****

**The School**

Wellingborough is a School that is keenly aware of its history and traditions, but not held back by them. Founded in 1595, it has always sought to make bold and timely decisions in order to ensure that the pupils are able to flourish and thrive, and that the nature of the School supports this aim.

The School moved to its current site in 1881 to support its growth, but leaving the town centre did not reduce the importance it places on its links with the local community. Our pupils and staff lead and support a number of initiatives, engaging with other schools, businesses and charities in Wellingborough and the surrounding area.

Girls were first taught here nearly 50 years ago, and the School became fully co-educational in 1979. Girls now make up more than 40% of the pupil body. We welcomed pupils below the age of 8 for the first time in 1990 with the introduction of a Pre-Prep in a purpose-built facility, just a few years before converting to a day school at the turn of the century.

Each of these changes has strengthened the School’s ability to maintain its appeal to a diverse range of pupils, a feature which is part of its core and attracts families from across five counties. Academic achievement is important but we focus on adding value and look to accept every child who we believe will be happy in our environment.

We are extremely proud of our pastoral care, and believe that we are far ahead of most schools with regard to pupil welfare. Our Club system in the Prep School and the Senior School House structure, the dedicated team of two counsellors in our Wellbeing Department, frequent and regular liaison between colleagues: all of these play a part in ensuring that each individual pupil’s needs are met.

We know that our pupils will need much more than exam results when they leave us, and we put an emphasis on developing softer skills through a breadth of co-curricular opportunities. Sport, Music, Drama and the CCF might be the ‘big four’, but there are so many other ways in which the pupils build confidence, leadership, flexibility, resilience and the ability to know what they want to do with their lives.

Wellingborough is a wonderful school. It has a warm, relaxed feel with a sense of partnership between pupils, staff and parents. There is a constant buzz created by a determined, purposeful desire to support each other and to fulfil the pupils’ ambitions. The School is never still, as everyone in our community tries to get the most out of the opportunities that are provided. We look forward to welcoming someone new to join our quest to do the best for every child.

**Project Chrysalis**

As the next phase of its development, the School will be moving to a two-tier system from September 2020, the arrangements for which are well under way. This will mean that the Senior School will start from Year 7 (it is currently Year 9), and the Prep School will be home to the pupils from Nursery to Year 6.

The underlying philosophy for this change at this time is built around pupil outcomes. External pressures within our educational context, particularly those related to examination regimes, mean that our ability to oversee the learning and progress of our older pupils will be enhanced by extending oversight to the age of 11. This will also allow our Prep School to develop and enrich its curriculum, and we will be able to reinforce the cohesion between the two parts of the School.

Chrysalis has necessitated a review of roles throughout the School and, as part of this, new posts have been created and others are being restructured. Systems are being adapted to ensure that they are as effective and efficient as possible, and many other aspects are being appraised in order to support major decisions.

This is an extremely exciting time to be joining the School, with a number of opportunities to shape and guide the nature of the educational experience enjoyed by the pupils.

**The Role**

Start date – September 2020

The Deputy Head (Operations) will provide leadership in the day-to-day running of what is an extremely busy day school. Such a school requires consistency and coherence in its approaches; the successful applicant will work closely with Deputy Heads in both parts of the School, the Assistant Bursar, the Estates Manager and a number of other people to ensure the smooth delivery of education, activities and events.

Taking on a newly-created role, the Deputy Head (Operations) will have the opportunity to review every aspect of what the School does and how it does it. They will be in a unique position to assess processes, actions and outcomes in every part of the School, seek improvements and develop effective practices and structures.

**Job Purpose:**

To provide leadership in the development and management of all operational matters in the School, with the aim of ensuring the smooth running of the School, and to carry out such other associated duties as are reasonably assigned by the Headmaster. To work closely with the Prep Deputy Head to ensure effective day-to-day management of the School. With the Deputy Head (Academic) and Deputy Head (Pastoral), ensure coverage of all leadership and management duties within the Senior School in support of the Headmaster.

**Relationships:**

The post holder is responsible to the Headmaster in all matters. The post holder works in partnership with the Headmaster and the Senior Leadership Team. The post holder is a member of the Whole School Senior Leadership Team. The post holder will interact on a professional level with colleagues across all parts of the School and seek to establish and maintain productive relationships in order to promote positive working relationships with and between all staff.

**Duties:**

The duties outlined in this job description may be modified by the Headmaster, following discussion, to reflect or anticipate changes in the job, commensurate with the salary and job title.

**Requirements:**

* Deputise for the Headmaster as appropriate.
* Responsibility to the Headmaster for the day-to-day management of the Senior School supported by the Senior School Deputy Heads as necessary.
* Responsibility for the cohesion of events and planning for the Whole School community.
* Responsibility for providing sound strategic insight and thinking regarding School improvement and development.
* Line management of the Assistant Head (Co-curricular).
* Responsibility for leading the School’s contact with all stakeholders in Whole School areas as designated by the Headmaster, including reporting to the Governing Body, in order to ensure uniformity of approach through regular liaison with relevant colleagues across the Whole School and communicate suggested strategies and policies to the Headmaster.
* Work in conjunction with the Deputy Heads and Director of Learning & Teaching in the monitoring of classroom and academic performance of individual teachers and Heads of Department.
* Teach a c. 25% timetable.
* Attend Governors Meetings as necessary (including Education Committee), and produce analysis and reports as required.
* Maintenance of the School’s ongoing adherence to ISI guidelines and preparation for ISI Inspections; liaison with the Assistant Bursar on matters related to Compliance and lead on matters related to Educational Quality Inspections, including maintenance of the School’s Self Evaluation Form.
* Attend School events in order to support pupils and staff in their endeavours.

**Operational Management:**

* Oversee the daily operations of the Whole School and ensure effective communication with staff on the daily routine.
* Ensure the production of the Whole School Calendar as well as managing the School year as a whole.
* Co-ordinate and oversee organisation of calendared events, such as Prizegiving and Parents’ Evenings, in conjunction with the Senior School Deputy Heads and Prep School Deputy Head.
* Liaise with the Admissions Manager to organise Open Days.
* Oversee the School’s MIS and line manage staff responsible for it.
* Liaise with the appropriate member of SLT regarding the School’s use of other educational applications.
* Liaise with the Bursary and Deputy Head (Academic) on matters related to rooming and pupil numbers.
* Ensure a programme of refurbishment for the School’s classrooms and facilities.
* Liaise with the Assistant Head (Co-Curricular) and Prep School Deputy Head in planning of all future events including all School trips.
* Liaise with the Assistant Head (Co-Curricular) and Prep School Deputy Head in monitoring and co-ordinating the School Co-Curricular Programme, providing an overview of the arrangements and seeking to ensure that there is a clear balanced plan of future events.
* Carry out ‘Front of House’ duties on major School occasions as directed by the Headmaster as well as involvement in the planning of such events.
* Attend Senior Leadership Team, Heads of Department, Housemasters and H&S meetings.
* Liaise with the Estates Team on day-to-day matters and meet on a regular basis with the Prep School’s Deputy Head and the Estates Supervisor to discuss Whole School estates issues.
* Assume responsibility for the general presentation and maintenance of the Senior School.
* Act as the Health & Safety representative for the Senior School.
* Take responsibility for the annual production of the ‘Guide to the School’ and of the ‘Senior School Staff Handbook’.
* Oversee the production of the annual Wellingburian magazine.
* Take part in the appointments process for staff as appropriate.
* Oversee Senior School staff duty organisation.
* Act as a link between the Headmaster and the Senior School teaching staff.
* Oversee ‘Return to Work’ interviews of staff working in the Senior School.
* Coordinate the induction programme for new colleagues.
* Assist the Deputy Head (Academic) in the checking of pupil reports.
* Prepare future term dates for consideration by SLT.

**The Professional Performance Management of Teaching Staff**

* Assist the Deputy Head (Academic) and Director of Learning & Teaching in the monitoring of classroom performance of individual teachers.
* Liaise with HoDs and Director of Learning & Teaching about departmental training needs.
* Consult across SLT in order to lead organisation and implement training for the Whole School and Senior School teaching staff on INSET days and at Twilight sessions.
* Review the performance of members of staff in line with the School’s appraisal procedures and as assigned in liaison with the Director of Learning & Teaching.
* Analyse and evaluate termly records of Whole School INSET sessions for SLT future reference.
* Lead and take part in the induction of NQTs and mentoring of new staff.
* Responsible for their own CPD.

**The Production of the Annual Budget as it relates to non-Academic Matters**

* Discuss and document budget requirements of assigned areas of the School for both capital and non-capital funding with relevant staff, including oversight of the budgets that fall under the Assistant Head (Co-Curricular).
* Make a recommendation to the Bursar for the allocation of these budgets.
* Maintain a watching brief on management of budgets during the course of the year with a view to re-assessment where appropriate.

**The Person**

The successful candidate will be a knowledgeable and skilled professional, with a significant level of experience of leading and managing people and systems. They will be highly organised and focused, and capable of working at both a macro and micro level; complex problem-solving will be a strength. They will enjoy, embrace and encourage change, thinking boldly and innovatively to ensure that the School is nimble and responds to internal and external drivers.

The Deputy Head (Operations) will understand and be sympathetic to the School’s context and its ethos. They will ‘walk the walk’, acting as a visible role model to colleagues and to pupils whilst developing positive relationships with all constituents of the School community.

This person will have a work ethic in line with their colleagues in Senior Leadership and a recognition that, as a team, everyone supports each other’s role. They will enjoy the camaraderie that comes from working with a dedicated group of people.

**Benefits**

Working at Wellingborough School is hugely rewarding, albeit demanding and busy! Wellingborough School is a nice place to work. The School community is welcoming; there is mutual respect between pupils and staff; parents are engaged and supportive. These are some of the cultural reasons to want to work at Wellingborough School, but there are a range of other benefits.

School terms, including INSET days, never total more than 36 weeks per academic year. This means that teachers enjoy longer holidays than in the maintained sector and on a par with most other schools in the independent day market. Many Support Staff also only work in term time. These shorter terms are offset by the incredible commitment that our staff show throughout the year and the dedication that they show to the pupils out of term time; Heads of Department are always available on Exam Results Days; Revision Clinics are frequently put on in the Easter Holidays; a whole host of co-curricular trips run in the School holidays.

The School’s salary scale aims to be above the maintained sector, and teaching staff are enrolled in the Teachers’ Pension Scheme, to which the School contributes. There is a fee discount for teachers whose children come to the School and the opportunity to apply for Bursaries. All staff have lunch and refreshments provided.

The School has recently reviewed its appraisal system so that all staff can benefit from professional development, both internal and external. Staff input into INSET is encouraged, and the School is a member of the East Midlands Group of independent schools, which provides opportunities for collaboration and discussion. All new staff profit from an induction programme that is tailored to their individual needs.

All teaching staff are issued with a laptop for use during their tenure. There is free onsite car parking and use of the School’s sports facilities.

Northamptonshire and the surrounding area is a nice place to live, with a significant amount of countryside. Road links are excellent, enabling travel in all directions, and the area is served by two railway lines into London. St Pancras is only 45 minutes by train from Wellingborough, and Euston is under an hour from Northampton and Milton Keynes

**Safeguarding**

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 risk to the safety or welfare of children in the School s/he must report any concerns to the School’s Designated Person or to the Headmaster.

**The Process**

The deadline for applications is midday on Thursday 3rd October, and should consist of a completed application form and covering letter. CVs are not required.

The first round of interviews will be on 9th October 2019, and will include a pupil panel and lunch. The second round will be on 15th October 2019 and will include a presentation and chairing a meeting.

Applications by e-mail are welcome. Please send them for the attention of Lulu Corrigan, Acting HR Manager, to [recruitment@wellingboroughschool.org](mailto:recruitment@wellingboroughschool.org)

