



STONAR

JOB DESCRIPTION

Senior Deputy Head

About Stonar

Stonar School is a vibrant co-educational day and boarding school for students aged 3 – 18. As one of over 50 schools worldwide in the Globeducate Group (<https://www.globeducate.com/>), Stonar has a global educational perspective, yet it is located in stunning grounds in the Wiltshire countryside just eight miles from the centre of the city of Bath and within easy reach of the M4 corridor.

Students regularly achieve excellent results, which are beyond expectations both academically and personally. We are proud to offer small class sizes that are led by dedicated and imaginative teachers. Stonar also boasts outstanding equestrian facilities and has a British Horse Society approved Equestrian Centre.

In addition to the term time day and boarding offering, Stonar also runs short courses during the school holidays, primarily for overseas and boarding pupils.

The Role

Job Title:	Senior Deputy Head
Responsible to:	The Head

The Senior Deputy Head will play a pivotal role in the operational smooth running of the School and will likewise work closely with the Headmaster and the Executive Management Group in developing and delivering a new strategic development plan as the School looks ahead to an exciting new chapter. With a particular focus on operations and compliance, the role carries with it significant responsibility and close involvement in all areas of school life, from academic and co-curricular to pastoral. The role presents an exciting opportunity for an ambitious leader and will be an attractive prospect to candidates looking to move on to headship.

Purpose of Job

The responsibilities and duties outlined below are in addition to those contained in the job description for teachers:

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- Deputising for the Headmaster and supporting him in the leadership of the School as a key member of the Executive Management Group and Senior School Leadership Team
- Contribute to the production of strategic plans and develop, implement and evaluate the School's policies, practices and procedures as appropriate
- Responsibility for the operational day to day running of the Senior School
- Lead on strategic initiatives as directed by the Headmaster, with regular progress reports throughout planning and implementation phases
- Be a prominent and approachable presence within the School and its community, supporting and promoting the highest standards of academic, pastoral and co-curricular provision
- Line Management of the Director of Sport, the Head of Adventure Training & Stonar Clubs, the Domestic Manager and the Compliance and Pastoral Administrator
- Chair the Coordination Committee
- Oversight and management of the Whole School calendar
- Attendance at Advisory Board meetings
- Responsibility for Inspection Readiness, ensuring appropriate advanced preparation and updating of policies and procedures
- Responsible for school uniform and liaison with the school uniform supplier
- Be part of the Senior staff weekday and weekend rota and the school holiday on-call rota.

Pastoral

- To support the Head in maintaining standards of discipline and appearance of all pupils throughout the Senior School
- Responsible for the development and implementation of policies and procedures that ensure the values of the school, good manners and the expected standards of behaviour are met
- Implementation of the Behaviour and Discipline Policy, including actioning of School sanctions from detentions to temporary exclusions and the investigation of disciplinary matters.

Academic and Co-Curriculum

- Oversee the co-curricular provision of the School including sport, Clubs, adventure training and the House competitions
- Organise and run the House competitions with the Heads of Houses
- Liaise with the Deputy Head Academic who conducts a termly evaluation of pupil engagement in co-activities, quality of provision and opportunities for development

- Contribute as appropriate to the teaching within the School.

School Policies

- Responsibility for the review of all School policies (statutory and non-statutory). Delegate the review of these policies to appropriate stakeholders and quality control the updating of policies.

Inspection Readiness

- Responsibility for ensuring the inspection readiness of the School at all Key Stages in both the Prep School and Senior School
- Ensure the full range of inspection evidence across the School is current, accessible and of a high evidential standard
- Work with the Deputy Head (Pastoral) to review the Boarding Houses against the Minimum National Boarding Standards.

School Calendar and Events

- Be responsible for the whole-School calendar
- Organisation of Staff Training Days, beginning and end of term arrangements, and assistance with other major events to include Speech Day, Remembrance Day, School Carol Service and Open Days
- Coordinate the whole school and other photographs
- Take assemblies as required; set the programme of assemblies for the academic year, providing themes for the assemblies.

Staff

- Be responsible for the Staff Handbook and Code of Conduct
- Leadership of staff wellbeing
- Assist with the creation of Job Advertisements and Job Descriptions, and work closely with the Headmaster in the interviewing, appointment and induction of new staff
- Organise and implement the staff duty rota.

Recruitment and Marketing

- Work closely with the Director of Admissions and Marketing on the organisation of admissions events
- Assist the Headmaster with the recruitment of day and boarding pupils
- Travel locally, within the UK and overseas, when necessary, to promote pupil recruitment

- Assist with pupil retention and internal marketing
- Contribute to the weekly newsletter, Stonar Matters, as directed by the Headmaster.

The above duties and responsibilities are subject to the general duties and responsibilities contained in the teachers' contract of employment.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once every two years and may be subject to modification or amendment at any time, after consultation with the holder of the post.

Some deputising for the Headmaster is required during the school holidays; the precise dates to be identified annually in consultation with the holder of the post.

Qualifications & Experience

- A good honours degree from a leading university
- Qualified Teacher Status
- Evidence of continued professional development
- Additional leadership and management qualifications desirable
- A track record of whole school responsibility either as a Deputy Head, Assistant Head or other senior position
- Significant experience of academic and/or pastoral leadership
- Experience in safeguarding, pastoral care and/or boarding
- Experience of line management of staff and whole school responsibility.

Aptitudes & Attitudes

- An outstanding classroom practitioner and a passionate educator
- Able to motivate and empower colleagues and pupils
- Empathetic, collaborative and able to work well leading teams and within teams
- Sympathetic to the ethos and values of the school, and a visible presence and strong supporter of school life
- Excellent organisational skills, and the ability to time manage, delegate and adapt
- Strong interpersonal skills and the ability to communicate effectively
- A good problem solver and able to resolve issues calmly, effectively and creatively

- Possessing a sense of humour and an ability not to take themselves too seriously
- Ambitious for the school and its pupils
- Strong personal values and integrity.

The duties and responsibilities shown above are not intended to be exhaustive and the Senior Deputy Head will be expected to be flexible and to take on new responsibilities as necessary to meet the changing needs of the school.