**JOB DESCRIPTION – needs to be in ‘glossy format’ as Foundation director**

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| **Job Title:** | Deputy Head Co-Curricular & Operations | **Department:** | SLT |
| **Hours of Work:** | Full time; teaching allocation is approx. 6 periods per fortnight | | |
| **Responsible To:** | Head | **Responsible For:** | Heads of House, e/c coordinator, Directors of Drama, Music & Sport, School Office Manager |

**OVERVIEW**

The Deputy Head Co-Curricular & Operations will be an outstanding leader who is a convincing ambassador for this busy boarding and day school and who commands the respect of students, staff, parents and governors.

The Deputy Head Co-Curricular & Operations will be an experienced leader who is supportive of the Sacred Heart ethos of the school and wants to be fully involved with all aspects of the school’s life. Working with the Head and other members of the SLT to deliver Woldingham’s ambitious strategic objectives and embedding good operational practices. The successful candidate will be a strategic thinker that is capable of implementing change to achieve best practice throughout the school. They will have exceptional skills of planning and organization, be a strong communicator, be collegial, kind and decisive, and with abundant problem-solving skills.

The Deputy Head Co-Curricular & Operations will be a well-qualified and dynamic teacher with vision, gravitas, warmth and humour, who works positively with other professionals and derives satisfaction from supporting children and young people. They will be responsible for all aspects of the structure, content and delivery of the co-curricular programme.

The Deputy Head Co-Curricular & Operations will take key responsibility for the day to day logistics of the school, and forms one part of a team of three Deputy Heads who work closely and collaboratively to ensure the smooth running of Woldingham School’s educational operations. They will take a lead, in conjunction with the Head and Senior Deputy Head, on compliance for ISI Inspection.

Woldingham has a rich and varied cocurricular programme with more than 80 clubs and activities to choose from. Students are encouraged to balance study with activity, be proud of their wider abilities, and ensure they are as busy outside the classroom as they are in. The house system fosters community across the School, with an active house programme of activities and competitions. Woldingham has four mixed-age houses, each of which promotes a spirit of community among girls of different ages. Students belong to one of the four houses named after patrons with close association to the Society of the Sacred Heart. Houses organise a wide variety of activities including charity fundraising events, inter-house competitions and, a highlight of the year, the House Festival in September. Each house celebrates its own annual mass and feast where girls and staff celebrate together and focus their fundraising efforts. A growing outreach programme provides opportunities for students to give back to the local and wider community.

**PURPOSE**

To form one part of a team of three Deputy Heads who work closely and collaboratively to:

* + assist the Head in communicating and delivering the vision for the school.
  + ensure that Woldingham School is a great place to work.
  + ensure that the students receive the best possible holistic educational experience.
  + uphold high standards of pupil welfare, discipline, dress and behaviour within all aspects of school life.
  + deputise for the Head and/or Senior Deputy Head, as required.
  + exercise academic, operational and pastoral leadership in school.
  + enable the Head to: exercise strategic leadership and to focus on the strategic vision for the school, to lead the change programme set out in the school’s SSDP, and to hone key relationships that relate directly to the future direction of the school.

And in particular:

* To provide leadership of, oversight of and direct co-ordination of the day-to-day organisation of Woldingham School.

# Accountability

* Accountable to the Head for the successful delivery of the post’s requirements.

# Principal Responsibilities

## **School Leadership Team**

* Member of the School Leadership Team (SLT): this is comprised of the Head, the Senior Deputy Head, the Director of Finance & Operations, the Deputy Head Academic, the Deputy Head Co-Curricular & Operations, the Director of Communications, the Head of Marden and the Head of Sixth Form; the Chaplain is also an ex-officio member of SLT.
* To assume line management of certain academic departments as directed by the Head.
* To attend Governors’ Committees, as agreed by the Head and Chair of Governors.
* As directed by the Head, to work with the other members of SLT to develop and implement the School’s Strategic Development Plan.
* To work with all members of the SLT to uphold high standards of pupil welfare, discipline, behaviour, punctuality and dress code within all aspects of school life.
* To support the Marketing, Development and Registry Departments in new initiatives.
* To deliver occasional whole school and year group assemblies.
* Within the context of the SSDP framework, the Deputy Head Co-Curricular & Operations will have responsibility for ensuring the school’s compliance with the Independent Schools Inspectorate requirements and for developing appropriate ISI compliance action plans, and also for the Section 48 Diocesan Inspection, in conjunction with the Chaplain and Head of Theology.
* To assist the Head in the employee lifecycle of staff (as required) from recruitment, resourcing, training, people management, development, performance and reward.
* With the Senior Deputy Head and the Deputy Head Academic:
* To design the agenda for staff conferences and staff meetings and to assist in their delivery.
* To develop, lead and review the Student Voice programme.
* To lead and develop the team of tutors.
* To work with the Senior Deputy Head to monitor, review and track Rewards and Sanctions.
* To work with the Senior Teacher (Staff Development) and the Senior teacher (T&L) to ensure the delivery of a well-planned programme of CPD training for all staff.
* To work with the Senior Teacher (Staff Development) to develop and implement the induction of new staff.
* To support staff with regard to routine disciplinary matters and, with the other Deputy Heads, to take responsibility for any referrals not serious enough to warrant the involvement of the Head.

## **Day to Day Management of the School**

* To lead and co-ordinate the day-to-day operational management and operations of the School
* To approve such matters such as staff requests for leave of absence and the monitoring of staff absences.
* To co-ordinate day-to-day school procedures such as registration, assemblies, Year and House meetings and changes to routine.
* To oversee the construction and content of the School Calendar and Term Diary, liaising with key staff and chairing the Calendar Meetings each term.
* To act as the school’s Educational Visits Co-ordinator, managing the programme of all educational visits and trips, exercising an overview and ensuring all necessary risk assessments are carried out; overseeing the tasks of the *Senior Teacher (Boarding)/Head of Boarding* in relation to approving day time and weekend trips.
* To take responsibility for allocation of House Tutors to Tutor groups.
* To co-ordinate arrangements for Staff meetings, inset, new staff induction and conferences.
* To co-ordinate the beginning and end of term arrangements and other routine staff communication.
* To work with the Transport Officer to assist in co-ordination of the school’s transport system.
* To promote the House system within the school, taking responsibility for leadership of Heads of House, and the induction and training of Heads of House.
* To act as daytime Fire Officer, taking responsibility for emergency fire procedures between 08.30 and 16.30 on weekdays.
* To line manage the Directors of Drama, Sport and Music in their extra-curricular planning, holding regular meetings with these Heads of Department.
* To act as Line Manager for the Extra-Curricular Co-ordinator who is responsible for the planning and co-ordination of the school’s extra-curricular programme and the Saturday Active programme.
* To organise daytime duties for teaching staff.
* To oversee the planning, co-ordination and organisation of major whole school and House events, including Foundation Day, Celebration of Achievement, Prize Day and the Carol Service.
* To oversee the school’s programme of Outreach Activities.
* To line manage the School Office.

**Quality Assurance**

* To monitor the quality of the extra-curricular provision and the House system.

**Communications and Marketing**

* To co-ordinate and approve any weekly messages to parents, in liaison with the Director of Communications, the Head and the Senior Deputy Head.
* To communicate necessary information to parents regarding calendar and school routines.
* To attend all parent-teacher meetings.
* To oversee the annual updating of all calendar material and the key information leaflet.
* To monitor and, where necessary, amend and update, the calendar/school routines content on the website.
* To ensure that all significant operational changes are effectively communicated to existing and potential parents.
* To liaise with Registry on the admissions events throughout the school year.
* To assist the school wherever necessary in the effective marketing of co-curricular successes and achievements.
* To act as a co-curricular ambassador for the school to bodies such as HMC and GSA.
* To keep the Head informed of any matter that may impact on parental or external relationships.
* To attend the Woldingham Parents and Staff Association Events Committee meetings.

## **School Policies and Procedures**

* To take responsibility, in liaison with the Director of Finance and Operations, for co-ordinating the full range of school policies and procedures and for ensuring both their annual review by nominated sponsors and consistency of content and presentation amongst the full range of school publications, ensuring compliance with ISI regulatory advice.

## **General**

* The post has shared PA support.
* There is an expectation to teach a reduced timetable.
  + The post holder will be expected to carry out such other duties as reasonably requested by the Head that are commensurate with its level of responsibility.

**PERSON SPECIFICATION**

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| **Essential** | **Desirable** |
| **Leadership** |  |
| * Commands the respect of students, staff, parents and Governors, with the appropriate gravitas to deputise for the Head when required * Strives for the highest standards at all times * Calm, positive and measured whilst under pressure. * A measured and confident decision maker. * The ability to communicate enthusiasm and vision to the staff and pupils. * The ability to lead and manage people to work towards a common goal. * The ability to blend firmness, patience and empathy when dealing with difficult situations. * Committed to the culture of servant leadership that is part of the ethos of Woldingham School | * A postgraduate qualification in Educational Leadership in general, or Catholic School Leadership in particular |
| **Personal Behaviours** |  |
| * Resilient and optimistic; someone who is willing to go the extra mile in the busy life of a boarding and day school. * Ability to identify problems and bring positive solutions. * An outstanding communicator who is dynamic, innovative and able to capture an audience. * Flexible and adaptable, with energy, stamina and enthusiasm. * Empathetic, with excellent listening skills. * Kind and broad-minded. * Effective interpersonal skills with the ability to lead and to work as part of a team. |  |
| **Operational Excellence** |  |
| * Exceptional levels of planning and organisation, with outstanding attention to detail * Significant initiative and drive, allied to the ability to work quickly and accurately. * Outstanding educationalist with a proven track record of success. * A well-qualified graduate. * Articulate in all forms of communication. An accomplished public speaker; fluent and accurate written and spoken English. * Excellent time management skills. * Ability to market the school effectively. * Excellent IT skills. * A reliable and precise proof-reader * A person with an interest in, and aptitude for, the collection, analysis and communication of statistical data. | * Experience of boarding. * Strategic understanding of educational developments. |
| **Ethos and Whole School Values** |  |
| * An individual with a genuine commitment to the wellbeing of the staff and students in their care. * Committed to operating as part of the School community. * Committed to the Sacred Heart Values. * Committed to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care. | * Experience of Catholic School leadership |
| **Safeguarding and Pastoral** |  |
| * Committed to safeguarding and promoting the welfare of children and young people. * A satisfactory Enhanced Disclosure from the DBS. |  |

TERMS AND BENEFITS

Start Date

As soon as can be arranged with the successful candidate.

Working hours

Insert info

Salary

A competitive salary, depending on experience.

Holidays

Insert info

Pension

Insert info

Lunch

A free lunch is available in the dining room each working day when the kitchens are open.

Parking

There is free parking on site.

Gym and Pool

There are staff sessions for use of these facilities.

School fees remission

School fees remission for dependants of the job holder attending the School; if not already at the school, any child would have to meet all of the normal entrance requirements.

The DHCO will work such hours as necessary to properly discharge their duties whether or not such hours are within normal school hours. You can expect to take reasonable annual leave during normal school holidays but may be required to assist with whole school duties and planning for events during holiday periods.

there will be to support the boarding community.

REMUNERATION

The Governors and Head recognise the importance of this position. The salary will be competitive and commensurate with the importance of this appointment, and will reflect qualifications and experience. The School will pay reasonable expenses incurred in the completion of duties. Dependent children, whom the successful candidate wishes to attend the School, will be subject to the normal admissions criteria. Once admitted, they will be eligible for the discretionary teaching staff concession on school fees.