



BEECHWOOD

Sacred Heart School

An Independent School for Girls and Boys aged 3-18



Appointment of
DEPUTY HEAD

April or September 2019

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The Head and Governors of Beechwood Sacred Heart School invite applications for the post of Deputy Head.



The School

Beechwood Sacred Heart School is a forward thinking, inclusive and caring co-educational, independent, day, weekly and boarding school with 350 pupils on roll (between 3 years and 18 years). Beechwood is an international school and welcomes all faiths whilst being justifiably proud of its Catholic ethos. The pupil and staff body is diverse with many faiths forming our Community. The School prides itself on the close relationship between staff and pupils, which flourishes in a family-like atmosphere

Its tradition of 'bringing out the very best' in each and every pupil, setting standards in all round achievement and genuinely being a 'happy place to be' has endured and ensured generational support. Beechwood became co-educational in 2008 and now provides an outstanding education for boys and girls, both boarding and day. With its integral preparatory school, it provides continuous education for the whole age range from 3 to 18 years with pupils joining the senior school at age 11. Our boarding community is 70 strong and draws pupils from 14 different nationalities.

Under the direction of Beechwood's Head, Mrs Helen Rowe, there is an ambitious Development Plan driving the School forward. Outstanding teaching and learning, major capital development projects, together with a keen eye on the continual attention and improvement of those essential elements that makes Beechwood unique and successful, are at the heart of the Plan.

Beechwood takes pride in an unusually broad curriculum, one that is geared to the needs of individual pupils, allowing a flexibility and breadth that differentiates the school and engenders an excitement and diversity that makes it a special place to learn and grow. In addition, its strength in creative and cultural subjects adds a dynamism and energy that is infectious. Drama, Music, Art and Sports are valued highly as part of the curriculum and are also offered in a comprehensive and carefully balanced programme of after-school activities.

The school is located in a stunning 23 acre setting on the outskirts of Royal Tunbridge Wells, Kent and was founded in 1915. Full details of the school, including curriculum and public exam results, are available at www.beechwood.org.uk.

Wider School Life and Mission

Mission statement

- To be a vibrant, caring school, providing an education rooted in our Catholic Christian faith and in the Sacred Heart tradition where each person is known and loved.
- To enable all who study here to discover their strengths and make the most of their talents within a nurturing and supportive community.
- To foster spiritual and personal development and a sense of social responsibility.
- To create an educational environment that nurtures creativity, encourages flexibility and embraces independence of thought.
- To equip our pupils with the values, skills, and habits of mind that will help shape their future in the wider world.

The post holder will have a central role in the life of the School and will have sympathy with the Sacred Heart values and ethos of the School, if not a practising Catholic. The successful candidate will join a strong, energetic and collaborative senior leadership team who are committed to continuous whole school improvement. Supportive, imaginative and enthusiastic team work is a cornerstone of Beechwood's way of working.

There is a tangible sense of community at Beechwood and we believe that it is an exceptional place to work. The senior team works very closely with a supportive and professional Governing Board and the Deputy Head will have a key role in helping shape the future development of the school at an exciting and transformational time in the school's 100 year old history.



The Post

The Deputy Head will be a member of the Senior Leadership Team (Head, Bursar, Deputy Head, Director of Studies and Head of Preparatory School) and, as such, will be expected to contribute to the strategic planning and management of the whole School. They will be a graduate teacher (any subject discipline) and should have whole school experience of pastoral and academic responsibilities. They will be the Head's first deputy and, when required, will assume all roles in the Head's absence. A figurehead for staff and pupils alike, the individual must have a presence and command respect across all areas of the School. They will be responsible for pastoral issues, so an intuitive sense of the support needed for pastoral care, together with a sympathetic ear to pupils, teaching staff, support staff and, of course, parents, is essential. They will have the commitment, ambition and tenacity, personal skills and diplomacy to be seeking Headship in due course. Ideally, the successful candidate will be a practising Catholic but, if not, must actively support and engage with the ethos of the school.

Setting the tone and morale for discipline across the School is a central responsibility of the Deputy Head. They will be ably assisted in this endeavour in the Senior School by three Heads of Division (Junior, Middle and Senior), the Head of Boarding and her staff, and the Head of the Preparatory School

The scope of the role is detailed in the Job Description below.

Job Description

Job Title:	Deputy Head
Responsible to:	The Head
Job Summary:	
<ul style="list-style-type: none">• To assume all the roles of the Head in her absence.• To be a prominent, engaging and effective public ambassador of the school.• To be responsible for the pastoral life of the School and to lead the delivery of pastoral care.• To actively support and facilitate the teaching and learning experience across the school.• To maintain standards of discipline and expectation in line with the School's commitment to its faith and values.• To be responsible for ISI compliance.• To direct the day to day operations of the School.• To support the Director of Studies and the Bursar.• To be the Designated Safeguarding Lead.	

The Deputy Head's Key Duties and Responsibilities

General

- A. To assume all the roles of the Head in her absence.
- B. To ensure that the School's organisation, together with the general management and 'day to day' running of the School is smooth and efficient.
- C. To take the lead (overseen by the Head) in ensuring legal, statutory and ISI compliance across the School particularly as regards the health, safety, welfare and safeguarding of pupils.
- D. To work with the Senior Leadership Team in ensuring Beechwood's inspection preparedness and readiness.
- E. To have responsibility for the pastoral care of all pupils, to include dealing with matters of discipline in line with School policies on behaviour, rewards and sanctions.
- F. To communicate with parents as required.

- G. To liaise with external agencies/outside bodies as required, e.g., Social Services for KCC, ESCC, WSCC, the Diocese of Southwark.
- H. To convene meetings with the Heads of Division and the Heads of House, the Head of Boarding and the School Nurse.
- I. To manage the School's congregational events including (but not limited to) assemblies, whole School services and celebratory events and occasions.
- J. To have an overview of and manage the production of the School Diary and to rule on clashes and precedence.
- K. To manage the co-ordination of Parents' Evenings, Tutor Evenings and similar events.
- L. To work closely with the Bursar and others on all issues regarding pupil welfare including (but not limited to) security, safeguarding, catering and resource allocation.
- M. To be a central figure in the on-going development of the School as regards its faith and the traditions of the Sacred Heart.
- N. To assist the Head in the recruitment of teaching staff and, where appropriate, support staff, demonstrating a commitment to safer recruitment and to be safer recruitment trained.
- O. To carry out any other duties associated with the role as requested by the Head.

Pastoral

- A. To be the Designated Safeguarding Lead (DSL) for Safeguarding and Child Protection.
- B. To co-ordinate Child Protection and Safeguarding training for staff and pupils.
- C. To ensure that the School's pastoral policies, including those relating to the National Minimum Standards for Boarding Education (NMS), together with the School's wider policies and procedures, are up-to-date and meet regulatory compliance/ISI readiness. To include working with the SLT and others to meet the Catholic 'Section 48' inspection requirements.
- D. To carry out an annual Safeguarding audit in conjunction with the Governor designated to oversee safeguarding.
- E. To provide the appropriate pastoral care/needs of and for the staff.
- F. To line manage (and meet regularly with) designated pastoral leaders in the School and to be responsible for their welfare, performance, training, monitoring and management.
- G. To co-ordinate with the Head of Boarding to enable her to achieve the School's boarding and wider pastoral aims and objectives.
- H. To assist the Head in the selection of boarding staff and to help facilitate appropriate induction and training as required.
- I. To work closely with all those responsible for safeguarding and pupil welfare including (but not limited to) the School Nurse, the School Doctors, the Assistant House mistresses/master(s) and the School Counsellors.
- J. To act as the primary contact with outside agencies in relation to any pastoral or welfare issues regarding pupils or staff.
- K. To oversee the tutorial system and allocation of tutors in conjunction with the Heads of Division.
- L. To collaborate with the Head of the Preparatory School to ensure common policies and procedures, where appropriate, across the School.

Pupil Discipline and Expectations of Behaviour

- A. To be responsible for enforcing and reviewing the School rules as made clear in the Beechwood Code.
- B. To oversee the School's Behaviour Rewards and Sanction Policy together with the procedural systems so as to deliver the highest standards of conduct within the School.
- C. To oversee and direct, in liaison with the Heads of Division, investigations of any significant disciplinary incidents.
- D. To manage and publish the Staff Duty Rota and to work closely with duty staff and prefects (with the support and guidance of the Head of Sixth Form) to ensure that pupil behaviour in the School and in public is appropriate and meets expectations.
- E. To ensure that the Tutors, under the direction of the Heads of Division, fulfil their roles as effectively as possible.

Administration

- A. In the absence of the Director of Studies, to manage absence requests by members of the teaching staff and to oversee the allocation of staff cover, when required.
- B. The organisation and implementation of all the School events, including Parents' Consultation Evenings, Tutors' Evenings, Open Days, Eighth Weekend, Beechwood Day, Scholarship Days, School photographs and other key events.
- C. To encourage and manage the development of staff with appropriate INSET, including induction of new staff, and the administration (at the direction of the Head) of the Staff Appraisal System.
- D. To co-ordinate an annual update of the School's Staff Handbook.
 - To maintain, via a log, all Child Safeguarding concerns, to keep a log/register of staff Child Protection Training and ensure sustained and positive links with the Local Authority Designated Officers (LADOS).
 - To keep a record of, and monitor, all major disciplinary issues and investigations including Anti-Bullying, Anti Racism and Restraint.
- E. To keep a record, and monitor, of any major complaints updating the Head as necessary.
- F. To attend Governor Meetings when invited to do so, to include the Pastoral and Education Committee and the Foundation Governors' Meetings

Other

- A. With the Head of RE and the Chaplain, to ensure that the faith of the School is manifest though the explicit acts of worship and its prayer life, but that it is also implicit through positive and mutually affirming relationships, behaviour and example.
- B. To make a contribution to the teaching programme of the School in any subject, including games, enrichment and enhancement.
- C. To liaise with the Friends of Beechwood.
- D. To co-ordinate the global Sacred Heart Exchange Programme.
- E. With the Head of Sixth Form, to help organise the Prefect selection and prefect and mentor training.
- F. To manage and oversee School trips, including the associated risk assessments and the health and safety requirements.
- G. With the Registrar, to help organise pupil taster days and induction days.
- H. To work with the Head and Director of Studies to support the drive for 'Outstanding Teaching' via departmental visits/scrutiny and feedback.
- I. With the PSHE Co-Ordinator, to ensure that the PSHE Programme is current, suitable, age appropriate and meets the holistic needs of the pupils.
- J. To contribute to the assembly programme.
- K. To represent the School at domestic and international marketing events/functions/exhibitions as appropriate.



Person Specification

Attributes	Essential	Desirable
<p>Education and Training</p>	<ul style="list-style-type: none"> • Educated to degree standard • A teaching qualification • Evidence of Continuous Professional Development • An excellent teacher 	<ul style="list-style-type: none"> • Postgraduate qualification(s)
<p>Knowledge and Experience</p>	<ul style="list-style-type: none"> • Significant pastoral and whole school experience at a senior management level • A sound knowledge of boarding and associated issues • Experience of change management • Experience of conflict resolution and management • Experience of staff appraisal • Experience of lesson observation and feedback • Experience with, involvement in, and support for the co-curricular life of the school. 	<ul style="list-style-type: none"> • Understanding of NMS and regulatory requirements of ISI inspection • Formal training in safeguarding procedures • Experience of a boarding co-educational environment • Experience of academic management and associated issues in similar schools • Experience of implementing whole school initiatives and contribution to whole school development at a strategic & operational level • Experience of working in the independent sector would be preferable.
<p>Skills</p>	<ul style="list-style-type: none"> • Exemplary communication and listening skills • Comfort in a representational role • Strong organisational skills and administration • Understanding of when to lead and when to manage • Powers of diplomacy and persuasion • Anticipation of need, when to react appropriately and manage the necessary intervention 	<ul style="list-style-type: none"> • Evidence of financial accountability, e.g., ability to work to a budget

	<ul style="list-style-type: none"> • The ability to interpret data, both quantitative and qualitative feedback and communicate this effectively • An intuitive sense of pastoral matters/needs • The determination to see tasks through to their conclusion 	
Personal Qualities	<ul style="list-style-type: none"> • A personal faith consistent with the values, traditions and worship life of the School • An ability to empathise • The ability to remain professional under pressure • Humility enough to accept criticism • An ability to foster and sustain positive and mutually affirming relationships • Patience, resolve, and introspection/reflexivity • Dedication, loyalty and commitment • Being a positive role model in approach, conduct and standards of expectation 	

In making the appointment the Head and Governors will have regard to the experience and potential specifically exhibited by candidates. The exact delineation of responsibilities will be determined by the strengths and interests of the appointee.

This Job Description may be altered to meet the changing educational context at the discretion of the School.

Salary will be paid according to the Beechwood Leadership Scale, at a starting point appropriate to the qualifications and experience of the successful candidate.





Application Procedure

Candidates should apply using the School's application form, which may be accompanied by a more detailed letter of application and a CV. The closing date for applications is **noon on Wednesday 28th November**. Interviews will take place 3rd to 5th December.

The interview day will consist of:

Interviews with the Head

A 20 minute presentation to a panel, including Governors, on a topic of the candidate's choice

An in-tray exercise

A 50 minute taught lesson

Break with a member of the SLT

Question and answer session with the full panel

Applications should be marked **Private and Confidential** and be sent to The Head's Secretary, Beechwood Sacred Heart School, Pembury Road, Tunbridge Wells, Kent TN2 3QD.