship as their dream job. Either way, Bilton Grange will benefit.

Perhaps more importantly than anything else, it is vital that the successful candidate has an open yet inquiring mind, a love of children and a strong desire to help children to grow in mind, body and spirit. Our school is founded on Christian principles and while we warmly welcome children of all faiths and none, it is important that the appointee is sympathetic to this tradition.

Finally, it is vital that the successful candidate has a good sense of humour. There are times when we all need to laugh!

The salary for this post is competitive and will be dependent on experience and qualifications. School accommodation may be available, and it is expected that, if the candidate chooses to live out, he or she will be within close proximity of the school in order to fulfil the duties of the role.

Employment service with the School is pensionable and the School shall comply with the Pensions Act 2008 and provide you with access to a qualifying scheme.

DEPUTY HEAD – JOB DESCRIPTION

(This list is not exhaustive)

General

1. Offer loyalty to the Head while providing sensible advice on staff morale, the effect of policy decisions and, generally, ensuring that the Head is fully informed of current issues within the school.
2. Help to develop the shared sense of aims and values amongst staff, offering advice, a listening ear and support where needed.
3. Deputise for the Head in his absence, taking charge of the whole school campus, acting as the representative of the school at large.
4. Meet with the Head formally twice a week to ensure open channels of communication on all matters and effective liaison with staff and parents, as well as numerous informal meetings.
5. Supervise and ensure the smooth running of the Prep department (Years 4 to 8) on a day-to-day basis, and become familiar with the routine of the Pre-Prep.
6. Set and maintain the standards by which that smooth running is to be achieved in teaching, professional conduct and good working relations between staff and children.
7. Maintain a high degree of visibility and profile around the school on a daily basis, developing a routine whereby the Deputy Head is seen by, and accessible to, children and parents, thereby dealing with their everyday queries in a prompt and professional manner. Dropping off and picking up are particularly important times to maintain a presence, as are Wednesday and Saturday afternoons in the Gallery after matches.
8. Play a major role in school Marketing and PR, helping to introduce prospective parents to the school in support of the Head, ensuring that colleagues are aware of important visitors to the school.
9. Promote a culture of positive behaviour management among staff.
10. Alongside the Assistant Head Pastoral, who leads the Welfare Management Team, take charge of school discipline, regularly reviewing the Discipline Policy and keeping the Serious Sanctions File up to date, ensuring that appropriate sanctions are given to offenders, and carefully recorded, by all members of staff. The Deputy Head will often lead on the investigation process of disciplinary incidents, involving staff and children, enabling the Head to take an independent decision on the outcome, where appropriate.
11. Maintain good discipline amongst the children, together with high standards of courtesy, encouraging a proper sense of community and mutual respect amongst members of the BG community.
12. Work in close liaison with the Assistant Head Pastoral and Assistant Head Boarding, ensuring that BG's system of pastoral care works effectively and that boarders and day children all receive support and guidance where necessary.

13. As a member of the SLT, assist the Head with classroom observations and the staff Professional Development Review (PDR) process, in liaison with the Assistant Head Academic, as part of the important process of developing staff and monitoring standards of teaching and learning at Bilton Grange.
14. Support the Assistant Head Academic with the Induction and Mentoring process of new members of staff
15. Promote the ethos of the school, leading morning Chapel on a regular basis.
16. Promote and oversee the School's Section (House) system.
17. Take an active part in games and activities, including boarders' evening and weekend activities.
18. Support the Assistant Head Academic in the coordination of Ofsted & ISI Inspections, particularly on matters of compliance.
19. Coordinate the appointment of all GAP year students, checking the suitability of candidates as per ISI requirements.

Leadership and Management

1. Work in close partnership with the Head to share and delegate the management tasks of the school.
2. Raise concerns openly within SLT meetings, accept decisions made and support, privately and publicly, the school and its leadership.
3. Take an active part in planning, policy making, reviewing, monitoring and evaluating in all areas of the school.
4. Liaise with the Head (and his PA) on internal matters, providing a link between staff and Head, and, in doing so, assist the Head in maintaining good relations with the staff.
5. Be available throughout the week, including evenings and weekends as necessary, for consultation with the Head, staff, parents, prospective parents and children.
6. Contribute to the School's Development and Strategic Planning.
7. Review each term in a 'round-up' session with the Head in the first week of the holiday period, engaging in a full, frank and confidential assessment of all school matters, including the relationship between Head and Deputy Head.
8. Share responsibility for organising induction for new academic staff with the Assistant Head Academic at the beginning of each term.
9. Be a presence at or within striking distance of Bilton Grange for a portion of the holiday periods, sharing this responsibility with the Head and other senior members of staff.
10. Keep abreast of developments in the prep school world, advising the Head and staff on new policies and procedures, where appropriate.
11. Lead on the appointment of Prefects and oversee their involvement in the School.

Child Protection

The Assistant Head Pastoral is the Designated Safeguarding Lead and other staff are also suitably trained, including the Head and School Nurse. It is assumed that the Deputy Head will wish and seek to be trained to the same standard to ensure that a very high level of child protection and care, far in excess of statutory expectations, is ensured. The welfare of children at Bilton Grange, whether as boarders or as day pupils, is an absolute priority and the Deputy Head will play a key role in ensuring that this continues to be so.

Administration

1. Lead on compliance policy matters for Bilton Grange, taking direction from, and liaising with, the Deputy Executive Headmaster of the Rugby Schools Group on this area.
2. Keep the Deputy Head's Policies up to date, and participate in the school's formal annual review of all Policies.
3. Prepare and post timetables and rotas for weekly and weekend staff duties. Ensure that these duties are carried out effectively.
4. Inform the school of events which alter the normal timetable through weekly and daily bulletin announcements where necessary.
5. Deal with children who have been referred for disciplinary reasons, keeping an accurate record of Incidents and Sanctions, which should be shown to the Head half-termly.
6. Oversee gathering and release of children for assemblies, concerts, lectures, plays and other school functions.
7. Through liaison with the Fire Safety Officer, ensure whole school fire drills occur termly and compliantly.
8. Attend weekly Senior Leadership Meetings and boarding meetings, chairing both in the absence of the Head.
9. In conjunction with the Head's PA keep the Staff Handbook up to date.
10. Delegate administrative tasks to the secretary of the SLT.
11. Oversee and administer all aspects relating to the Sections, including the administration of The Bilton Cup, The Conduct Cup and other Section competitions.
12. Coordinate compilation, proofreading and publication of the school calendar.
13. Ensure the Honours Boards are kept up to date.

Other

1. To undertake all such duties as may be reasonably required of a Deputy Head by the Head of Bilton Grange. This job description may be subject to change as the needs of the school evolve. Any changes would occur following consultation and mutual agreement with the Head.

2. The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the school's child protection officer or to the Head.

PERSON SPECIFICATION

The Deputy Head will be:

- 1 forward-looking, innovative and able to provide leadership in all areas of school life
- 1 a graduate and a qualified teacher
- 1 someone who is at the forefront of prep school teaching
- 1 a high-calibre teacher who can inspire SLT, Heads of Department, other teachers and pupils
- 1 someone with the confidence to deputise for the Head in his absence and with the presentation skills to lead Chapel, Assembly and other major school occasions
- 1 energetic, enthusiastic and hard-working and able to cope comfortably with the pressures of this responsible position
- 1 warm and engaging and with an approachable personality
- 1 a manager with vision and the ability to manage change in a forward-looking school
- 1 a person who truly enjoys working alongside prep school children and who is able to win their confidence and inspire them
- 1 someone who enjoys addressing a large audience of colleagues
- 1 committed to boarding school life, keen to contribute to evening and weekend activities for boarders and to play a worthwhile part in weekly boarding meetings
- 1 enthusiastic about using ICT and other technologies in teaching
- 1 keen to support the Christian ethos of Bilton Grange and happy to lead Chapel on a regular basis
- 1 keen to contribute to games and/or activities, such an important part of prep school life
- 1 someone who can quickly win the confidence of Bilton Grange parents
- 1 a good colleague who will fit into, and contribute to, the Bilton Grange staffroom
- 1 someone who sets himself or herself very high professional and personal standards
- 1 keen to contribute to Bilton Grange's impressive range of holiday trips, sometimes abroad
- 1 a person of great warmth and humour, with a quick mind to deal sensitively with delicate situations and a thick skin to deflect the flak that inevitably comes with such a senior position

Bilton Grange School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post. Any offer of appointment will be conditional upon a variety of pre-employment checks including checks with past employers, the Disclosure & Barring Service, satisfactory references and medical clearance. Child protection training will also need to be undertaken.