



WOLDINGHAM
SCHOOL

Brief for the position of

SENIOR DEPUTY HEAD

Woldingham School



October 2020



ODGERS BERNDTSON

CONTENTS

Background	3
The Role	8
The Person	11
How to Apply	12



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 women's education, with a single-sex environment that is supportive and stimulating.

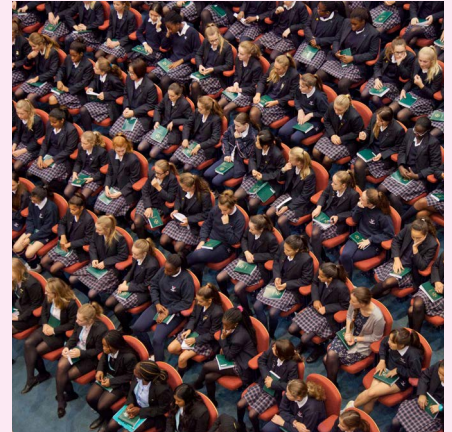
There are 570 students currently enrolled in the School and it expects to have around 600 students from September 2021. Most girls join the School aged 11, with an intake of 80 in Year 7 and around 25 in Year 9. Woldingham is an increasingly popular choice. The School received more applications for school places for September 2020 than ever before.

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 instil a lifelong love of learning.

Around 50% of students board – full, weekly 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 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.





History

Founded in 1842 by Saint Madeleine Sophie Barat, the School was originally based in Acton, West London, and later moved to Roehampton. Woldingham School has been based at its current site at Marden Park since 1946. For many years it was a full boarding school. Woldingham now has a well-balanced mix of day girls and boarders.

As the first Sacred Heart school in England, Woldingham was initially called the Convent of the Sacred Heart. It became Woldingham School in 1985 when it moved to lay leadership.

In 2017 Woldingham celebrated its 175th anniversary with a year of high-profile events. Today the School is forward-looking, open-hearted and vibrant.

Ethos

Woldingham is a happy and successful school, which aims to develop confident, compassionate and courageous young women.

Girls are encouraged to nurture respect for self, each other and for the environment.

The Woldingham community is strong, forward-thinking and kind. Students leave Woldingham with academic results that open doors, values to navigate careers and life ahead, and friendships that last a lifetime.

Woldingham is a Catholic school, with a chapel at its heart and an ethos resonating throughout the School. Around one third of students are Catholic and the School welcomes girls of all faiths and none.

As a member of the International Network of Sacred Heart Schools, Woldingham has a strong sense of community based on a set of shared principles which are:

- Faith and living responsibly in the world today.
- Social justice and an awareness which impels to action.
- Community and sharing friendships with those outside it.
- Scholarship and a deep respect for intellectual values.
- Personal responsibility and growth in an atmosphere of wide and appropriate freedom.



Academic Excellence

Woldingham is committed to fulfilling the academic potential of every student. A selective school, Woldingham is proud to be in the top 10% of schools in the UK for 'value added education.' In 2020, 72% of A Level grades were A*-A and 62% of GCSE grades were 9-8. In 2020, 10 Sixth Formers took an EPQ and seven achieved an A*. Most Sixth Form students leave Woldingham for places at leading UK and international universities, with four girls securing places at Cambridge and 89% securing a place at their first or second choice university in 2020.

Teaching and learning are centred around the School's unique WOLD model:

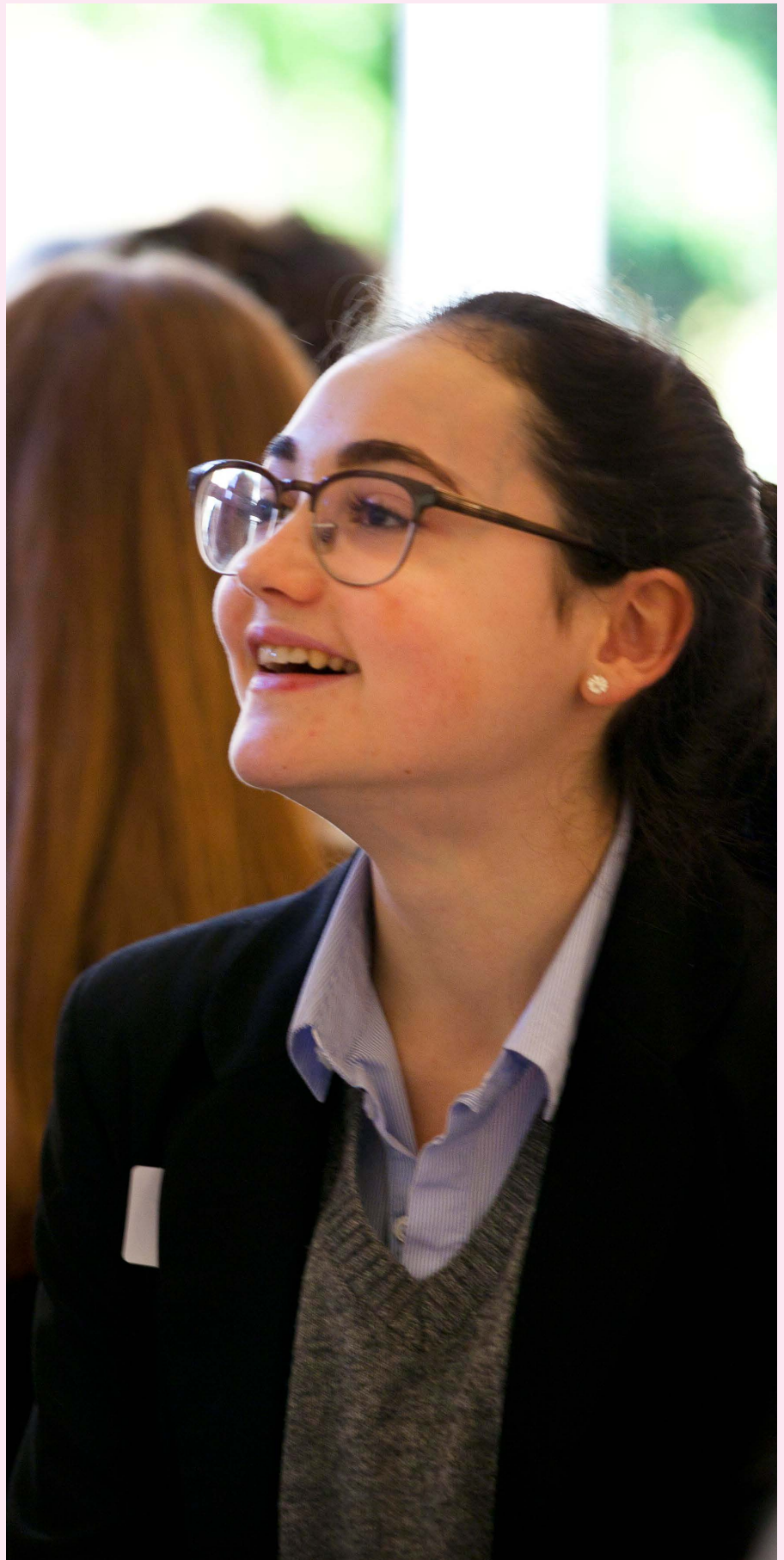
Willingness
to work hard and make mistakes

Opportunities
to maximise all learning

Learning
is a life-long process

Determination
to succeed

The School offers a broad curriculum with 26 A Level choices available in the Sixth Form. There is an excellent academic enrichment programme for all students, as well as a dedicated programme for academic scholars called Kritikos, and intensive support for students applying to Oxbridge, medicine, dentistry and veterinary science.





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

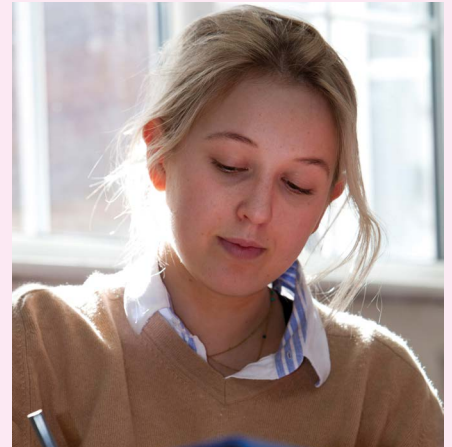
The School published a new five-year strategic plan in 2019 with a refreshed vision and mission. The School's vision is to provide an outstanding education that empowers women to change the world. Woldingham's mission is to be a happy and successful school developing confident, compassionate and courageous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



THE ROLE

Job title:	Senior Deputy Head
Department:	Senior Leadership Team
Hours of work:	Full time; teaching allocation is approx. 6 periods per fortnight
Responsible to:	Head
Responsible for:	Senior Teacher (Boarding)/Head of Boarding, Deputy DSLs, School Nurses, PSHE Coordinator, Heads of Year, Senior Teacher (Staff Development)



Overview

The Senior Deputy Head will be an outstanding leader who is a convincing ambassador for this busy Catholic boarding and day school and who commands the respect of students, staff, parents and Governors. They will be able to deputise for the Head in all key areas of school life, including representing the Head at assemblies and events and meeting prospective parents when necessary.

The Senior Deputy Head will take key responsibility for the pastoral life of the School. She/he will be the senior figure within a team of three Deputy Heads who work closely and collaboratively to ensure the smooth running of Woldingham School's educational operations, alongside the other key members of the School's Senior Leadership Team.

Purpose

To form one part of a team of three Deputy Heads who work closely and collaboratively to:

- Deputise for the Head, as required.
- Assist the Head in communicating and delivering the Catholic vision for the School.
- Ensure that Woldingham School is a fulfilling 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.
- 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 Woldingham's pastoral care so that each pupil fulfils her full potential within a safe and happy environment, both within and outside the classroom.
- Provide leadership of Woldingham staff's welfare to ensure that Woldingham School is a supportive and enjoyable place to work, as is commensurate with the ethos of the School.
- Lead operational teams across a variety of departments, ensuring that plans are in place and delivered.
- Empower and guide teams to perform to a high standard, helping to develop individuals professionally.

Accountability

- Accountable to the Head for the successful delivery of the post's requirements.



Principal Responsibilities

School Leadership Team

- Member of the School Leadership Team: this is currently comprised of the Head, the DFRO, the Deputy Head Academic, the Deputy Head Operations, the Director of Communications, the Head of Marden and the Head of Sixth Form.
- 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 Senior Deputy Head will have responsibility for ensuring the School's compliance within the Independent Schools Inspectorate Pastoral requirements and the Boarding Schools NMS requirements, and for developing appropriate ISI and NMS compliance action plans, in liaison with other key staff such as the Deputy Head Operations and the Director of Finance and Operations.

- To assist the Head in the employee lifecycle of all pastoral and residential staff from recruitment, resourcing, training, people management, development, performance and reward.

With the Deputy Head Academic and Deputy Head Operations:

- 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 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 Heads of Year and Housemistresses 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, and the coordination of any serious disciplinary investigation.

Pastoral Leadership

- To act as an effective advocate of the School's Catholic, Sacred Heart ethos, deputising for the Head when necessary, as the spiritual leader of the School.
- The development and operational implementation of the whole School pastoral system.

- To fulfil the duties of the School's Designated Safeguarding Lead (please refer to KCSIE DSL job description).
- To lead on all safeguarding policies, provision and procedures including the management, maintenance and review of safeguarding policies, and the implementation and evaluation of all safeguarding measures.
- To research, read and feedback the latest developments in safeguarding, student welfare and e-safety to both SLT and Governors.
- With the Heads of Year, to develop, implement and review the student mentoring programme.
- To ensure all pastoral and residential staff have clarity of role and responsibilities.
- To plan, organise and ensure the delivery of all internal pastoral and residential staff training, engendering a culture of high performance.
- To chair meetings of Heads of Year and other groups where necessary.
- To co-ordinate the work of Heads of Year and (with the Head of Boarding) Housemistresses, particularly in relation to student welfare and to monitor their performance.
- To ensure that Heads of Year and Tutors hold regular meetings to discuss student progress and welfare, the tutorial programme and routine organisational matters.
- To meet individual Heads of Year and Housemistresses fortnightly to discuss student welfare and routine communications with parents.
- To ensure, through Heads of Year and Housemistresses and administrative staff, that full and accurate student records are maintained.





- To meet the Health Centre staff fortnightly to discuss student wellbeing.
- To manage the School Counsellor appointments.
- To oversee the Thrive/PSHE programme.
- To liaise with the Catering Manager to discuss aspects of food provision and to ensure that student year representatives meet with the Catering Manager regularly.
- To run and organise the Personal Tutor Scheme.
- To act as Line Manager for the Senior Teacher (Boarding)/Head of Boarding.

Quality Assurance

- To monitor the quality of the pastoral system.
- To design, implement, communicate and review all appropriate pastoral evaluation systems.
- To ensure the School's performance management system is managed and cascaded effectively throughout the pastoral and residential staff community, with challenging targets and objectives set for all, supported by individual learning action plans.

Staff Development and Welfare

- Responsible for day-to-day welfare of the teaching and residential staff.
- To liaise regularly with the Senior Teacher (Staff Development) regarding the effectiveness of the appraisal process and, where necessary, to make amendments to the process.

- To work with the Senior Teacher (Staff Development) to ensure the delivery of the School's NQT/Schools Direct induction programmes.

Resources and Budgeting

- To liaise with Heads of Year and DFRO over any significant CAPEX bids or requests for increased staffing or resources.
- To manage relevant budget expenditure.

Communications and Marketing

- To communicate necessary information to parents regarding pastoral policies and processes.
- To attend all parent-teacher meetings.
- To oversee the annual updating of all Pupil and Parent handbooks.
- To monitor and, where necessary, amend and update, the pastoral content of the website.
- To ensure that all significant pastoral changes are effectively communicated to existing and potential parents.
- To liaise with Registry and Head on the special pastoral requirements of any new entrants.
- To assist the School wherever necessary in the effective marketing of pastoral successes and achievements.
- To act as a pastoral ambassador for the School to bodies such as HMC and GSA.
- To attend the Woldingham Parents and Staff Association Main Committee meetings.

- To keep the Head informed of any matter that may impact on parental or external relationships.

School Policies and Procedures

- To lead on the management, maintenance and review of all safeguarding and pastoral policies.

Residential Accommodation

- It is a requirement of this post that the postholder is able to be resident on the School campus. When resident on site, additional duties include:
- To assist the SLT in sharing weekend responsibility on-site in rotation.
- To provide emergency cover for absent House staff.

General

- The post has shared PA support.
- 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

The Senior Deputy Head will be an experienced leader with exceptional pastoral skills; a strong communicator, decisive and kind, with natural empathy and abundant patience.

They will have a deep sympathy with and positive understanding of Catholic values, in harmony with the Sacred Heart ethos of the School.

The Senior Deputy Head 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.

She/he will also have:

- A clear understanding of recent developments in the areas of pastoral education, safeguarding and child protection.
- A nurturing approach to pastoral education.
- Experience and knowledge of financial management to forecast and manage a budget.
- Exceptional people skills with the ability to build strong relationships with all managers and staff.

- Strong people management skills with experience of leading and managing staff in a wide range of disciplines.
- The ability to coach, mentor and guide colleagues.
- The ability to deal with performance management.
- Excellent communication, interpersonal, leadership, coaching and conflict resolution skills.
- First class organisational and administrative skills.
- The ability to think strategically.
- Calmness under pressure and a sense of proportion.
- Excellent judgment.
- Enthusiasm; the ability to inspire, excite and motivate others.
- High expectations of students and staff.
- Strong analytical and problem-solving skills, combined with a proactive and positive approach to change management.



- The ability to maintain a high work rate and to juggle a range of tasks and issues at the same time.
- Knowledge of the independent school inspection service.
- Excellent oral and written communication skills with colleagues and parents.
- Powers of self-evaluation and a critical approach to own practice.
- Personal integrity, honesty, energy and stamina.



HOW TO APPLY

Woldingham School has engaged the services of Odgers Berndtson to assist with the recruitment of the next Senior Deputy Head.

The closing date for applications is **09.00 Friday 27 November**.

Shortlist interviews with the Selection Panel will take place on **Monday 7 December**. Candidates invited to the final stage will be invited to have a full briefing visit to the School on **9, 10 or 11 December** and final interviews will take place at Woldingham on **Tuesday 15 December**.

To apply, please submit an application form, a comprehensive CV and a covering letter which sets out your interest in the role and encapsulates the aspects of your experience relevant to the required criteria. Please include the names and addresses of three referees. Referees will not be approached until the final stages and not without prior permission from candidates.

The preferred method of application is online at: www.odgers.com/81159

If you are unable to apply online, please email: 81159@odgersberndtson.com

All applications will receive an automated response.

For a conversation in confidence, please contact:

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antonia.storey-mason@odgersberndtson.com

Tabitha Keown-Boyd: +44 (0) 207 7529 3945
tabitha.keown-boyd@odgersberndtson.com

Personal data

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data) in your CV and application documentation. Following this notice, any inclusion of your Sensitive Personal Data in your CV/application documentation will be understood by us as your express consent to process this information going forward. Please also remember to not mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion.

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.



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