

# Saint Nicholas School

small enough to care, large enough to inspire



Deputy Head  
(Academic and Operational)

Candidate Information



Dear Candidate,

Thank you for your interest in applying for the position of Deputy Head (Academic and Operational) at Saint Nicholas School. 'Saint Nicks', as it is affectionately known, is a very special environment and one that I am exceptionally proud to be Headmaster of. As a school, we never stop driving forward, developing and changing so all our pupils receive a rich, engaging and challenging education that inspires them. The Deputy Head (Academic and Operational) will play a key role in continuing to shape and develop the school's academic curriculum and raise standards across the whole school.

The successful candidate will be joining a newly formed and dynamic senior leadership team, at what is a very exciting period in the school's history. The school continues to benefit from strong pupil numbers and the recent opening of our Rocking Horse Nursery, which is already over-subscribed, is a marker of the school's ambitions to remain a thriving, forward-thinking, and family-orientated school, that provides an exceptional education from cradle to 16.

I welcome applications from ambitious, dedicated and authentic educationalists and look forward to receiving your application.



**Terence Ayres**  
Headmaster



### **A LONG TRADITION OF SUCCESS**

Saint Nicholas School is an independent, co-educational day school in Old Harlow, Essex. With a long tradition of success, it educates over 475 children aged between 3 months and 16 years.

Since 1939 we have given children an exceptional education. Our philosophy is based upon a commitment to sound moral principles and a view of education as an all-round preparation for life. Academic work is given strong emphasis and, equally, sound guidance in personal development is seen as an integral part of a good education.

### **OUR PHILOSOPHY**

Small enough to care, large enough to inspire.

We emphasise traditional values such as responsibility, honesty and respect for learning. Our teachers are highly committed and work in partnership

with our pupils and parents to ensure the highest standards of behaviour and academic achievement.

We believe that children learn best when they feel happy and secure and we aim to develop in our pupils a lifelong interest in learning. Visitors to the School are impressed by the friendly, positive attitude of the pupils and their energetic sense of purpose.

Our pupils enjoy a vibrant all round education that is stimulating, challenging and exciting. The curriculum is enriched by a wide range of extra-curricular clubs and activities including regular sports fixtures, drama activities and musical events that enables individual talent to be discovered and nurtured. We encourage pupils to discover their individual sphere of excellence and thus be challenged and inspired, developing their confidence and independence.

### **GROUND AND FACILITIES**


With over 16 acres of land, our pupils

have lots of outdoor space to enjoy. Lower, middle and upper school pupils are each housed in their own area, within close proximity of each other enabling good access to shared facilities.

The School is equipped with specialist classrooms, science laboratories, technology areas, ICT rooms, lower, middle and upper school libraries and a theatre. Sports facilities include extensive playing fields, tennis courts, heated swimming pool and a magnificent sports hall.

*'My children can't wait to come to school in the morning! They love their lessons and talk enthusiastically about what they have learnt during the day.'* – Parent





*'A good, friendly atmosphere which creates confidence and a sense of wellbeing in the children.'* – Parent

## SCHOOL AIMS

### The School aims to:

- Enable pupils to acquire the knowledge, wisdom and self-discipline appropriate for further education, employment and adult life.
- Ensure that all pupils have the opportunity to develop their intellectual, physical and creative gifts, across a broad and balanced curriculum.
- Provide a range of extra-curricular opportunities at lunchtime and after school.
- Promote the personal development of pupils, encouraging lively and enquiring minds, respect for themselves and others and a high regard for truth.
- Promote self confidence, integrity, social responsibility and awareness in pupils.
- Generate a happy atmosphere and offer support to all members of the school community.
- Encourage pupils to show respect and active concern for their school surroundings and for the wider environment.
- Encourage pupils to be aware of the needs of the community beyond the School and to give service.
- Provide the stability and security of continuous education on one site, spanning the age range from 3 months in our nursery to 16 years.
- Provide a stable environment in which every pupil can achieve the highest standards in all aspects of school life in preparation for the challenges of the future.

## ORGANISATION

The School is a registered charity, managed by the Board and the Head.

The Board is committed and focused. It is fully supportive of the school, with many members having attended the School as pupils themselves.

The School benefits from an inclusive and supportive Senior Leadership Team.





## ABOUT THE ROLE

Required from September 2024, we are seeking a dynamic and outstanding leader with the vision and ambition to deliver unrivalled academic provision for our pupils, and to contribute significantly to our vibrant community.

Responsible for the academic curriculum and progress of the School and its pupils, the Deputy Head (Academic and Operational) will work alongside the Headmaster in leading the strategic direction of the School. Supported by the Assistant Head (Academic) the position holder is responsible to the Headmaster for all academic matters, ensuring the highest standards of teaching, learning and academic attainment across the School. Working closely with Heads of Sections and Departments and other senior staff, the Deputy Head (Academic and Operational) will ensure the effective development and delivery of the academic curriculum and the efficient management of academic departments.

The successful candidate will be ready to play a pivotal role at this exciting time in our continuing growth and development. They will be an excellent teacher and leader with a proven track record of successful outcomes. There will be a teaching allocation of up to, and not in excess of, 25% in the successful candidate's subject specialism.

All applications for this permanent, full-time position to be made via the TES website at this link: <https://www.tes.com/jobs/employer/saint-nicholas-school-1046413>

The closing date is 9am on Thursday 1st February 2024 and interviews will take place on Monday 12th and Tuesday 13th February 2024. Salary for this position is on the Leadership pay scale.



### KEY AREAS OF RESPONSIBILITY

#### STRATEGIC DEVELOPMENT

- To develop and implement the School's vision, mission, aims and objectives.
- To implement and oversee the School's academic strategy, in line with agreed educational priorities, and, where appropriate, in liaison with senior leaders across the School.
- To recommend to the Headmaster future academic priorities that meet the academic needs of all pupils.
- To represent Saint Nicholas School at the relevant Governors' Committee meetings, notably the Academic Committee, reporting on results and significant academic matters.

#### LEADERSHIP

- To be a core member of the Senior Leadership Team, leading meetings when required, representing the interests of the academic life of the School.

- To work with members of the Senior

Leadership Team and, where appropriate, senior colleagues across the School, to develop, refine and implement the School's policies and procedures (particularly those with an academic focus).

- To lead on all academic areas of the School's Strategy and Improvement Plans.
- To lead the Heads of Section and Departments in setting and meeting agreed academic targets.
- To be an excellent role model, in the classroom and beyond and in his or her role as a senior leader within the School.
- To take a lead responsibility in promoting an ethos of academic rigour, engagement and perseverance in the pursuit of academic excellence within a warm and supportive environment.

#### CURRICULUM

- To ensure that curriculum planning, development and delivery meets the

needs of all pupils within the School and is co-ordinated across the entire age range.

- To create the School timetable across the whole school (including individual pupil timetables and prep timetables).
- To manage the timetable, staff allocations and GCSE subject options.
- To ensure that the provision of Careers and Higher Education is ambitious, high quality, wide-ranging and age appropriate.
- To inform the Headmaster and the Senior Leadership Team of current research, trends and issues relevant to the academic life of the School to facilitate future planning.

#### STAFFING

- To assess academic staffing requirements, recruitment and deployment.
- To oversee support staff (including recruitment) relating to academic departments.





- To organise and oversee staff cover, including supply cover.
- To monitor staff absence/illness, including Return to Work interviews and an active appreciation of staff wellbeing.
- To conduct staff appraisals, as agreed.

#### **QUALITY OF TEACHING**

- To ensure that the quality of teaching and learning is consistently excellent.
- In conjunction with the Senior Leadership Team, foster a positive culture of professional reflection and the sharing of excellent practice.
- To have oversight of academic line management and the continual improvement of academic departments.
- Working in conjunction with the relevant Heads of Section and Departments, ensure that all pupils are supported and well prepared for A-level admissions.

#### **PUPIL PERFORMANCE**

- To develop effective systems for monitoring and evaluating the progress of all pupils, together with appropriate strategies to support pupil progress.
- To support Year 11 pupils at risk of non-qualification for their preferred destination Sixth Form to meet the required standards for entry.
- To oversee the formal reporting of pupil progress and the effectiveness of parent/teacher consultation meetings.
- To record and analyse public examination performance in relation to: individual pupils; academic

departments; the School as a whole and nationally, reporting to Governors and senior staff on strategies for improvement.

- Identify and follow up action on pupils whose internal examination performance is of a concern.
- Analyse and publish value added data internally.

#### **JOINT AREAS OF RESPONSIBILITY**

##### **WITH THE HEADMASTER:**

- Contingency planning, planning for inspection and regulatory compliance.
- Major school events, including Speech Day, Remembrance Day and Carol Services.
- Full school assemblies.

##### **AS A MEMBER OF THE SENIOR LEADERSHIP TEAM**

- To line manage key members of the Senior Leadership Team and Heads of Department, as directed by the Headmaster.
- To lead on ISI inspection preparation.
- To lead academic School Improvement Planning.
- Lead on disciplinary issues and responding to pupil and parental concerns relating to academic and other matters.
- Oversight and maintenance of the School's complaints log.
- Support for school events, including speaking at assemblies and parents' evenings.



## PERSONAL SPECIFICATION

### The successful candidate will be expected to have:

- A strong academic background, with at least a good honours degree (1st or 2nd class) or equivalent.
- An awareness, understanding and experience of issues relating to safeguarding the health, welfare and safety of children.
- Evidence of successfully leading and managing change, ideally at a strategic level.
- The ability to take the initiative, to seek advice where necessary and to work effectively as part of a team.
- Well-developed knowledge of issues relating to the academic curriculum, timetabling, teaching and learning, and educational management.
- A good awareness of recent trends in curriculum content, aims, objectives and assessment.
- Well-developed managerial skills and the ability to lead and inspire staff.
- Outstanding time management, problem-solving and organisational skills.
- Evidence of achieving excellent academic results.
- The ability to understand, use and to encourage, a variety of teaching and learning styles.
- Highly developed inter-personal skills, and the ability to work effectively and productively with pupils, staff, parents and governors.
- Excellent written and oral communication skills and the confidence to make effective presentations to audiences of pupils, parents and staff.
- The ability to chair meetings in an effective and inclusive manner.
- A high degree of motivation to work with children and young people.
- The ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- A positive attitude to maintaining discipline.
- A good eye for detail.
- Flexibility and resilience.
- High standards and outstanding levels of professional and personal integrity.
- A track record of success in running an academic department within one or more good schools is highly desirable but, for the right candidate, not essential. No specific academic subject specialism is required of the successful candidate, who will be expected to teach a significantly reduced timetable.

### SAFEGUARDING

Saint Nicholas School is fully committed to safeguarding and promoting the welfare of children, young people and other vulnerable groups and expects all staff, parents and volunteers to share this commitment. All staff and volunteers,

where appropriate, will be required to complete our safer recruitment checks including qualifications; references; enhanced DBS and barred list; proof of identity; right to work in the UK; overseas, EEA and prohibition checks. New employees will be required to submit a Staff Self Declaration form (referring to disqualification under the Childcare Act 2006 as amended in 2018).

### EQUALITY AND DIVERSITY

Saint Nicholas School aims to employ staff who are best qualified for the post and does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sexual orientation, marital or civil partnership status, disability or age.

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British nationals are eligible to work in this country. Therefore, any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents to be presented as detailed on the application form.

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