



Ranby House

Nursery & Preparatory School

Ages 2-11



Deputy Head (Nursery to Year Six)

Job Description & Personal Specification

Starting September 2020

Ranby House

Ranby House is the Preparatory school for Worksop College. It is located in North Nottinghamshire, seven miles from Worksop College and is set in its own 60 acre site,

Ranby House moved to its current location in 1948 and boasts gorgeous surroundings and the best facilities on offer to primary aged children in the area.

Traditionally a full boarding school, Ranby now provides Monday to Friday schooling, with weekly, flexi and occasional boarding still available throughout the week, including, 'Friday Night Specials', themed evenings, bringing our children together in a safe, supportive and social environment.

Ranby House is proudly non-selective and offers co-educational schooling for children aged 2 to 11. Based on a Christian faith together with our traditional Core Values, the school's ethos promotes a strong sense of community, developing thoughtful, inquisitive and considerate individuals.

Our Learner Profile focusses our academic and extra-curricular sessions to develop Resilient, Independent and Adaptable learners, preparing all our children for their future. We are proud of children who leave at the end of Year 6.

Our Motto: 'Semper ad Coelestia' (Always to the Heavens).

Our Vision: 'We support, encourage and challenge, creating exceptional people who leave our Christian community with confidence, resilience and humility.

Our Values: 'Bold & Ambitious', 'Inquisitive & Thoughtful', 'Supportive, yet Challenging'.

Our Learners: 'Independent, Adaptable, Resilient'.

Ranby House Core Values:

- Show Respect
- Be Honest
- Listen
- Forgive
- Be Kind and Helpful
- Always Do Your Best

Is this the job for you?

The role of Deputy Head at Ranby is integral to the continued success of the school. It is a busy and challenging role, but offers fantastic professional development opportunities and job satisfaction in all aspects of Prep. School life.

We are looking for a highly motivated, enthusiastic and outstanding **Senior Leader** to continue the committed work of Mr. Jeremy Harper, who has recently been appointed as the Head of Derby High Preparatory School.

Job Description

This Job Description covers the main duties and responsibilities of the role, but is not an exhaustive list. The role holder may be asked to carry out other activities commensurate with this Job Description from time to time.

SENIOR LEADERSHIP RESPONSIBILITIES:

- Maintain and promote the mission, vision, values and ethos of the school.
- Always lead by example and act as a role model for other members of the school community.
- Promote the reputation of the school throughout our community, by means of different marketing media and involvement in recognised associations.
- Be proactive in your approach to problems, be solution-based and understanding to all parties involved.
- Establish and maintain professional working relationships with all staff.
- Working closely with the school's Enterprise Co-Ordinator to ensure that rented facilities and the required equipment are prepared. Liaising with representatives using the school's facilities to ensure expectations on the agreed use of facilities and equipment is being followed.
- Take responsibility for the day to day running of the school, ensuring the logistics such as timings, staffing (daily & weekly cover) and resources are fairly distributed and appropriate for the activity.
- Monitor the School's Termly Calendar, to ensure all events are planned, suitable for the educational experiences of our children and are documented appropriately for parents to access information.
- Manage a number of different departmental budgets, to ensure all purchases have been approved, are suitable and fall within the allocated budgets.
- To complete department audits to help and assist subject leaders with subject reviews and development plans.
- Review, revise and implement the school policies in collaboration with associated staff. Ensure all policies are updated in line with the school's Policy Tracker and remain ISI compliant.
- To understand and apply all school policies appertaining to this position.
- To demonstrate knowledge and understanding of all areas covered in the Staff Handbook.
- Lead assemblies, Chapel services as agreed by the SLT's SMSC, 'Meeting and Assembly planner'.
- To ensure the school remains 'inspection ready' (ISI) in terms of the schools SEF, pupil welfare, safeguarding and general good practice.
- Work collaboratively with SLT members to review, adapt and implement the school's development/strategic plan.
- Plan and present information to School Governors for areas associated with your role.
- Be part of the whole school Senior Leadership Group, working closely with all senior leadership staff for the ongoing strategic development, transition planning and inter-site working.
- To play an active role in all areas of school life, including our Boarding House, i.e. organising evening activities and completing duties.
- Uphold a safe, secure, and healthy learning environment, by addressing Health & Safety matters.
- Deputise for the Headmaster during periods of his absence.

LIAISON WITH PARENTS:

- To maintain cordial relations with members of the parent body, responding to requests for information and assistance.
- To organise and attend parent/teacher consultations. Where unavoidable commitments exist elsewhere, ensure that alternative arrangements are made between absent staff and parents, in order to keep parents informed of their children's progress.
- Support school social and fund raising events, assisting our Parents' Group with their planning

STAFF PROFESSIONAL DEVELOPMENT:

- To take up the opportunity for continuous professional development through self-directed reading, courses and in-service training and maintain a good level of IT skills
- Arrange and monitor staff training meetings/inset. Consider the areas of the school that require essential training to ensure all staff are compliant.
- To carry out staff performance reviews, to complete the required documentation and seek to support staff to fulfil individual targets agreed as part of their performance management meeting. Encourage and motivate staff to become reflective practitioners who continually evaluate and evolve their practice
- Oversee the induction and probation period of new members of the teaching and teaching support staff (Graduate scheme).

TEACHING & LEARNING RESPONSIBILITIES:

- Complete learning walks to observe and feedback to staff the standard of teaching and learning observed.
- Oversee the teaching and learning across the school. Ensuring that all children experience a broad, balanced, relevant (differentiated), and stimulating curriculum that fits our Learner Profile.
- Advise, challenge and support staff to complete their Long, Medium and Short term planning documents. Check that staff are adapting their lessons to accommodate suitable challenge, support and engagement for their children.
- Ensure a close match between the learning experiences offered and the individual needs of the children in the class, so as to give each child an opportunity to achieve to the maximum of his/her capability, providing children with opportunities to manage their own learning and become independent learners.
- Work with members of teaching staff, subject leaders and the Senior Leadership Team to develop and implement the school's timetable, ensuring there is an agreed balance of teaching commitments and educational offering.
- Organise the allocation of prizes for the end of term/year prize giving ceremonies
- To have an agreed teaching commitment, commensurate with the position and provide the highest quality teaching and learning opportunities for our children and to ensure they achieve success and progress in relation to their potential and school expectations.
- Arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and will support the demands of the activity/lesson.
- To work closely with the school's Learning Support Coordinator to make appropriate educational provision for children with SEND and those who may have EAL needs.
- Manage the school's assessment programme. Schedule children's progress tests, effort grades and reporting schedules. Publish pupil reports in line with the reporting/proof reading schedules.
- Access and maintain pupils' assessment records. Provide staff with detailed analysis of the pupils' progress and areas for future development.
- Foster each child's self-image and esteem and establish relationships which are based on mutual respect, and to ensure that the school's aims and objectives in relation to the curriculum, equal opportunities and discipline are promoted in every day classroom organisation and practice.

PASTORAL, SMSC & WELLBEING RESPONSIBILITIES:

- To ensure that first class levels of care are provided to all children in the school. Lead the 'Pupil Voice' at Ranby House, by overseeing the School Council and Eco Committees
- To work closely with the Enrichment Coordinator to ensure a broad and exciting selection of afterschool clubs and activities are on offer to all pupils.
- To be responsible and accountable for the welfare of all pupils across the school, with the support of the Senior and Middle Leadership Teams

- Lead the management of children's behaviour and ensure the reward and conduct systems in place are used effectively
- Monitor and report on pupil welfare/behaviour using the school's pastoral systems. Deal with disciplinary issues in accordance with the school's behaviour policy.
- To monitor and support the spiritual, moral, social and cultural development of the children in the school.

Person Specification

ESSENTIAL SKILLS AND ABILITIES:

The desire to be an ambassador for the school in everything they achieve.

A confident and effective communicator who will support the team and embrace change and challenge.

An excellent understanding of child development, learning processes and factors that affect how pupils learn.

Be a highly competent teacher, able to motivate and inspire pupils and others.

Ability to resolve problems effectively by being 'solution focused'

Excellent levels of organisation and time management.

Work constructively as part of a leadership team, understanding classroom roles and responsibilities and your own position within these.

The ability to relate well with children, their parents and colleagues and to build positive working relationships.

PERSONAL CHARACTERISTICS:

Shows initiative alongside clear and balanced thinking and planning.

Shows respect to all members of the school community.

Is honest with a strong moral integrity.

Demonstrates kindness and support to children, parents and staff.

Always strives to do their best.

Displays calmness and empathy, especially at times of pressure.

Maintains and respects confidentiality.

Is flexible in the role and enthusiastic about the role.

Has a clear sense of humour.

TEACHING EXPERIENCE & QUALIFICATIONS:

Evidence of proven teaching and learning skills and strengths.

Evidence of being able to motivate, inspire and lead children and staff.

Can use a variety of teaching and learning styles to bring about positive achievement.

Demonstrates experience of appropriate strategies for managing pupils' progress with an ability to track pupil development to a high level of academic achievement.

Knowledge and experience of delivering the UK National Curriculum to a mixed ability Co-educational class.

Experience of coaching and playing a variety of Sport, with an understanding and genuine interest in the benefits of team and individual sport.

An understanding of the accountability and parental expectations placed on staff working in the independent sector.

A University Graduate with Qualified Teaching Status.

Competent IT skills to support teaching and learning in a classroom and IT based admin tasks.

Child Protection and Safeguarding Training (provided by the school).

First Aid Training (provided by the school).

The Vacancy

Post Title:	Deputy Head, Ranby House (Nursery to Year Six)
Responsible To:	Ranby House Headmaster
Contract Type:	Permanent
Commencement:	September 2020
Salary:	Allowance offered in accordance to school's pay scale, relevant to experience, qualifications & suitability. Family Accommodation is available.

Working hours:

Full Time: Monday to Friday (term time). Staff are expected to view contract times as core hours only and are expected to commit to as much additional time as needed to complete the role, to meet the needs and expectations of this post. This is a role requiring a commitment to work some evenings and weekends as all staff are expected to complete duties, clubs/activities, staff/department meetings, INSET Training Days, department preparation and planning, as well as special school events e.g. parents evenings/open days etc.

Probationary period:

The appointment is subject to completion of a one year probationary period.

The Benefits Package

Working at Worksop College & Ranby House is as much about a lifestyle choice as it is about pursuing a satisfying career path. The school has high expectations of its staff and therefore looks to reward them with an attractive benefits package, which includes:

- Attractive salary, Membership of the Teachers' Pension Scheme.
- Fee concessions of up to 50% for the children of any member of the full-time teaching staff who meet the school's entry requirements.
- Access to a private healthcare scheme
- Lunch is provided when on duty; the school is known for its high quality catering. Tea and coffee are available throughout the working day.
- Family Accommodation with use of the School's grounds and facilities

Application Process

Applications:

The School's Application Form can be completed on line: <https://www.wsnl.co.uk/applicationform>
Please submit a letter of application, outlining the reasons why you are interested in the role and any additional information you would like to add. CVs are not accepted on their own.

Alternatively paper versions can be posted to:

David Thorpe,
Headmaster, Ranby House,
Straight Mile, Ranby,
Nottinghamshire. DN22 8HX
Telephone: 01777 703138

Email applications to: headmasterprep@wsnl.co.uk

Application deadline - Friday 14th February 2020 – Long list selection process

Long List - Week Commencing - Monday 24th February 2020

Interview days – Week Commencing – Monday 9th March 2020

Statutory requirements & equal opportunities

SAFEGUARDING & CHILD PROTECTION

For this post must be willing to undergo child protection screening, including, but not limited to, reference checks with previous employers, prohibition checks and a criminal record check via the Applicants Disclosure and Barring Service (including Barred List Check).

All offers of employment are conditional upon the satisfactory outcome of child protection screening checks.

DISCLOSURES

We will appoint, train, develop and promote on the basis of merit and ability alone. It is a stipulation of the Governors and a statutory requirement that members of staff appointed to Worksop College should be shown not to have any criminal record which might prevent them accepting a post at the College. Accordingly, the College requires permission from all members of staff to make an appropriate investigation. Offers of employment are subject to a satisfactory outcome of this enquiry.

EQUAL OPPORTUNITIES

Worksop College is an equal opportunities employer and is committed to a policy of treating all our employees and job applicants equally. It is our policy to take all reasonable steps to employ and promote employees on the basis of their abilities and qualifications without regard to age, disability, sex, gender reassignment, pregnancy, maternity, marital or civil partnership status, race (which includes colour, nationality and ethnic or national origins), sexual orientation, trade union membership, religion or belief.