APPOINTMENT OF SENIOR DEPUTY HEAD
FOR JANUARY OR APRIL 2016

Following the appointment of Mr Simon Lockyer as Headmaster of the Royal Hospital School, Suffolk an outstanding individual is sought to become the Senior Deputy Head in this highly successful and dynamic school in January or April 2016.

The successful candidate will have a strong track record in leadership and management. They will be an excellent administrator and communicator with the ability to take initiative and work well within a team. The post includes overall responsibility for pastoral care, safeguarding and pupil and staff well-being, and represents a key role in the day-to-day management of the school. The Senior Deputy Head will be able to make a significant contribution in shaping the school’s strategic development.

Previous incumbents have been promoted to HMC headships and it is likely that the successful candidate will, after a suitable period, wish to follow in this tradition.
Background

The Portsmouth Grammar School is a leading co-educational school renowned for excellent teaching and learning, superb pastoral care and outstanding co-curricular opportunities. We wish our pupils and staff to be happy and successful, in that order; and we encourage our pupils to think not only about where they will be at 18, but also at 25.

As an independent, through day school, PGS is one of the largest and most successful schools of its kind in the country. This summer, pupils achieved a record-matching 87% A*-B (24%A*) at A Level and IB, including an average of 39 points in the IB diploma. At IGCSE and GCSE over two thirds of all grades awarded were A*/A, with pupils achieving 90% A*-B.

There are currently around 1,150 pupils in the Senior School (360 in Sixth Form) and 410 in the Junior School and Nursery with a catchment area extending in a radius of up to 40 miles.

The school occupies a historically significant site on the High Street in Old Portsmouth in nineteenth century army barracks. Pupils and staff benefit from excellent facilities, including a superb dining hall and theatre complex, a dedicated music school and sports hall. Recent developments include the opening of the Bristow Clavell Science Centre in 2010, which provides 19 laboratories, a 125-seater lecture theatre and even a pupil-designed greenhouse. Last year we opened a Sixth Form Centre, including an attractive café area and university-style library facilities, which completed the science development and represented a combined £10M investment in new facilities for teaching and learning.

The school has its own extensive sports facilities at Hilsea Playing Fields, a short drive from the main school site, including all-weather hockey pitches, tennis and netball courts, pitches for rugby and cricket, and a newly-extended pavilion. We also have the benefit of Royal Navy and City leisure facilities within easy walking distance of the school. PGS enjoys a national reputation for sport at junior and senior level, and was recently cited in School Sports Magazine as one of the top co-educational day schools for sport.

As well as offering the Combined Cadet Force and activities such as Ten Tors, the school was recently licensed as a centre for the Duke of Edinburgh Award Scheme and is one of the largest providers of the DofE Awards on the South Coast.

We are also renowned for our music, regularly taking part in television and radio broadcasts and professional recordings, as well as commissioning works by major living composers. We have a close relationship with Portsmouth Cathedral, where the large majority of the choristers are pupils supported by a successful Gap Year choral scheme. The London Mozart Players have been the school’s Associate Musicians for more than a decade. We will be hosting the Choir Schools Association annual conference in 2016.
The school helped to launch a city-wide arts festival, the Portsmouth Festivities, in 2000 and continues to host the Festivities Office on the main school site. The Portsmouth Festivities holds around 70 events in ten days in June in venues throughout Portsmouth, including the Kings Theatre, the New Theatre Royal, the Guildhall, Portsmouth Cathedral and the Historic Dockyard. We also work closely with local schools and colleges in delivering an extensive programme of educational and creative arts workshops.

**Strategic Plan**

Significant progress has been made in relation to our current 2013-16 Strategic Plan, which identified six key areas for development:

**Excellent Teaching and Learning** – thanks to a programme of development for middle leadership and training, and the use of graded observations, the quality of teaching and learning is established as being consistently good and frequently outstanding; we are now considering the shape of the school day, opportunities for further curriculum development and enhancement of pupil tracking

**Innovative Use of ICT** – having gained national accreditation for e-safety and undertaken extensive training of staff in the use of iPads, we are now introducing increasing use of mobile technology throughout the school with a particular focus on Years 9 and 12

**Pupil Engagement** – the launch of a Whole School Council is one example of the ways in which pupils have become more directly involved in the life and leadership of the school; mobile technology is also expected to play a part in engaging pupils even further in their own learning

**Prioritised programme of building and refurbishment** – the successful delivery of the Sixth Form Centre has been a major part of a new Estates plan which includes plans for the re-development of the Main Arch and Reception (now underway), an improved Medical Centre and continued refurbishment of our existing Junior School and Senior School facilities, with interest in further major projects in the near future

**Fully integrated approach to Marketing and Admissions** – thanks to thorough market research and a review of our marketing and admissions functions, we are experiencing strong interest in the school from Nursery to Sixth Form. Recent changes to our admissions process have included the introduction of continuous assessment from the Junior School into Year 7, and the use of our own 13+ entrance assessment instead of Common Entrance

**Dynamic Development Office** – a fully refreshed programme of alumni events and the restructuring of the Development Office have enabled us to launch the William Smith Fund in support of bursaries and annual development projects; an initial telephone campaign this summer raised in excess of £200K and has also significantly strengthened our alumni contacts for university and careers advice
We will shortly be preparing to launch a new strategic plan looking ahead to 2020. Candidates may be interested to see the results of the SchoolPulse Parent Surveys published on the school website www.pgs.org.uk under ‘About Us’, as an example of recent consultation with key stakeholders.

PGS is often described by visitors as having a vibrant and welcoming atmosphere, a view reinforced by our parents, pupils and staff. It is an exceptional place in which to work and this is a particularly exciting time for the School as a whole.

The Role

The Senior Deputy Head is responsible to the Headmaster for the oversight of all areas of school policy and procedure, and for the effective day-to-day running of the school. The role involves working closely with staff, pupils, parents, governors and members of the public. The role includes responsibility for the overall direction of pastoral care in the Senior School, involving line management of the Heads of Year, the Heads of House and the Medical Centre. Assistance in the operational management of the school is given by the Surmaster.

The Senior Management Team, chaired by the Headmaster, meets briefly at the beginning of each week and again, more substantially, on a weekly basis. It consists of the Senior Deputy; the Deputy Head (Academic); the Deputy Head (Communications and Co-Curriculum); the Assistant Head (Head of Sixth Form); the Assistant Head (Teaching and Learning); the Head and Deputy Head of the Junior School; and the Bursar.

A wider group of Senior Teachers meets twice each term to support the strategic and operational work of the Senior Management Team.

Pastoral care is focused on the tutor group, which is part of a vertical House system with four Senior Houses (Yrs 9-13) and four Middle School Houses (Yrs 7-8) running throughout the school. In addition, there is a well-developed Year Group system overseen by the Head of Middle School (Years 7 and 8), Head of Years 9-11 and Head of Sixth Form. Pastoral facilities include the four House Bases, the Middle School Common Room, Sixth Form Centre and Medical Centre.

The following list identifies the main areas of responsibility. It may be amended in recognition of the specific areas of expertise and interest of the successful candidate:

The Senior Deputy Head:

- Deputises for the Headmaster in his absence
- Is the Designated Safeguarding Lead for the School, working closely with the other DSLs within school and the nominated Governor for Safeguarding, liaising with external agencies
• Is responsible for ensuring all staff receive appropriate training and have awareness of their safeguarding responsibilities
• Chairs the Weekly Planning Meeting and oversees the organisation of a number of key school events such as Open Morning, Parents’ Evenings and the arrangements for the beginning and end of term
• Chairs the Pastoral Review Meeting with Heads of Year, Heads of House and other key pastoral staff, and organises the half termly Care List meetings to monitor pupil progress and well-being
• Organises pastoral CPD and the annual pastoral appraisal system, line managing Heads of Year and Heads of House and allocating tutors
• Line manages the Head of Pastoral Curriculum in the delivery of PSHE
• Line manages the Medical Centre nursing and counselling team, working closely with the School Doctor and School Chaplain
• Co-ordinates the Pupil Year Group Councils and supports the Headmaster in organising the Senior School Council
• Assists the Surmaster in co-ordinating and training the Prefect team with support from the Senior Prefects
• Manages via the Heads of House pupil attendance, registration and absence with support from the School Office
• Co-chairs the Health and Safety Committee with the Bursar, and works with the Bursar and HR Adviser to ensure compliance in all areas of recruitment
• Manages the Policy Matrix, authors a number of core policies and co-ordinates a series of annual reports to governors on designated areas of policy and practice, helping to ensure the school’s regulatory compliance
• Investigates and handles complaints and incidents, overseeing the maintenance of logs such as those for accidents, complaints and bullying
• Has overall responsibility for pupil behaviour and discipline
• Liaises closely with the Junior School, and in particular with the Deputy Head of the Junior School
• Provides direction, support and a sounding board to teaching staff, overseeing induction training, helping to resolve issues and concerns, and conveying staff views to the Headmaster
• Plays a lead role in the regular weekly briefing to teaching and support staff
• Maintains the Staff Handbook for teaching staff
• Produces the agenda and minutes for the main weekly Senior Management Team meeting
• Oversees preparation for ISI Inspection, ensuring that the school’s documentation is fully up-to-date
• Attends the following Governing Body Meetings: Education Committee, Audit and Risk Committee, the Full Governing Body, and Strategy Days
• Attends the following school meetings: Parents’ Forum, Academic Review, Staff Forum

In addition, the Senior Deputy Head will assume any additional responsibilities which the Headmaster may reasonably ask.
The person appointed is expected to be an honours graduate, ICT literate, an outstanding classroom practitioner with high levels of administrative efficiency, considerable personal stamina and resilience, knowledge of current educational trends, and a clear commitment to the safeguarding and well-being of pupils. They will enjoy taking initiative as well as being part of a team, and are likely to have a good sense of humour.

Willingness to contribute to some aspect of the school’s co-curricular programme would be of value. The successful candidate will be expected to maintain some involvement in classroom teaching, though with a very light timetable; the appointment will be made without regard to subject specialism.

The appointment will subject to an Enhanced DBS check, proof of right to work in the UK and any other appropriate legal checks, satisfactory references, verification of qualifications, and verification of medical fitness (as required by DFES Circular 4/99).

Benefits

The Portsmouth Grammar School prides itself on being a caring employer and all staff are encouraged to discuss any aspects of their terms and conditions of employment initially with their line manager and, as necessary, with the Bursar who signs all contracts of employment on behalf of the Governing Body.

The school is a strong supporter of Continuing Professional Development (CPD) and its INSET programme provides staff with many personal development opportunities. Examples of school support include financial support for further education such as Masters Degrees. The school has recently developed with the University of Portsmouth an accredited Masters Short Course in Educational Leadership and Management, delivered in conjunction with two other schools in the city.

Governors annually allow up to three staff to take a half term sabbatical on full-pay in the summer term, with most expenses of the sabbatical covered. The aim of sabbaticals is to develop further professional expertise and also to provide an opportunity for staff to reflect on other aspects of their teaching. Sabbaticals are normally based in the UK but may also be overseas.

A highly competitive salary will be paid for the position of Senior Deputy Head, commensurate with the status of the role and the successful candidate’s previous experience. Private health insurance will also be available and, where appropriate, for their spouse and children. The school participates in the Teachers’ Pension Scheme. The school will also support the Senior Deputy Head’s membership of ASCL.
The school has a generous fee concession (50%) for the children of teaching staff. In addition, any member of staff with children in the school can join the salary sacrifice scheme which provides an opportunity for the cost of school fees to be reduced using an HMRC approved process to reduce the amount of salary subject to taxation. The school also supports the Cycle to Work scheme and accepts Government’s Child Care Vouchers.

All members of staff have free use of the school’s Sports facilities which include a well-equipped Fitness Centre.

A two course lunch is provided to all staff during term time.

The school is always looking for innovative ways to improve the working conditions and remuneration of its employees and welcomes suggestions from all staff.

Information Pack

Further information available from the Headmaster’s office includes: an introduction to the school and city; the latest edition of the school’s termly newsletter Horizons; a magazine showcasing pupil and staff work, Portsmouth Point; and the programme for the 2015 Portsmouth Festivities with which the school is closely involved as a major partner. Candidates are encouraged to visit the school website, www.pgs.org.uk, for a detailed insight into the school.

Appointment

Applicants should send a covering letter, a CV, their completed PGS teaching staff application form and the names, addresses, telephone numbers and email addresses of three referees, electronically to headmaster@pgs.org.uk. The application form can be downloaded from www.pgs.org.uk, ‘About us’ Employment Opportunities.

Early applications are encouraged. The closing date is midday Monday 21 September.

Long listed candidates will be invited for interview in the week beginning Monday 28 September, giving them the opportunity to tour the school and to meet a selection of staff and pupils.

The final round will take place on Saturday 17 October. Short-listed candidates will be asked to complete an on-line psychometric assessment. There will also be an invitation to candidates to meet members of the Senior Management Team and Governors for a dinner at school on the evening of Friday 16 October.
‘All experience is an arch wherethrough gleams that untravelled world’

Tennyson