



Hopelands Preparatory School

38/40 Regent Street, Stonehouse, Gloucestershire, GL10 2AD

Job Description

Name: tbc

Post: Deputy Head + DSL (separate job description)

Hours: Full time, teaching allocation approximately 60%

Salary: up to 45k per annum – depending on experience

Reviewed: January 2024

Overview

The Deputy Head will

- Play a key role in the school's growth and development, working flexibly to support the Head.
- Deputise for the Head in their absence.
- Act as the school's Designated Safeguarding Lead (DSL) and meet and liaise with all relevant external agencies as required to ensure the safety of all pupils.
- Have responsibility for the oversight and management of the pastoral care of pupils and staff.
- Teach a weekly timetable of approximately 60%

Main Responsibilities and Tasks

Strategic Planning:

- To contribute to development and delivery of the School Development Plan.
- To work with the Head and Subject Leads to ensure the smooth transition of pupils through the school.

Operational Management

- To be responsible to the Head for the day-to-day running and organisation of the school.
- Lead the weekly staff briefing, communicating changes to staff.
- To create and monitor the daily duties list, ensuring an equitable balance for all staff.
- To manage all school cover, planning for known staff absences in advance but also responding to last minute changes.
- To co-ordinate the identification of staff professional development needs and appropriate training through organising relevant INSET at the start of terms.
- To contribute to appraisals and Continued Professional Development of Staff
- To support the School Business Manager in organising the termly calendar.
- To support extra-curricular activities, events and sporting development and the spiritual ethos of the school.
- To play a major role in the organisation of Prize Giving and the End of Year Speech.

Pastoral Leadership

- To be available to parents, pupils and staff with problems, referring serious issues to the Head as necessary.
- To oversee the social, moral, spiritual and cultural welfare of pupils of the children in the school through all available means.
- To be available for consultation by any parents or pupils at any stage regarding the pastoral care of pupils.
- To oversee the implementation of the school's rewards and sanctions policy, supporting form teachers in monitoring trends.
- To oversee the school's Mental Health initiatives and to take the lead in implementing new strategies in this area.
- To update and review the pupil pastoral register, identifying trends and appropriate actions.
- To maintain and update the serious sanctions register and bullying log.
- To be responsible for the updating of the overall school policies on all pastoral matters such as Behaviour, Safeguarding and Anti-Bullying ensuring that these are compliant with the Independent Schools Statutory Requirements (ISSRs).
- To act as advisor and confidant in support of the staff and to be responsible for maintaining standards among the staff of communication, discipline, punctuality, dress and public relations, and general professional standards.

- To ensure that the Code of Conduct and school Rules are updated and fully implemented.
- To oversee the running of School Council, ensuring that minutes are taken and feedback is provided to the Leadership Team.
- To effectively support new pupils joining the school.

Safeguarding

- To act as the school's DSL, taking responsibility for all matters pertaining to Safeguarding within the school and reporting to the Head and Proprietor as required.

Curriculum

- To ensure the school is operating cohesively, that pupils can transition smoothly from one year to the next.
- To oversee the implementation of the PSHE curriculum
- Assisting in embedding the Hopelands Curriculum Framework

Teaching and Learning

- To assist teachers with pupils who are causing concern.
- To feed back observation findings relating to classroom teaching issues to the Head for consideration as part of the staff appraisal process.
- To contribute to the appropriate training through organising relevant INSET at the start of terms.
- To articulate a culture of high expectations and standards by setting targets and putting in place effective systems for school evaluation and school improvement planning.
- To take a key role in preparing for inspections.

Staffing and Allocations

- To lead the induction of new teaching staff, including ECTs, co-ordinating with the Head and School Business Manager
- To work with the school SENDCO on the identification and provision of Learning Support.
- To support the Head in constructing the whole school timetable, reviewed in a timely fashion annually in conjunction with the Head.
- To coordinate the school's extracurricular activities and work with the Head to monitor the quality of provision

Key Events and Academic Calendar

- To take responsibility for planning, oversight and management of Parents' Evenings, information evenings, future schools fairs, and other key events together with the marketing and admissions lead.
- To liaise with the Head about dates and timings for all academic events, such as academic meetings, Parents' evenings, future school meetings, etc.
- To attend school and Parents' Association events as required.

Continuing Professional Development

- To ensure up-to-date knowledge of educational issues and trends.
- To ensure a good working knowledge of the regulatory framework within which the school operates, including a detailed knowledge of the Independent School Standards.
- To attend relevant professional training courses and independent school sector conferences.
- At the appropriate time, train as an ISI Team Inspector or Compliance Team Inspector.

Parents

- To ensure good, timely and appropriate communication is maintained with parents of pupils.
- To advise and guide parents, where appropriate, regarding curriculum and classroom issues; investigate and respond to parental enquiries and concerns regarding the curriculum, standards of teaching and the academic management of pupils.
- To keep the Head informed of issues arising from parental concerns.

General Duties

- To deputise for the Head in their absence.
- To promote and market the school together with the School Business Manager.
- To contribute to the recruitment of academic staff, including interviewing candidates for teaching posts and observing lessons.
- To actively contribute to the activities of the school and support colleagues.
- To be aware of and comply with Health and Safety policies, legislation and best practice.
- To work within school procedures and codes of practice.
- To undertake such other duties as are required by the Head.

Person Specification

Deputy Head

The successful candidate will have the following skills, experience and qualities:

Skills

- Be an outstanding classroom practitioner.
- Excellent communication skills and ability to build relationships with pupils, parents and colleagues
- Excellent planning, administration, time management skills.
- The ability to work to deadlines.
- The ability to offer a passion or specialism would be an advantage

Experience

- Educated to degree level with qualified teacher status and a track record of success.
- Leadership experience in a similar setting.
- Evidence of a commitment to continuing professional development.

Personal Qualities

- Leading by example in honesty and integrity.
- A 'can do' attitude and the willingness to work hard to get things done.
- A strong entrepreneurial spirit.
- Ambition, energy, enthusiasm and commitment.
- Drive and determination.
- Interest in and drive to enhance the extra-curricular life of the school: music, sport, drama, etc.
- Ability to play a significant role in the local community, raising the school's profile.
- Leadership qualities including authority and empathy to connect with and inspire teaching and support staff.
- A confident and outgoing personality that will be able to maintain the support of colleagues, parents and pupils.
- Be able to take the initiative and able to take an idea and develop it through to completion.
- Be observant, have an eye for detail, spot problems and develop solutions.
- Have a good sense of humour and be flexible and adaptable.