



DEPUTY HEAD

Responsible to the Headmaster

The successful candidate will have a demonstrable record of excellence in teaching and school leadership at senior or middle management level, in addition to outstanding administrative and communication skills.

The appointee must subscribe fully to Sevenoaks Prep's "Way of Life", understanding and promoting how academic study, pastoral care and extra/co-curricular activities contribute equally within it.

It is anticipated and expected that the appointed candidate will themselves go on to seek a headship at a leading school in due course.

The role is to assist in the overall leadership and management of the School, as part of the Preparatory School Executive Team and Senior Management Team (SMT), with overall responsibility for all academic and pastoral matters and to take a strategic lead in the development of teaching, learning, assessment and reporting (including the development of digital learning).

The Deputy Head will teach a reduced timetable.

The exact nature of the responsibilities taken on by the new Deputy Head are not set in stone and may be flexible in order to reflect the strengths and interests of the successful candidate, as well as those of others appointed to fill other leadership positions which may become available at the same time.

Job Purpose

1. To be responsible for the day to day running of the Prep School both academic and pastoral care in Years 3-8.
2. As Designated Safeguarding Lead (DSL) to ensure the School has safeguarding as its main priority.
3. To implement the school's strategic plan in the Prep School and to recommend and contribute to change across the school as a whole.
4. To be a member of the School's Executive Team and to advise on the leadership, management, improvement and development of the whole school.
5. To attend Governors' Meetings and sub-committees.
6. To have budgetary responsibility for academic and pastoral care in the Prep school.
7. In conjunction with the Bursar and Head of the Pre-Prep take responsibility for ensuring compliance both statutory and otherwise of the school policies and procedures.

KEY RESPONSIBILITIES

Leadership and Management

- deputise for the Headmaster where necessary
- ensure that the School is inspection-ready and to lead the School's academic and pastoral response to inspections
- in conjunction with the Headmaster design job specifications and actively lead the employment of new staff as required
- to manage academic and pastoral budgets, allocating funds according to priority and need
- review regularly the effectiveness of academic and pastoral policies to ensure effectiveness, consistency and compliance
- lead the School's staff development and appraisal programme and manage related tracking system
- attend Governors' Development Committee and Parents' Forum
- lead School Council and Staff Council

- manage and develop the School's prefect system, ensuring opportunities for leadership and responsibility in accordance with the School's ethos
- responsible for promoting and reviewing all relevant regulatory Health & Safety policies and risk assessments with the Health and Safety Officer
- in conjunction with the Bursar, be responsible for ensuring that the School's systems and procedures for Emergency situations is fit for purpose and understood by all stakeholders
- manage formal complaints, disciplinary and grievance procedures according to the School's policies
- support the Headmaster in proactively marketing the School
- lead Kent 11+ and independent school entry procedures, including common entrance.

Teaching and Learning

- lead by example as a teacher and a manager, achieving high standards of pupil attainment, behaviour and motivation through excellent teaching
- lead, develop and innovate teaching and learning strategies
- managing Assistant Heads and Heads of Department, recognising their specialisms, and empowering them to implement best teaching practices in line with the strategic plan
- enthusiastic, dynamic leadership of learning and teaching throughout the School's curriculum, responsible for ensuring that learning and teaching are of the highest possible quality, through providing support for Heads of Department and their subject colleagues and encouraging a positive culture of continuing professional development and self-review
- maintain a high profile as an example of best and leading practice within the classroom
- draw up, agree, maintain and implement the School's academic development plan (Years 3-8), liaising with the Head of Pre-Prep to ensure a coherent and consistent whole school curriculum
- regular informal and formal observation of day-to-day teaching and learning through visits to classrooms and discussions with teaching staff
- promote innovative practices in the use of digital learning and teaching across the curriculum in conjunction with the Head of Digital Learning

- take responsibility for interrogating and analysing of performance data, to determine trends and patterns, and ensure priorities are appropriate, and improvement in standards is promoted
- lead the development and implementation of pupil assessment
- responsibility, in partnership with Head of Pre-Prep and Assistant Heads, for maintaining, reviewing and updating the academic / curriculum and pastoral sections of the School's ISI Self-Evaluations Form (SEF)
- be responsible for the programme of academic enrichment
- be responsible organising and managing Year 8 Saturday school

Designated Safeguarding Lead (DSL)

- lead the management and administration of pastoral and guidance provision, and disciplinary procedures
- undertake all the responsibilities of a DSL for safeguarding in the school, including keeping the Headmaster informed of safeguarding issues
- respond effectively and immediately to safeguarding / child protection concerns raised by staff or students or raised through other means
- ensure all school safeguarding policies are up-to-date to meet and exceed the National Minimum Standards required by ISI and Every Child Matters
- manage the preparation of all paperwork and systems in readiness for inspections
- actively raise awareness of safeguarding / child protection issues with all staff
- ensure that all staff and governors are aware of school safeguarding policies and are appropriately trained to recognise and deal with safeguarding / child protection issues
- ensure the timely induction of new staff to the school in relation to safeguarding issues
- be the first point of contact for parents, pupils, teaching and non-teaching staff and external agencies in all matters of child protection
- co-ordinate the child protection procedures in the School
- monitor the keeping, confidentiality and storage of records in relation to child protection
- maintain links with the LADO (Local Authority Designated Officer)
- monitor and maintain (with assistance from the Safeguarding Team) all safeguarding records

- liaise with other professionals where and when required / appropriate
- where appropriate, take part in the child protection conferences or reviews
- where students leave the school, ensure that their destination school is made aware of any safeguarding / child protection issues in line with national, regional and school policies

Pastoral

- provide strong moral guidance to pupils in line with the School's "Way of Life"
- work closely with the Assistant Heads and Head of Pre-Prep to oversee pupil well-being and welfare
- support the bursary in ensuring that catering arrangements at the school best meet the needs of pupils and staff
- work closely with Form tutors to ensure good staff interaction and discipline, bringing to the attention of the Head any areas of concern
- keep a detailed electronic record of pupil behaviour and discipline on the school's management information system (Years 3-8)
- be aware of the well-being of staff providing support for colleagues offering appropriate praise and/or advice as necessary
- organise and ensure the smooth running of events including Speech Day, Prize Giving, Leavers' Service, Carol Concert, termly 'Final Assemblies' (etc.), ensuring all relevant notices are delivered to staff, governors, parents and pupils

Communication

- act as the conduit between the Headmaster and staff
- support the Headmaster in communicating effectively with parents
- to develop and maintain a Parent Handbook (Years 3-8)
- to develop and maintain the Staff Handbook (teaching), liaising with the Bursar who produces the Staff Handbook (employment)
- coordinate the information supplied to parents for information evenings, ensuring that it is up to date and accurate
- chair staff briefing meetings (Years 3-8)

- compile reports on academic and pastoral matters to go to the relevant Governors' Committees
- coordinate arrangements and communicate with the school community in severe weather conditions
- responsible for the School's Academic calendar, ensuring that it is accurate and communicated effectively

Other Responsibilities

Please note that the above list of responsibilities is non exhaustive and the Deputy Head job description is subject to annual review by the Headmaster and Governing Body.

A limited teaching timetable (details to be discussed upon appointment) is envisaged and no specific specialist subject is sought.

The above responsibilities are in addition to the responsibilities and duties outlined in the School's standard job description for a Teacher. These responsibilities are also subject to the general duties and responsibilities contained in the Contract of Employment and letter of appointment.

Person Specification

The successful candidate will be expected to demonstrate evidence of the following skills, qualifications and experience:

- Qualified Teacher Status (QTS)
- ability to maintain confidentiality appropriate to the setting
- demonstrable and sustained success in a post at middle management level, or as a member of a senior management team
- a track record of initiative and innovation
- a passionate commitment to the development of learning and teaching across the curriculum; an up-to date knowledge of new learning and teaching developments and strategies (including digital learning)
- to be capable of expressing an independent view and of working loyally as part of a team

- to be able to make a significant contribution to strategic planning; to debate and discuss issues constructively; to subscribe to the principle of collective responsibility for key decisions; and to show interest in all areas of School leadership
- to be willing to work effectively as part of the SMT, whose members are mutually supportive and complement each other through their diverse skills and abilities
- have an understanding and appreciation of the nature of independent education
- have the ability to work with calmness and efficiency when under significant pressure
- to be a cheerful and well-presented person, capable of inspiring confidence in colleagues, pupils and parents
- have outstanding communication skills (including effective public speaking), and relate very well and sensitively to pupils, staff and parents
- to be eager to learn and to attend (and at times lead) INSET/CPD as necessary
- have a strong commitment to the professional development of staff and staff welfare
- to be aware of the nature of the School and to commit to its all-round ethos, co-curricular activities and pastoral approach
- to maintain, along with other members of the SMT, a highly visible and professional presence around the School and at events within and beyond the School day, including at weekends where required
- outstanding administrative skills with an eye for detail
- be seeking a fresh professional challenge
- have an understanding of the importance of marketing and development together with the ability to promote the School with energy and enthusiasm for these purposes
- a “can do” approach
- awareness of the needs of others
- enthusiasm and a keen sense of humour