

MAIDWELL HALL

Role Description

Job Title	Deputy Head
Reports to	Headmaster

Job context

Maidwell Hall is a co-educational boarding and day school, educating pupils from Reception through to Year 8. Situated in a beautiful part of Northamptonshire, pupils at Maidwell Hall are encouraged by a dedicated team of staff to make the most of the 40+ acres of parkland, woodlands, lake and sports fields. At the heart of the school estate is a 17th century manor house, and all these factors combine to provide the perfect place for young children to learn and grow throughout their formative years.

With a Pre-Prep which opened in 2020, Maidwell Hall is growing and currently educates 135 pupils: around 50% of pupils fortnightly or flexibly board. In September 2022, Maidwell Hall joined the Uppingham Group of Schools (UGS), and the recent merger starts the School's next chapter, which will arguably be its most exciting and ambitious.

The Deputy Head (DH) is primarily accountable for the quality and delivery of pastoral care, whilst ensuring the good discipline, safety and well-being of pupils and the efficient day-to-day running of Maidwell Hall. The DH also oversees Maidwell's co-curricular programme, regulatory compliance agenda, matronal staff, as well as regulating the deployment of teaching professionals. In addition, the DH is the principal senior academic professional reporting to the Headmaster, and deputising for him when required.

Job purpose

To be the senior leader accountable for the quality, delivery and effectiveness of the Maidwell Hall's pastoral care provision; co-curricular programme; health care; pupil behaviour and discipline. The DH is the School's DSL and ensures that safeguarding children is at the heart of the Maidwell Hall's culture and that the School complies with all relevant legislation and regulations.

Your accountabilities

- Pupil Welfare:** engendering a culture and operational framework where pupils are happy, safe and confident; ensuring pastoral structure promote and educational environment which is welcoming and nurturing and ultimately provides outstanding care and support to pupils; ensuring pupils are healthy in body and mind and fully safeguarded.
- Safeguarding:** ultimate responsibility for ensuring full compliance with safeguarding legislation and mandatory guidance; being the School's Designated Safeguarding Lead (DSL); engendering a commitment and understanding amongst all staff to the importance of best safeguarding practice in all aspects of their work; developing procedures in line with regulatory requirements on all issues relevant to safeguarding; reporting to and liaising with other agencies as appropriate; inducting teaching and support staff on child safeguarding duties; designing, implementing and monitoring systems and record-keeping throughout the School so as to ensure compliance and best safeguarding practice by pastoral carers and other staff; preparing safeguarding statements and updates to the UGS's Trustees as appropriate.

MAIDWELL HALL

3. **Pastoral systems:** developing and quality assuring the structures, systems and principles of the pastoral system so that they meet both the School's strategic aims and comply with best practice; leading the pastoral work within the School; leading on the pastoral training and development of staff through the use of targeted CPD and performance appraisal; ensuring that systemic communication of pastoral and welfare issues, both within the School and to parents or agencies, is speedy, appropriate and, where necessary, acted upon so as to improve pupil wellbeing.
4. **Behaviour management:** setting and communicating the behavioural values, expectations, potential consequences and systems to pupils, staff and parents; strategising and delivering the behavioural MIS system for maximum pastoral and academic effect; training and acculturating new staff into the School's policies and procedures; producing regular behavioural analyses for senior staff; ensuring that pupils have systems and opportunities to voice their opinions on school life and contribute to the School's development.
5. **Extra-curricular provision and educational visits:** with the Co-curricular Heads of Departments, setting the strategic vision for the School's co-curricular programme; ensuring the quality of the provision is second to none; developing a range of activities that offer cultural, aesthetic, academic and sporting opportunities; analysing provision so that the programme serves the interests of the pupils (Prep-Prep and Prep); implementing a fully safeguarded and coherent management system for delivering the activities programme; ensuring full staff buy-in and commitment to the vision and values of the co-curricular programme; in conjunction with the Head of Pre-Prep planning and developing an annual programme of trips, ensuring the opportunities for learning outside the classroom are considered strategically and offer opportunities for all pupils.
6. **Teaching and day-to-day responsibilities:** undertaking an agreed teaching commitment within the weekly time-table; undertaking boarding duties within the weekly rotas; organising the routines, rotas and schedules that govern the school day; in conjunction with senior colleagues, publishing the beginning and end of term arrangements to staff, staff handbooks and relevant parents communications; overseeing the compilation of the termly calendar; setting the School's term dates.
7. **Regulatory compliance:** understanding the regulations that Maidwell Hall has to comply with; with the Operations Manager, ensuring that the School is regulatory compliant; undertaking an annual audit of regulatory compliance; feeding back information to staff to help them conform with best practice; leading staff preparation for inspection; as appropriate delegating compliance responsibility to colleagues in senior roles.
8. **Senior leadership responsibilities:** including, but not exclusive to, deputising for the Headmaster in his absence; attending Senior Management Team (SMT) meetings and contributing to the agenda; advising the Headmaster on all matters pertaining to safeguarding, pastoral provision; supporting school events including, but not exclusive to assemblies, Open Days; Speech Day, Sports Day; attending designated UGS Trustee sub-committee meetings; developing and implementing overall strategic planning; developing leadership and management skills in other staff, identifying future talent and ensuring effective succession planning for emergency and long-term purposes.
9. **Emergency call-out responsibilities outside normal hours:** given the significant pastoral and safeguarding responsibilities associated with the DH role, the DH may be called upon, as and when required, outside normal working hours, to provide essential support to senior colleagues. In order to respond quickly the DH is required to live on site and is provided with school accommodation.

MAIDWELL HALL

Outcomes

- 1. Pupil welfare:** pupils are happy, safe and confident as reported by internal and external feedback (pupil and parental surveys and official reports from inspectorates); behavioural patterns and statistics indicate a community with strong and healthy relationships; safeguarding data indicates no abnormal patterns amongst the pupil body.
- 2. Safeguarding:** successful external and internal inspections demonstrate the School's compliance with best practice as communicated through and verified by external bodies. Strong record-keeping and updating through reliable electronic systems are used to plan, analyse and implement improvements to the School's safeguarding processes. Staff feedback from induction sessions is positive, as are successful governance audits.
- 3. Pastoral systems:** the pastoral life of Maidwell Hall is determined by a three-year strategic plan which is underpinned by annual plans. The pastoral strategic plan is cognisant of the School's strategic aims and contains agreed targets in all the areas set out in the accountabilities section. A culture of in-year self-analysis leads to pastoral or systemic weaknesses being identified and improvement planning is then incorporated into short and medium-term strategies. The Headmaster and UGS Trustees feel well-briefed on the pastoral plan, are clear on its accompanying targets, and understand its clearly structured implementation scheme. Analysis of pupil welfare data shows successful integration of the pastoral strategy into school life. Improvements in pastoral leadership are identified through appraisals and other objective measures. Successful external inspections will judge the School's pastoral provision to be outstanding, and pupil and parent satisfaction surveys on all aspects of pastoral care will be positive about the School's work.
- 4. Behaviour management:** analysis of behavioural data leading to tangible improvements in pupil engagement, wellbeing and academic performance; staff usage statistics on MIS demonstrate full collegiate engagement; satisfaction surveys following staff training sessions show understanding and engagement with expectations; pupil and parent questionnaires.
- 5. Extra-curricular provision and educational trips:** quantitative and qualitative analyses and methods are used to assess, refine and improve provision; the tutorial system is used to understand and meet pupils' needs; external agencies judge the School's provision to be outstanding in inspections; all regulatory and statutory guidance well as conforming to best practice; staff contributions are measured and seen to be fairly distributed amongst common room; clear expectations are established in documents which are commonly understood by staff; appraisals lead to improvements and/or efficiencies; a wide a wide variety of educational trips occur; visits have appeal for wide sections of the pupil population; visits are appropriately timed throughout the year to avoid congestion; costs are carefully monitored to help ensure affordability.
- 6. Teaching and day-to-day responsibilities:** successfully deliver the DH's agreed academic commitments; timely publication of information and handbooks; accessibility of information for staff and parents; staff satisfaction surveys; safety and good order on campus as represented by punctuality statistics and accident data.
- 7. Regulatory compliance:** that, when tested, the School is found to be regulatory compliant.
- 8. Senior Leadership responsibilities:** the DH is able to demonstrate that they attend, contribute and discharge all the additional responsibilities assigned to them.

MAIDWELL HALL

9. **Emergency call-out responsibilities outside normal hours:** the DH is able to demonstrate that they discharge the emergency call-out responsibilities assigned to them by submitting a log at the end of each half-term which records the details of call-outs.

Qualifications, skills and experience, personal qualities required

Qualifications:

- Good honours degree [necessary]
- Significant teaching experience at prep school level [necessary]
- Post-graduate educational degree [desirable]
- Pastoral leadership qualification

Skills and experience

- Experience of whole school pastoral leadership
- Outstanding track record as teacher
- Evidence of influencing outstanding outcomes in other teachers
- Proven experience of leading and managing innovation and change
- Well networked and respected within the profession, with an excellent reputation in the primary school arena
- Strong IT skills, especially in data-handling and analysis

Personal qualities

- Strong communication skills, both interpersonal and in public
- Decisive and confident in organisational management
- Possessing the capacity to analyse and improve systems
- Personable, supportive and able to motivate and work in a team

Key relationships

The Deputy Head is responsible for the line management of the following roles, even if aspects of that management might be delegated to other members of the Maidwell's leadership team.

Direct reports:

- Head of Boarding
- Senior Matron
- Lead Nurse
- Pastoral Staff

Key relationships

- Assistant Head Academic*
- Head of Pre-Prep*
- Head of Learning Support
- Operations Manager*
- Headmaster's Secretary
- School Office Staff
- Executive team, Uppingham School

* = member of the Senior Leadership Team

MAIDWELL HALL

Benefits

- Free Westfield Healthcare
- Free staff lunches in term-time
- School fee discount for children of Maidlwell staff.
- Retail, gym, supermarket, cinema and restaurant discounts
- Cycle to work scheme
- Employee Assistance Programme.
- Occupational Health Services
- Free annual flu jabs
- Recognised as a “Disability Confident” employer
- Recognised as a “Mindful” employer

Safeguarding

The post-holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the school’s safeguarding (child protection) policy at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school they must report any concerns to the school’s Designated Safeguarding Lead (DSL) or to the Headmaster.

Note

This Job Description is not an exhaustive list of what may be expected of you in the role. It is non-contractual and may be amended by Maidwell Hall from time to time.