



## **ROLE OF DEPUTY HEAD**

### **JOB DESCRIPTION AND PERSON SPECIFICATION**

This vacancy presents the opportunity to join a senior leadership team comprising both experience and fresh thinking. Prior's Field offers an excellent all-round education that caters for girls of all abilities and interests, with well-established programmes in place for the exceptionally able and those needing learning support in specific areas. The aim of the school is to bring out the best in each girl, according to her abilities and talents. Girls work hard and are ambitious, but high achievement comes without unnecessary stress and unhealthy intensity. Here, they want to do their best and are motivated to succeed.

The role of the Deputy Head is key in ensuring that the school runs smoothly. It entails regular communication with staff, pupils, parents, Governors and other third parties, as well as coordination of main school events.

The successful candidate will be required to teach part of a timetable; most subject specialisms can be accommodated.

The Deputy Head will report to the Head.

<b>Responsibilities</b>
<p><b>SLT responsibilities</b></p> <ul style="list-style-type: none"><li>• Deputising for the Head</li><li>• Management responsibilities as a member of the senior leadership team ('SLT') (including policies, strategic vision and development, involvement in recruitment, marketing as appropriate, contact with current and prospective parents as required)</li><li>• Aspects of leadership and management as determined by the Head</li><li>• Providing support, as required, for the other members of the SLT, the Head of Marketing and Admissions and the Director of Development</li><li>• Maintaining a high profile around the school</li><li>• Leading by positive, inspiring and motivating example</li><li>• Working closely with the Head and Bursar to ensure that resources are used effectively and that value for money is assured</li><li>• Attending full board Governors' meetings and committee meetings as appropriate</li><li>• Management of the School Development Plan</li><li>• Contributing to the programme of professional development including lesson observations and leading CPD sessions</li></ul>

- Contributing to the programme of professional development including lesson observations and leading CPD sessions
- Attending all parents' meetings

### **Communication, Marketing and external links**

- Ensuring parents are kept well informed about the school curriculum, targets, pupil attainment and their part in the process of improvement
- Pupil communications, including ensuring that materials for pupil information and safety are updated
- Supporting the work of the PSA and attending meetings
- Ensuring school policies are regularly communicated to staff and students so that they are clear about their responsibilities
- Ensuring links with parents, other schools, educational institutions and the wider community are developed in order to enhance teaching and learning and pupils' personal development
- Ensuring the school's marketing strategies are implemented throughout the school
- Participating and helping with consultation processes with staff, pupils, parents and the local community
- Consolidating links with the GSA and BSA and other local member schools

### **Day to day**

- Ensuring the school's smooth administration on a day to day and term to term basis
- Producing and maintaining the school calendar
- Taking responsibility for organisational systems and structures, including assemblies and duty rotas, policies, communications with staff and parents and ensuring that relevant systems are understood and utilised
- Girls' Health and Safety (including supervision before and after school)
- Parental concerns
- Discipline including managing the implementation of the Behaviour Policy and organising weekly detentions. Ensuring that high standards of appearance and behaviour are maintained – uniform etc. The Deputy Head will work closely with the Pastoral leaders on any disciplinary issues that could involve exclusion and will formally investigate any such issues.

### **Documentation and policies**

- Production of Staff and Parent Handbooks
- Responsibility for key policies and their implementation, including the Safeguarding, Behaviour, Prevention of Bullying, Educational Visits, First Aid and Fire policies

### **Events (including PSA)**

- Supervision and organisation of all major school events including
  - beginning of term (INSET) and end of term
  - Open Days (pupil logistics)

- Carol Service
- Speech Day
- School photographs
- Long and short term event planning, all pre-event planning, communication with all parties as appropriate (including in relation to Speech Day prizes and presentation assemblies), coordinating involvement of staff and girls
- Chairing the weekly planning meetings
- Overseeing running of overall events spreadsheet

#### **Co-curricular and trips**

- School's Educational Visits Co-ordinator
- Management and coordination of the co-curricular programme and budgets (including trips, Activities Week, clubs (with the Director of Activities), houses and house events
- Supporting girls and staff involved in co-curricular activities by attendance at events and rehearsals including regular sporting fixtures and practices

#### **Inspection**

- Co-ordinating preparation for inspections

#### **Management**

- Line managing:
  - Head of Drama
  - Director of Sport
  - Director of Music
  - Heads of Houses
  - IT Network manager
  - Director of Activities
  - PA to Deputy Head
- Conducting annual staff reviews for those staff
- Holding regular meetings with those staff

#### **Attributes**

The successful candidate will:

- Support the ethos of Prior's Field as both a boarding and a day school and work in accordance with the school's aims and policies.
- Maintain high professional standards of attendance, punctuality, appearance, behaviour and positive, respectful relationships with students, parents and colleagues.

<ul style="list-style-type: none"> <li>• Be an experienced teacher with significant leadership and management experience.</li> </ul>
<ul style="list-style-type: none"> <li>• Have the necessary experience to support senior colleagues.</li> </ul>
<ul style="list-style-type: none"> <li>• Have the warmth, empathy and patience required to deal with difficult situations fairly, calmly and with a proportionate response.</li> </ul>
<ul style="list-style-type: none"> <li>• Have the capacity to think strategically and to convert strategic vision and ideas into policies and practice.</li> </ul>
<ul style="list-style-type: none"> <li>• Be able to earn the respect of pupils, staff and parents.</li> </ul>
<ul style="list-style-type: none"> <li>• Have the charisma to lead, challenge, support and motivate members of staff.</li> </ul>
<ul style="list-style-type: none"> <li>• Possess a clear understanding of pastoral care in a boarding environment.</li> </ul>
<ul style="list-style-type: none"> <li>• Demonstrate sound judgment and discretion.</li> </ul>
<ul style="list-style-type: none"> <li>• Display excellent written and verbal communication skills.</li> </ul>
<ul style="list-style-type: none"> <li>• Demonstrate organisational skills of the highest order.</li> </ul>
<ul style="list-style-type: none"> <li>• Be willing to embrace wholeheartedly the life of a busy boarding and day school.</li> </ul>
<ul style="list-style-type: none"> <li>• Have the capacity to respond positively to change and challenge.</li> </ul>
<ul style="list-style-type: none"> <li>• Be an effective and supportive team leader and team member.</li> </ul>
<ul style="list-style-type: none"> <li>• Have a well-developed sense of humour.</li> </ul>
<ul style="list-style-type: none"> <li>• Have successful teaching experience across the secondary phase, up to and including A level, with a track record of consistently enabling pupils to achieve high standards.</li> </ul>
<ul style="list-style-type: none"> <li>• Have some experience of strategic planning or of curriculum evaluation.</li> </ul>
<ul style="list-style-type: none"> <li>• Have some experience of pastoral care and pupil management.</li> </ul>
<ul style="list-style-type: none"> <li>• Be aware of recent important national educational developments.</li> </ul>
<ul style="list-style-type: none"> <li>• Have a clear understanding of recent developments in teaching and learning.</li> </ul>

## Skills

The successful candidate will:

<ul style="list-style-type: none"> <li>• Have excellent interpersonal skills including the ability to relate well to people on all levels, to resolve conflicts in a sensitive manner and to encourage and motivate.</li> </ul>
<ul style="list-style-type: none"> <li>• Have excellent written and spoken English.</li> </ul>
<ul style="list-style-type: none"> <li>• Have sufficient numeracy to interpret statistical data and manage budgets.</li> </ul>
<ul style="list-style-type: none"> <li>• Have first class organisational and administrative skills, with the ability to remain calm under pressure, work to tight deadlines and manage competing priorities.</li> </ul>

<ul style="list-style-type: none"> <li>• Have the ability to work effectively as a member of a leadership team, to show initiative and imagination and to have the vision and the ability to inspire others.</li> </ul>
<ul style="list-style-type: none"> <li>• Have strong analytical and problem solving skills, combined with a proactive and positive approach to change management.</li> </ul>
<ul style="list-style-type: none"> <li>• Be effective and energetic in instigating and implementing change.</li> </ul>
<ul style="list-style-type: none"> <li>• Be able to see through complex strategies from concept to conclusion.</li> </ul>
<ul style="list-style-type: none"> <li>• Be efficient and able to manage a range of tasks and issues at the same time.</li> </ul>
<ul style="list-style-type: none"> <li>• Have a sensitivity to the needs of girls and young women.</li> </ul>
<ul style="list-style-type: none"> <li>• Have personal integrity, honesty, energy, stamina, resilience and enthusiasm.</li> </ul>
<ul style="list-style-type: none"> <li>• Have a willingness to give generously of their time to support school events and activities.</li> </ul>
<ul style="list-style-type: none"> <li>• Have a commitment to personal development and life-long learning.</li> </ul>
<ul style="list-style-type: none"> <li>• Have a good working knowledge of common IT applications, with a clear understanding of the potential for IT in enabling more innovative and effective approaches to learning, teaching and school organisation.</li> </ul>

**Additional responsibilities of all teaching staff:**

<ul style="list-style-type: none"> <li>• Maintaining good order and discipline among pupils, safeguarding their health and safety at all times when they are the responsibility of the school.</li> </ul>
<ul style="list-style-type: none"> <li>• Sharing with other staff the responsibility for excellent pastoral care.</li> </ul>
<ul style="list-style-type: none"> <li>• Maintaining high standards of time keeping, attending assemblies, playing an active role in the life of the school, including the co-curricular activities programme, supporting school functions and attending year group social events, where appropriate.</li> </ul>
<ul style="list-style-type: none"> <li>• Carrying out supervisory and general duties as reasonably required, upholding good standards of behaviour and punctuality among pupils.</li> </ul>
<ul style="list-style-type: none"> <li>• Participating in meetings as required.</li> </ul>
<ul style="list-style-type: none"> <li>• Preparing and teaching lessons in accordance with agreed departmental and school schemes of work and teaching strategies.</li> </ul>
<ul style="list-style-type: none"> <li>• Knowing and adhering to all school and departmental policies.</li> </ul>
<ul style="list-style-type: none"> <li>• Setting and marking work regularly, including homework, according to school policy and in a style agreed within the department.</li> </ul>
<ul style="list-style-type: none"> <li>• Assessing, recording and reporting on the development, progress and attainment of pupils in accordance with departmental and school policies.</li> </ul>

<ul style="list-style-type: none"> <li>• Participating in arrangements for preparing and assessing pupils' work for public examinations.</li> </ul>
<ul style="list-style-type: none"> <li>• Contributing to the formulation and revision of departmental schemes of work, teaching resources, assessment materials and developing new courses.</li> </ul>
<ul style="list-style-type: none"> <li>• On taking up a new appointment, participating in the school's programme of induction and review of new staff.</li> </ul>
<ul style="list-style-type: none"> <li>• Participating in the school's annual appraisal programme.</li> </ul>
<ul style="list-style-type: none"> <li>• Participating in arrangements for staff development and INSET.</li> </ul>
<ul style="list-style-type: none"> <li>• Participating in administrative and organisational tasks related to all the above, including management and supervision of all ancillary staff when appropriate.</li> </ul>
<ul style="list-style-type: none"> <li>• Attending all required school functions, as directed by the Head: staff meetings, parents' evenings, homework duty, Open Days, Options Information Evenings etc. and preparing exhibits, demonstrations as required.</li> </ul>
<ul style="list-style-type: none"> <li>• Undertaking any other duties deemed appropriate by the Head within the context of the school ethos and the teaching programme.</li> </ul>

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We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff to share this commitment. This post will be subject to an enhanced DBS check.

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