



## **Cumnor House School for Girls**

### **Deputy Head September 2020**

#### **The opportunity**

We are looking to appoint a new Deputy Head to support the Head Teacher and other members of the Senior Leadership Team in the effective running of the school.

Cumnor House School for Girls is a happy and thriving all girls preparatory School situated in a leafy private estate in Purley, close to Croydon. The school provides excellent facilities and a lively and stimulating teaching environment where we achieve outstanding results. -We work hard to ensure that we model the right behaviours and attitudes for our pupils to develop the skills and understanding required to be personally successful and have a strong sense of self.

#### **Who are you?**

We are now seeking a fully qualified and experienced teacher with proven leadership skills A strong people person who will be a good role model for both staff and pupils is a must! You will be an effective decision maker, have excellent organisation skills, and be approachable, with a kind and sympathetic manner.

The Deputy Head is the designated safeguarding lead and has primary responsibility for the provision of pastoral care within the school.

The postholder will have some class teaching responsibilities (circa 0.4), coach and mentor staff, line manage a team, carry out lesson observations, assist with parent evenings & meetings, organise events, rotas, assist with the timetable and contribute to the school development plan.

*Part of Cognita Group - [www.cognita.com](http://www.cognita.com) Cognita Schools is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer Recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.*

### Remuneration

- Competitive salary depending upon qualifications and experience
- Free coffee and tea supplied throughout the day
- School fee discount
- Professional Development
- Free lunch
- Exclusive third-party discounts

### Application Process

All interested applicants should complete the application form and submit a letter of application outlining their suitability for the role, and how they meet the requirements of the person specifications. This should be no more than 2 sides of A4.

Please note, all candidates are required to submit a completed application form – CV's will not be accepted.

Address: 1 Woodcote Lane, Purley, Surrey, CR8 3HB

## **Deputy Head Teacher – Cumnor Girls’ School September 2020**

The Deputy Head Teacher will support the Head with the running of the school and be a skilled teacher in their own subject. The Deputy is a member of the Senior Leadership Team and will work closely with the other members of the team.

### **Responsibilities as Deputy Head include:**

- To deputise for the Head in her absence.
- To assist the Head in the day-to-day running of the school.
- To provide a positive link between the staff and the Head.
- To support the Head in the leadership of the staff.
- To be the Designated Safeguarding Lead
- To lead PSHE.
- To oversee assessment and the analysis of results
- To meet regularly with the Head to keep her informed of progress and developments across the school.
- To assist the Head as required in appointing new staff.
- To support the Company’s aims and ethos.

### **Management Duties:**

- Together with the Head, ensure all staff are aware of their responsibilities for nurturing the pupils’ academic and personal development.
- To ensure planning documents and pastoral records are collated and updated when necessary in collaboration with colleagues.
- To observe colleagues as part of the school’s appraisal system.
- To mentor teachers and new staff.
- Exam results analysis and feedback to staff and Cognita
- Auditing of classroom resources and ordering
- Setting up 11+ examinations run at school and invigilation timetable by SLT
- To monitor school policies and work with the Head to update these as required.
- To organise practical arrangements for school occasions and events as necessary – notably the Carol Service and Prizegiving
- Together with the Head, ensure there is a whole school timetable with correct subject allocations.
- To review periodically the curriculum and safeguarding procedures, offering advice to individuals on possible changes or improvements.
- To help staff members with the writing of reports by offering guidance and proofreading.
- To carry out any other duties as directed by the Head as would be reasonably expected in the role of Deputy Head.

## **Deputy Head Teacher- Cumnor House School for Girls**

### **Person Specification**

- Educated to Degree Level

- Fully qualified and experienced teacher
- Leadership skills
- Skilled decision maker at a senior level
- Must have excellent communication skills both orally and in writing
- Excellent listening skills and a kind, sympathetic manner.
- Excellent organisational skills
- Excellent interpersonal skills, with the ability to enthuse and motivate others and develop effective relationships with staff and parents
- Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit
- To understand and accept the Cumnor values, and be able to promote these.
- To practice equal opportunities in all aspects of the role and around the workplace in line with policy
- To maintain a personal commitment to professional development to deliver the requirements of this post
- To understand the requirements of the school's Child Protection Policy and the personal responsibilities that this brings.