

Dauntsey's



Assistant Head - Head of Middle School
From September 2022

West Lavington, Devizes, Wiltshire. SN10 4HE
H.M.C., fully co-educational, 11-18, boarding and day
867 Pupils

Dauntsey's School

Set in 100 acres of magnificent grounds in the beautiful Vale of Pewsey, Dauntsey's occupies a central position in the South of England. The village of West Lavington is some five miles from the historic market town of Devizes and about 20 miles from both Bath and Salisbury. The A303/M3 and M4 motorways are nearby and there are frequent fast trains to London from Westbury (8 miles), Pewsey (12 miles) and Chippenham (18 miles). The School has been fully co-educational for over 40 years and has 867 pupils, of which 347 are boarders. Lower School boarders (aged 11-14) live at The Manor, a country house set in its own grounds, which is a 10-minute walk from the School. The Upper School boarding houses are on the main school site. Entry to the School is by 11+ examination (about 80-85 pupils), through Common Entrance or Scholarship at 13+ (30-40 pupils) and at Sixth Form level (35-40 pupils).

In the most recent ISI inspection of September 2018, the School received the highest possible rating of 'Excellent' for both categories: the quality of pupils' academic and other achievements, and the quality of pupils' personal development. Academic standards are high and results are impressive, with over 70% of pupils typically achieving A*/A/9-7 grades at GCSE and around 80% achieving A*-B grades at A-level. Pupils are generally taught in small mixed ability classes (except in Maths), with set sizes currently averaging 19 in the Lower School, 15 at GCSE and 9 at A-level. The School week consists of 51 periods, including lunch. Single lessons are taught for 35 minutes each, though many lessons are double periods. Pupils are also encouraged to participate in academic enrichment activities outside of lesson time.

In recent years Dauntsey's has seen substantial growth with the addition of many new facilities and the refurbishment of the main school and the Manor sites. These have included significant improvements in Science, ICT and DT, in addition to new Day and Boarding accommodation and additional Sports pitches. More recently work was completed on a Sports Pavilion and a classroom block for Business Studies/Economics, Geography and Mathematics. A new Dance Studio has also been created in the Sports Hall complex and an all-weather athletics' track was added in 2018.

Sport is taken seriously, with both excellence and participation encouraged. The major sports are hockey, netball, tennis and athletics for girls and rugby, hockey, cricket, tennis and athletics for boys. Many other sports are offered and the School prides itself on its extensive outdoor programme, with all pupils encouraged to demonstrate a sense of adventure. One of the special features of Dauntsey's is our ownership and use of the famous 'Jolie Brise', an ocean-going pilot cutter, in which our Sailing Club has been victorious in the Tall Ships Races on five occasions over the past twenty years. In 2017 she also crossed the Atlantic, for the second time in ten years, having visited Canada. Music, Drama and Dance are of an outstanding standard and three school productions have been taken to the West End over the last 17 years, including 'Billy Elliot' in March 2017. Major productions have included a number of 'School firsts' such as 'Les Misérables', 'Evita' and 'Miss Saigon'. We also became the first amateur organisation in the world to perform 'Mamma Mia!' in 2014, and Matthew Bourne's all boys' dance version of 'Lord of the Flies' in 2015. In July 2018 we staged the award winning 'Once', and last year the December show saw a dynamic production of Lin Manuel Miranda's 'In the Heights'.

The Middle School at Dauntsey's

The Middle School at Dauntsey's is a vibrant area of the School, with some 263 pupils in the Fourth and Fifth Forms enjoying the challenges of a school which both supports them in their academic studies and encourages them to participate in the many clubs and societies that flourish at Dauntsey's. There is a good mix of boarders and day pupils, and boys and girls. In addition to their academic studies. There is a wide range of adventure and challenge experiences on offer, as well as an impressive choice of activities in sports, drama and music.

Job Description

Summary of the role

The Head of Middle School is an Assistant Head role which reports to the Second Master and is responsible for the strategic development of the Fourth and Fifth Form. The Head of Middle School is accountable for ensuring high academic standards and inspiring pupils to fully achieve their potential, across the broader curriculum, and support their preparation for the Sixth Form. He/she will play a key role in the leadership and future direction of the School, working as part of the Senior Management Team.

The duties and responsibilities of the Assistant Head – Head of Middle School may be changed or adjusted from time to time according to the exigencies of school life, and to suit the School's development. He/she may also be required to implement other appropriate duties and responsibilities as agreed with the Second Master, Deputy Head (Pastoral) or Deputy Head (Academic).

Duties and responsibilities

Principal responsibilities

- Lead an effective and innovative Middle School strategy that provides outstanding academic, pastoral and co-curricular provision for pupils in the Fourth and Fifth Form.
- Expect pupils to model the highest standards of behaviour, tolerance and respect with an ambitious approach to study and life.
- Oversee monitoring and tracking of Middle Years academic progress under the direction of the Deputy Head (Academic) to monitor achievement and progress, including the production of performance and destination data reports to the Senior Management Team.
- Lead on academic intervention with pupils in the Middle Year groups in conjunction with the Housemasters/mistresses, under the direction of the Deputy Head (Academic).
- Manage the academic programme that each Fourth and Fifth Form pupil follows, under the direction of the Deputy Head (Academic).
- Work with Housemaster/mistresses and tutors to deliver an innovative programme of study for pupils in Middle Year groups via Houses. This should encompass both the academic and wider personal development of pupils and should complement the work done in departments across the school, including in Complementary Curriculum
- Liaise with the Head of Complimentary Curriculum regarding supporting the delivery for the Middle Years.
- Support the Able, Gifted and Talented Coordinator and EPQ Coordinator regarding Middle Years enrichment.
- Ensure an appropriate co-curricular programme is provided for Fourth and Fifth Form pupils.
- Liaise closely with the Registrar to lead, inform and be actively involved in Fourth Form marketing and recruitment.
- Support the Registrar in interviewing future Fourth Form pupils.
- Advise the Deputy Head (Academic) on Middle School academic policy and procedures and the provision of an appropriate curriculum
- In conjunction with the Second Master, manage the Middle Years budget and resources

- Co-ordinate the academic welfare and pastoral care of pupils, maintaining an overview of the progress, reports, exam entry and mentoring of all pupils, ensuring appropriate information, advice and guidance is provided in conjunction with the Housemasters and Housemistresses

Pastoral Care and Pupil Progress

- Act as a Deputy Designated Safeguarding Leader for the Middle School, working under the direction of the Deputy Head (Pastoral) (DSL). This will include the management of responses to MyConcern referrals pertaining Middle School pupils.
- Oversee and develop appropriate channels for ‘pupil voice’ in the Middle School.
- Oversee the further development of study skills courses.
- Ensure standards of discipline and expectations of Middle Years pupils regarding dress and conduct.
- Advise the Second Master on matters related to discipline in the Middle Years, working in conjunction with the Housemasters/mistresses where appropriate.
- Support the Deputy Head – Head of Lower School with the coordination of the Third Form transition process including GCSE choices and house placement.
- Support the Assistant Head – Head of Sixth Form with the coordination of the Fourth Form transition process and Lower Sixth induction to support the retention of pupils

Contact points

- In pursuance of these responsibilities the Head of Middle School is expected to have regular meetings with: The Headmaster, the Second Master, the Deputy Head (Academic) and the Deputy Head (Pastoral).
- The Head of Middle School is expected to attend the following:
 - Senior Management Team meetings
 - Academic team meetings
 - Upper School Tutorial Board meetings
 - Academic Board meetings
 - Middle/Upper School Services
 - Middle School social events
 - Middle School parents’ evenings/events

Safeguarding responsibilities

- As this post is in a school, the successful person will have the opportunity for contact with children and will engage in regulated activity relevant to children.
- Dauntsey’s is committed to safeguarding and promoting the welfare of children. The school has a range of policies and procedures for child protection and security. All staff are expected to familiarise themselves with and follow all these policies and procedures as part of their professional responsibilities. This includes participating in training and other activities that ensure the School stays compliant with relevant legislation, regulations and good practice.
- Our Safeguarding and Child Protection Policy, and the Recruitment, Selection and Disclosure Policy and Procedure (including our Policy on the recruitment of ex-offenders) can be found on the recruitment pages of our website, <https://www.dauntseys.org/about/vacancies>. Please read this information as part of your application to the role.

Other responsibilities

- Observe health and safety procedures and work safely at all times;
- Be responsible for your own continuing self-development, undertaking training as appropriate to the working environment and location, and developments in your role;
- Conduct yourself with professionalism, tact and diplomacy as a representative of Dauntsey's, in line with school policies and procedures.

No list of responsibilities can really encompass all that is asked of this role; at the heart of his or her task is an active enthusiasm for the school and an equally active enthusiasm for the young people being under their charge. The Assistant Head – Head of Middle School is expected to play a full role in the life of the School outside the classroom including in the evenings and Saturday afternoons.

Further Details

This is an academic role and the successful applicant will be expected to teach lessons alongside performing this role. A significant remission in their timetable will be provided to allow them to fulfil their responsibilities as Head of Middle School.

Dauntsey's has its own salary scale and the successful applicant will be paid according to their experience. A management allowance (MA4) will be paid on top of this.

In addition, tuition is provided for any children of academic staff, at a significantly reduced rate, subject to the appropriate entry qualifications being satisfied.

Accommodation, within a boarding house where the applicant would also act as a Residential Tutor, may be available for the successful applicant.

Applications

Completed application forms should be sent to the HR Department as soon as possible via recruitment@dauntseys.wilts.sch.uk by **9am on Friday, 3rd December 2021**.

Applicants are invited to contact Mr Andy Collins, the Second Master, or Claire Parr, Head of HR, if they require further information or wish to discuss details of the post.

Andy Collins' contact details:

Telephone: 01380 814507

e-mail: secondmaster@dauntseys.wilts.sch.uk

Claire Parr's contact details:

Telephone: 01380 814580

e-mail: c.parr@dauntseys.wilts.sch.uk

Thank you for your interest in the position.

Dauntsey's School is committed to safeguarding and protecting 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