

Advert for Deputy Head

A rare and exciting opportunity to shape a new independent school in north west London

Maida Vale School, a new independent, co-educational secondary school will open in north west London in September 2020. It will be part of an established family of schools, Gardener Schools Group. At capacity, the school will cater for 600 children, aged 11-18 and a Deputy Head is sought for April 2020.

If you are an enthusiastic, imaginative and ambitious school leader, this is a once-in-a-lifetime opportunity to help establish a modern and pioneering school which will seek to be a front runner in educational practice in London.

The school will be housed in a large, airy Victorian building, close to tube and rail links at Maida Vale and Queens Park. It will become the fourth school founded by Gardener Schools Group, a family-run company which has built three very successful schools in the last 28 years.

The group

Maria Gardener and Ted Gardener founded Ravenscourt Park Preparatory School in west London in 1991 and Kew Green Preparatory School in 2004. Due to parent demand, Kew House School, the group's first senior school, was founded in 2013 and has been highly successful.

The aim of Gardener Schools Group is to build on this success by organically growing a small group of schools with a similar structure, philosophy and quality of service. Maida Vale School will embody this vision.

The area

The catchment area for the new school is one of the most exciting in London. It is within easy travelling distance of central London, Notting Hill, Queens Park, Little Venice, St John's Wood, Maida Vale, Marylebone, Primrose Hill and Hampstead. Maida Vale School is located near to both Maida Vale Underground Station and Queens Park Overground (also on the Bakerloo line). The school will take students from a wide radius within London but it is expected that many students will come from the immediate local vicinity.

Maida Vale School will pursue excellence in all areas but will meet a demand for a modern approach, selective but not simply exam focused, that will enable it to gain a firm foothold in this environment. Many parents in the area will welcome a local independent senior school as current provision tends to be further north in Hampstead or Highgate.

The School

The Directors of Gardener Schools Group are founding Maida Vale School in the conviction that their established approach to senior education will allow it to flourish. In a catchment area where parents can only choose traditional schools relatively far away, there exists a demand for a co-educational, independent secondary school, based centrally, which takes a modern stance. The School will provide a greater variety of educational opportunity – academically demanding but with a fresh approach to selection criteria, the flexibility of the curriculum, the shape of the school day and term and the recognition of creativity and talent.

The building

Gardener Schools Group took the rare opportunity to acquire a large Victorian school building in residential Maida Vale. The School will serve 11-18 year-olds and the roll will eventually reach 600 students. Maida Vale School will recruit its first student intake for September 2020 and will take students in Years 7, 8 and 9 in its first year.

The School will be undertaking a fit out program in the next twelve months and it will be equipped with modern, cutting edge facilities including science laboratories, an arts and graphics department, design technology and CAD CAM suites, computing lab, music department, dining hall and parent café, theatre, dance studios, fitness centre, flexible teaching suites and meeting rooms. The use of Information Technology will be given great importance within the school and the Digital Curriculum will be a core component of the education of Maida Vale students.

Selection Criteria

The School will be selective but not in the traditional manner. Maida Vale School will seek to attract intelligent students with a confident sense of identity and an original approach to learning, problem solving and creativity. Although entrance testing will be used, greater emphasis will be placed on interview, samples of work and feeder school reports. The School will select each year group as a cohort seeking a balanced mix of students with different aptitudes and personal attributes who will motivate and inspire each other.

Curriculum and Enrichment Programme

Maida Vale School will pursue excellence in all areas whether examinable or not. The School's aim will be to provide a rich and broad education to all students whatever their specialism. Whilst the School will aim to achieve the highest academic results for each student, it will not serve as an "examination factory".

The "*Individuals in Society*" (IS) course will focus on personal development, emotionally, practically, and intellectually, throughout each student's life at the school via regular, time-tabled sessions and extensions of the school day.

The Digital Curriculum will run through almost every aspect of school life at Maida Vale School. PCs, Apple Macs, and Interactive White Boards will be available throughout the building in small pockets and in larger flexible use rooms and suites. This technology will be used across the curriculum to enhance every subject and promote creativity. More specifically, areas of study will include: computing, software development, robotics, audio recording and editing, film making and editing, animation, games creation, database creation and problem solving. Reflecting tertiary educational practice, the School will have its own Virtual Learning Environment accessible to all students.

Sport

Sport and well-being will form an important part of the curriculum and will also be included in a wide range of clubs and extra-curricular learning taking place after the school day, at weekends and during the holidays. The school will house a number of areas for fitness, dance and well-being classes. It is also situated conveniently for access to a number of nearby sports grounds and organisations and will provide access to high quality sports facilities all within 5 to 15 minutes' journey time.



Enrichment

The School will promote links with local and city-wide organisations, including businesses, community groups, arts foundations, scientific institutes and museums and will be outward looking in its involvement in life beyond the school gates. The enrichment programme will include guest speakers and workshops to inspire the students, residential school trips, a variety of clubs and extra academic classes after school and during the school holidays for subjects not part of the School's main curriculum.

Pastoral

The ethos of the new school will be that of a family and social hub, giving emotional support and security to all students and employees. Each student will receive individual attention both educationally and pastorally. The approach will be holistic with no artificial barriers between a student's intellectual, emotional, social and spiritual growth. Partnerships with parents will be emphasised - their involvement, with parents often spending time in school, will be part of the ethos of Maida Vale School.

The purpose of this post is to work with the Headmaster and other members of the Senior Leadership Team to formulate the ethos and objectives for the school, to oversee and assist in their implementation and to monitor their effectiveness.



JOB DESCRIPTION

Responsible to: Headmaster

Responsibilities specific to the Deputy Head:

Leadership

- Deputise for the Head as required, both within the school community and with external communities, and undertake responsibility for running the school in the absence of the Head
- Contribute towards, and help to implement, the strategic vision and plan for the school's future development and improvement

As a member of the Senior Leadership Team:

- Support and advise the Head regarding the overall leadership of the School
- Act under the direction and guidance of the Head and in accordance with the School's agreed priorities
- Develop and demonstrate the highest possible standards of communication and sharing of information
- Act as a loyal 'sounding board' and 'critical friend' to the Head
- Be a member of and contribute to the effectiveness of the School's Senior Leadership Team.
- Be a role model for all MVS staff and seek always to enhance the reputation of MVS senior leadership
- To be involved with the recruitment of new staff as and when required.
- To assist the Head with the smooth induction of new members of staff to the School
- Fulfil other reasonable duties as directed by the Head

School values, performance and relationships

- Contribute to and support the School's vision, values and high aspirations, with a relentless focus on Students' achievement and personal development
- Support and contribute to the effective professional development of staff and to appraise staff identified by the Head
- Promote the development of good practice within the school
- Inspire and motivate Students to achieve their full potential
- Contribute to the management of Student behaviour and the creation of an effective climate for learning
- Support the running of an equitable and inclusive School in which each individual matters and all Students are safe
- Value and maintain excellent relationships with Students' Parents and Carers, being available to and engage with them readily, in line with the School's 'Open Door' Policy
- Support and engage in the effective promotion of MVS, maintaining and developing valuable external links
- Enhance the reputation of the school with external communities such as nurseries, local prep schools and senior schools

Communication and teamwork

- Attend and contribute to all SLT meetings



- Promote and attend after school meetings, functions and events as a member of the Senior Leadership Team as required
- Provide reports to the Board and Governors as required by the Head
- To undertake shared responsibility for leadership throughout the school as a member of the Senior Leadership Team and to carry out any duties that may arise to assist in the overall management of the school.
- Be involved in Open Mornings as required
- To take a shared responsibility for monitoring the quality of written reports to Parents.

Personal and professional standards

- Maintain and model the highest professional and personal standards and lead by example in the school
- Demonstrate a commitment to and engage in one's own continuing professional development under the guidance of the Head
- Meet regularly with the Head to discuss school and personal performance and development
- Undertake a teaching workload as determined by the Head and considered reasonable given the other duties of this role

As this is the founding year of the School, the specific roles will be apportioned dependent on the successful candidate's skill set and experience.

To take the lead in Pastoral Care and Safeguarding OR Teaching, Learning and Curriculum

Pastoral and Safeguarding

- Oversee the Pastoral Care of Students within the School, supporting the Heads of Year, where appropriate
- Oversee the efficiency and well-being of all school staff
- Act as the School's Designated Safeguarding Lead (see separate job description)
- Manage continuing compliance with the regulations as required by government statute and/or by the Independent Schools Inspectorate
- Construct staff duty rotas for supervision of Students
- Arrange cover of all lessons at risk from staff absence; planned and unplanned, using internal and external resources, as required
- Maintain a record of staff absence and cover
- Produce the annual and termly school calendars to be available (for Parents and staff) on or before the last day of each academic term / year
- Edit and produce the half termly newsletter to be available (for Parents and staff) on or before the last day of the half term
- Assist the Head in the co-ordination, management and production of school events

Curriculum, teaching and learning

- Construct staff teaching timetables; including overviews of teacher, non-contact, class and room timetables
- Provide senior leadership on all matters concerned with the development, improvement and implementation of the School curriculum
- Take the lead in ensuring an innovative, broad and balanced curriculum for MVS that meets the needs



- of all learners
- Reflect the School's ambition, values, priorities and goals in the curriculum, including through the strategic and continuous improvement of teaching and learning
 - Develop, analyse and share student performance data to support and inform developments in teaching and learning practice leading to improved student achievement
 - Develop teaching and learning practices that inspire and motivate students to achieve their full potential and engage actively in learning and which rewards students' effort and application
 - Lead all staff in, and contribute to, the monitoring cycle, including conducting work scrutiny, learning and listening walks and lesson observations
 - Develop the leadership capacity of staff, through targeted professional development, mentoring and peer support
 - Promote engagement with Parents, Guardians and Carers to improve student learning outcomes and to provide understanding of the school's teaching and learning policies and practices
 - Keep abreast of requirements for Inspection, including especially in relation to Teaching and Learning, ensuring that all relevant policies are compliant, and regularly updated, to reflect ISI inspection requirements
 - Generate, review, record and deploy all relevant data for self-assessment and Inspection contributing to the School's annual Self-Evaluation
 - Maintain and embed a system of formal assessment throughout the school in conjunction with middle leaders, and advise the SLT accordingly
 - Ensure the effective collection, evaluation, recording, deployment and application of appropriate data relating to the assessment of MVS students and student performance, including the reporting of any discernible trends and patterns
 - Manage the annual report system, providing staff with guidance and deadlines.

The duties outlined in this job description are in addition to those covered by the latest 'Contract of Employment (Teachers)' under 'Duties and Hours of Work' and 'Appendix – General Professional Duties'. It may be modified by the Headmaster, with your agreement, to reflect or anticipate changes in the job.

