

Deputy Head Co-Curricular & Operations



BACKGROUND

Woldingham is one of the UK's leading day and boarding schools for girls aged 11 to 18. Set in 700 acres of beautiful Surrey countryside, the School's vision is to provide an outstanding education that empowers women to change the world.

As one of the oldest girls' schools in the country, Woldingham is a proud pioneer of Catholic women's education, with a single-sex environment that is supportive and stimulating.

There are 570 students currently enrolled in the School and it expects to have around 600 students from September 2021. Most girls join the School aged 11, with an intake of 80 in Year 7 and around 25 in Year 9. Woldingham is an increasingly popular choice.

Academic results at Woldingham are strong and the A Levels and GCSEs achieved by girls this year were no exception. Woldingham's value-added data puts it in the top 10% of all schools. On leaving Woldingham, Sixth Form students typically go to top UK and international universities, including Oxbridge, Durham, Edinburgh and St Andrews.

Academic and personal growth are two sides of the same coin at Woldingham. The School aims to nurture confident, happy and successful young women, who are well-equipped to make a positive difference to the world and to instill a lifelong love of learning.

Around 50% of students board – full or flexi. UK day students come from London, Surrey, Kent and Sussex. In addition, 25% of girls are international and from over 30 different countries. The majority of our international girls are boarders.

The Board of Governors agreed a new strategic development plan for 2019 – 2024, with a refreshed vision and mission underpinned by the School's Sacred Heart values of faith, community, intellectual values, social awareness and personal growth. The plan has been extremely well-received, and the School has made a very positive start to achieve the ambitious vision.





Pastoral Care

Pastoral care is at the heart of the School. At Woldingham every girl is known and supported as an individual by both teaching and support staff. The School supports – and expects – girls and staff to be kind to each other. The single-sex environment is supportive and stimulating. It enables girls to be themselves and to grow into independent women.

Relationships amongst the pupils and the staff are excellent. Tutors provide excellent academic and pastoral support and guidance for students, in close conjunction with Heads of Year, teaching and support staff.

THRIVE

The School's THRIVE programme promotes emotional well-being and enables every girl to develop the growth mindset, resilience and self-worth to enjoy success as well as learn from setbacks. It helps students face the outside forces of change and failure with resilience, flexibility and calm.

As part of the THRIVE programme, girls learn study skills. These are developed as students move up through the School, with the foundations built in Years 7 and 8 carried on through the Sixth Form.

THRIVE also focuses on the importance of well-being. Girls learn about handling social media, self-esteem and body image. This includes how to deal with pressure, responsibility and making the right choices - all skills needed to be successful at school and as an adult.

Boarding

Woldingham's boarding tradition remains strong with the School providing a flexible approach to boarding to meet the needs of families today. Around half of current students board with options including full, weekly and flexi-boarding.

Boarders live in their own year group and are cared for by their Housemistress, Head of Year and a team of residential assistants. Girls in Year 7 and 8 live in Marden and Years 9 to 11 in Main House, with individual study bedrooms from Year 10 upwards. In the Sixth Form, students live in purpose-built accommodation with their own studies, social spaces and kitchens preparing them for university life.

There is a busy range of evening and weekend activities with students in the older years provided with greater independence.

Co-curricular

Woldingham has a rich and varied co-curricular 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.



Sport

Sport is important at Woldingham with students regularly representing their county, region and country in a wide range of sports. School teams do very well in local and regional competitions.

Woldingham has excellent sports facilities including a sports centre with a large sports hall, two squash courts, fitness studio and a dance/gymnastics studio. There are extensive outdoor courts and pitches, an indoor tennis dome, an indoor swimming pool and an all-weather pitch.

Netball and hockey are the major sports in the autumn and winter. In the summer the girls play cricket, tennis and athletics. Students also compete in sports such as swimming and cross-country. However, sport at Woldingham is not just about competition. It is also about enjoyment and team spirit, as well as supporting physical and emotional health and well-being.

The School has a busy weekday and Saturday fixture list and teams participate in district and county tournaments. There are inter-house sport competitions throughout the year, culminating in the annual sports day. Woldingham offers a wide range of sport trips within the UK and overseas.



Creative and Performing Arts

Drama and music are integral to everyday life, with the School's Millennium Centre providing some of the best facilities for music and drama performance of any school in the country. The 600-seater acoustically designed Dineen Auditorium includes an orchestra pit and fully computerised sound and lighting system. The Millennium Centre also has recital and rehearsal rooms, a studio theatre, wardrobe room, dressing rooms and fantastic foyer area.

Many students learn one or more musical instruments, and many have individual singing lessons with specialist instrument and voice teachers. There is a huge range of choice of co-curricular musical activities. Students of all standards are encouraged and there is a busy concert schedule, providing all girls with opportunities for public performance.

The art studios are first-rate with students producing outstanding art work and gaining excellent results at both GCSE and A Level.



Looking Forward

The School published a new five-year strategic plan in 2019 with a refreshed vision and mission. The School's vision is to provide an outstanding education that empowers women to change the world. Woldingham's mission is to be a happy and successful school developing confident, compassionate and courageous young women.

The plan centres around six key strategic objectives: developing people; developing learning; developing ethos and community; developing infrastructure and operations; developing sustainability; and developing communications.



THE ROLE

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. They will be supportive of the Catholic, Sacred Heart ethos of the school.

Role and Purpose

Role

The Deputy Head Co-Curricular & Operations will 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 who can implement 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.

He/She 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 take a lead, in conjunction with the Head and Senior Deputy Head, on compliance for ISI Inspection.

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 be responsible for all aspects of the structure, content and delivery of the co-curricular programme.

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 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.



Duties and Responsibilities

The Deputy Head Co-curricular & Operations will be accountable to the Head. He/She will be responsible for: Heads of House, Extra-curricular Co-ordinator, Directors of Drama, Music & Sport, School Office Manager.

School Leadership Team

They will be a 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.

Key responsibilities:

- 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, other responsibilities are:

- 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

The specific responsibilities of the Deputy Head Co-Curricular & Operations:

- 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 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
- 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 co-curricular provision and the House system.

Communications and Marketing

Other responsibilities:

- 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

A key responsibility:

- To take ownership, in liaison with the Director of Finance and Operations, of 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.

THE PERSON

Leadership

Essential

- 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

Desirable

- Experience of or qualification in Catholic School leadership.

Qualification

Essential

- Degree or equivalent qualification

Operational Excellence

Essential

- 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.
- 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.

Desirable

- Experience of boarding.
- Strategic understanding of educational developments.



Ethos and Whole School Values

Essential

- 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.

Safeguarding and Pastoral

Essential

- 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

The postholder will work such hours as necessary to properly discharge their duties whether or not such hours are within normal school hours.

There will be a teaching allocation of around 6 periods per fortnight

Holiday

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

Salary

A competitive salary, depending on experience.

Pension

Currently the School offers membership of the Teachers' Pension Scheme.

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.

Fees

School fees remission for dependents 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.

Accommodation

The postholder may wish to be resident on the school campus where they may live in rental accommodation, according to suitable availability. If resident on site, there will be additional duties to support the boarding community.

An aerial photograph of Woldingham School, a large brick building complex with multiple wings, surrounded by lush green fields and dense trees. The school is situated in a rural area with rolling hills in the background. The text is overlaid on a semi-transparent white box on the left side of the image.

HOW TO APPLY

The closing date for applications is **mid-day 22 February 2021.**

Interviews will take place week beginning **22 February 2021.**

To apply please submit your completed application form to **hr@woldinghamschool.co.uk** with a supporting letter.

If Candidates wish to have a conversation with the Head prior to interview please email **head@woldinghamschool.co.uk**.

Professional development and staff welfare

Our professional team of staff is Woldingham's greatest asset, and we want to ensure that everyone is supported to work in an effective, enjoyable and fulfilling way. Staff Development is a high priority, with induction and mentoring programmes for Newly Qualified Teachers and new colleagues, plus an annual cycle of Personal Professional Development planning for all colleagues and a new Leadership Programme in development for September 2021.

Woldingham School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.