

RECRUITMENT PACK



REQUIRED FROM SEPTEMBER 2022

Senior Deputy Head

Employment Status	Full Time • Permanent
Employment Location	Framlingham College Senior and Prep School
Application Closing Date	Midday Monday 31 January 2022
First Round Interviews W/C	To be confirmed

IMPORTANT INFORMATION

Framlingham College 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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Framlingham
COLLEGE

WHERE EVERY PUPIL CREATES THEIR OWN STORY



Welcome from the Principal

Dear Applicant,

Welcome to Framlingham College. We are a forward-thinking, vibrant boarding and day school for boys and girls age 3 to 18, set in the inspiring Suffolk countryside. At Framlingham we believe in the individual. There is no typical Framlinghamian, no singular path that we take: we are academics, actors, musicians, expeditioners, sports people, innovators, scientists, ruminators, decision makers, story tellers, teammates, artists, fun lovers, nurturers and thought provokers. Often, we are many things within one. But we are all individual, each with our own story. Education is about readying each young person for their adult world. An ambitious learning culture permeates all that we do and as educators, we believe in inspiring, guiding and equipping our pupils with skills such as critical thinking, emotional intelligence, good judgement and decision-making. We are aspirational for every pupil and are committed to instilling in each of them a life-long curiosity and a love of enquiry.

An exceptional candidate is sought for the post of Senior Deputy Head at Framlingham College for September 2022 to support the Principal and the Governors in the strategic leadership and operational management of the College and in contributing to the development and delivery of Vision 2025. This is a fantastic opportunity for an outstanding teacher and an innovative leader to develop and broaden their leadership and management skills, providing them with an excellent platform from which to pursue the next stage of their career.

The Senior Deputy Head is responsible for the efficient day-to-day operation of the Senior School. There is much cross over with the Prep School and the Senior Deputy Head will be expected to work seamlessly with the Prep School Head and Prep School SLT. In addition, the role also carries an important outward-facing role in promoting Framlingham to feeder schools, parents and the wider marketplace.

The post attracts a very competitive salary as well as a substantial property within a few minutes of the campus.

We welcome all applications, especially from independent thinkers, creative minds and inspirational teachers and very much look forward to receiving your application.

Best wishes,

Louise North
PRINCIPAL, FRAMLINGHAM COLLEGE



How To Apply

Before applying, you are strongly advised to read through the Application Guidance Notes and Job Applicant Privacy Notice (available on our website).

Please submit a cover letter outlining your suitability for the role together with an application form. Applications will only be accepted from candidates completing an application form in full. CVs will not be accepted in substitution for completed application forms in the absence of good reason. CVs may be submitted **in addition** to the application form in order to supply additional background information.

Applications should be received no later than **Midday Monday 31 January 2022**. The first round interview date is to be confirmed. You will be notified of a date if you are shortlisted for interview. As a busy school, it is not possible for us to offer visits to candidates prior to application. A full tour is included as part of the interview process.

Please send your completed application form to:
**The HR Department, Framlingham College,
College Road, Framlingham, Suffolk. IP13 9EY.**
You can also email your application to:
recruitment@framlinghamcollege.co.uk. All information within your application will be treated confidentially.

References

All successful appointments are subject to receipt of two satisfactory references and all applicants will undergo child protection screening, including checks with previous employers and the DBS. Further information can be found within the Guidance Notes.

Employee Benefits

The successful candidate will be eligible for the following benefits upon commencement of employment:

- Competitive salary;
- We offer a generous fee remission for permanent teaching staff. Further details are given at interview.
- Substantial property within a few minutes of the campus;
- A free lunch each day when the kitchen is operational;
- Free parking for all employees;
- Professional development and ongoing CPD through internal and external training;
- Personal Accident Insurance;
- 24/7 access to our Employee Assistance Programme;
- Complimentary membership of Framlingham College Sports Centre, which includes access to the swimming pool, gym, tennis and squash courts;
- Cycle to Work scheme;
- Discounts with many local businesses within Framlingham;
- Family Swimming Sessions at Framlingham College Sports Centre.

Job Description

REPORTS TO

The Principal

JOB LOCATION

Framlingham College Senior and Prep School

JOB PURPOSE

The role of the Senior Deputy Head is to support the Principal and the Governors in the strategic leadership and operational management of the College. The focus of the day-to-day management and leadership is the Senior School, however there is much cross over with the Prep School and the Senior Deputy Head will be expected to work seamlessly with the Prep School Head and Prep School SLT.

The Senior Deputy Head is responsible for the efficient administration of the day-to-day operation of the Senior School, leading the professional development and performance management of the Senior School teaching staff, managing pupil behaviour and organising key school events at the Senior School. In addition, the role also carries an important outward-facing role in promoting Framlingham to feeder schools, parents and the wider market-place. The Senior Deputy Head is expected to work closely with the Marketing Manager and the Director of Admissions to build the College's reputation and appeal in a competitive boarding and day market.

For leaders aspiring to headship, this is an outstanding opportunity to work with Louise North, now in her third year as Principal, both in leading and managing the College and in contributing to the development and delivery of Vision 2025, the forward-thinking strategic plan for the College. The post offers opportunities for a talented individual to develop and broaden their leadership and management skills, providing them with an excellent platform from which to pursue the next stage of their career.

The Senior Deputy Head is a member of the College Senior Leadership Team and as such it is the responsibility of the Senior Deputy Head to represent the Principal to the Common Room, and the Common Room to the Principal. The Senior Deputy Head works with other members of the Senior Leadership Team to ensure the efficient organisation and administration of the Senior school. The Senior Deputy Head also helps ensure that there is effective communication between members of the SLT.

The Senior Deputy Head plays an active role ensuring the College's engagement with the wider community is positive, productive and proactive. The Senior Deputy Head is a member of the College Executive and the Staffing Group.

The Senior Deputy Head attends Full Governor meetings, Finance & Operations, Marketing, Education & Welfare Committee meetings. The Senior Deputy Head chairs the Parent Teacher Forum meetings.

KEY RESPONSIBILITIES

1. Strategic Leadership

- Supporting the Principal in all aspects of the College's leadership, management and strategic development.
- Bringing vision and creativity to the working culture of Framlingham College.
- Bringing insight and oversight into all key pastoral, academic and co-curricular developments across the College, chairing meetings and leading working groups with a focus on connecting colleagues across the two sites and empowering all staff to contribute.
- Deputising for the Principal in her absence.

2. People and Organisational Leadership

Responsible for:

- All aspects of the day-to-day running of the Senior School in conjunction with the Deputy Heads Academic, Pastoral and Co-curricular.
- Staff absence and welfare in line with current policy and in liaison with the Director of People.
- Staff conduct: dealing with concerns, complaints, grievances about / between staff which may result in formal action, ensuring compliance with College policy and procedure at all times.
- Line management of the Teacher Training Coordinator.
- Leadership of staff induction, Inset, Professional Review & Development (PR&D) and CPD.
- Oversight of staff workload and responsibilities.
- Oversight of appointment and deployment of annual academic support roles such as Graduate, Language and Gap Assistants.
- Working closely with Senior Team at Prep School to ensure consistency in whole College decision-making, policy development and external communications.

3. Discipline and Pupil Management

Responsible for:

- Whole school discipline and standards (behaviour, dress etc), both within and outside of the classroom.
- Sanctions and Rewards, including overseeing awarding and recording of 'negative' and 'positive' events.
- Liaison with HMs on disciplinary matters.
- Maintaining central disciplinary record.
- Administering weekly detentions.
- Liaising with the Principal on disciplinary issues that might result in temporary or permanent exclusion.
- Pupil leave and absence.
- Working with the Head of Sixth Form on College Prefect Selection, induction and management, including attendance at all Prefect meetings.

4. Operational Management

Responsible for:

- Liaison between the three key areas of Senior School life: Academic, Pastoral and Co-Curricular.
- Preparing the school for Inspection including writing, reviewing and consulting on College educational policies, to ensure that they are effective, applied in practice, and are compliant with ISI regulations.
- Responsible for the smooth working of the Critical incident plan to ensure the College is prepared to deal with emergencies such as intruders, fire, wide spread illness, suicide or death.
- Leading the College's forward-planning, overseeing the calendar, term dates, beginning and end of term arrangements.
- Liaison with Chaplain for all Senior School assemblies & services.
- Oversight of House competition for the Stocks/Douglas Shields.
- Whole College responsibility for oversight and management of educational IT.

5. External Engagement

Responsible for:

- Co-ordinating, monitoring and advising on all communication with parents, ensuring quality control, consistency etc in liaison with the Marketing Manager.
- Liaison with external agencies (e.g. police) on whole College matters.
- Front of house for public Senior School events.
- Chairing of the Parent-Teacher Forum.
- Dealing with parental concerns & complaints.
- Meeting with current and prospective parents when required.
- Organisation of events such as Speech Day and Prize Giving, in conjunction with support and teaching staff.

6. Safeguarding Children

- Deputy Designated Safeguarding Lead

Framlingham College 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.

7. Expectations of Senior Leaders

In addition to the above, all senior leaders are expected to:

- Provide effective leadership and management, enabling the College to enhance the quality of teaching and learning, with a view to supporting Vision 2025 and optimising the achievements of individuals and groups of pupils.
 - Contribute to the strategic development of the College.
 - Attend any meeting as requested by the Principal.
 - Operate within the context of a full boarding school.
 - Assume responsibility for pupil and staff welfare, behaviour and discipline.
 - Attend and help to host all College public events and services.
- It is the post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact with, to adhere to and ensure compliance with the school's Safeguarding Policy at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's Designated Safeguarding Lead.

This Job Description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. Employees will be expected to comply with any reasonable request from management to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

Person Specification

E = Essential • D = Desirable

QUALIFICATIONS

	E	D
Academically successful with a good degree and evidence of continued professional development.	✓	
DSL Level 3 trained.		✓
A recognised management or leadership qualification.	✓	

PROFESSIONAL EXPERIENCE

	E	D
Significant experience of effective and decisive leadership.	✓	
Excellent teaching ability from Year 9 to 13.	✓	
Experience in leading and managing teams.	✓	
Experience in implementing whole school change.	✓	

PROFESSIONAL COMPETENCIES & SKILLS

	E	D
Ability to think and plan strategically and creatively and to anticipate problems.	✓	
Inspirational leader able to motivate those around them.	✓	
The ability to anticipate whole school issues and current educational trends within and beyond the independent sector.	✓	
An outstanding teacher with a passion for education.	✓	
Excellent and effective classroom management skills.	✓	
Be adept at having oversight of multiple projects at any one time.	✓	
An exceptional communicator whether in writing, in one-to-one situations with pupils and parents, or in presentations to larger audiences.	✓	
A proven track record in meeting deadlines and delivering results through effective management, organisation and planning of work.	✓	
Outstanding teamworking and communication skills.	✓	

Person Specification

E = Essential • D = Desirable

PROFESSIONAL COMPETENCIES & SKILLS (Continued from previous page)

	E	D
Good judgement, alongside objective and pragmatic problem-solving skills.	✓	
Meticulous eye for detail as well as the ability to see the big picture.	✓	
The proven ability to confidently and sensitively deliver change.	✓	

PERSONAL ATTRIBUTES

	E	D
Have high levels of emotional intelligence and empathy.	✓	
Confidence, stamina and steadiness under pressure.	✓	
Be comfortable dealing with sensitive and difficult situations in a calm, diplomatic, authoritative and constructive manner.	✓	
Be a flexible, proactive problem-solver with an analytical mind and a creative approach to challenges.	✓	
Be resilient, kind, approachable and have integrity.	✓	
Humour, optimism & imagination.	✓	
Ability to inspire and enthuse teenagers.	✓	
Be able to build effective relationships with a wide range of people. The ability to put people at ease, reassure, guide, explain.	✓	
Be collaborative, good team player.	✓	
An enthusiasm for and understanding of the full boarding environment.	✓	
Flexibility and common sense.	✓	

SAFEGUARDING CHILDREN

	E	D
Significant awareness of safeguarding issues.	✓	
Knowledge of safeguarding children legislation and good practice.	✓	



Our Location

Framlingham College comprises of the Prep School in the beautiful surroundings of the idyllic neo-Tudor Brandeston Hall beside the River Deben in the village of Brandeston, and the Senior School, set amongst stunning surroundings in the market town of Framlingham - approximately five miles from Brandeston.

The town of Framlingham pre-dates its mention in the Domesday Book of 1086 and is perhaps most famous for its castle. This magnificent monument occupies a hill on one side of the town's mere, while the Senior School campus tops the rise opposite.

On Tuesdays and Saturdays, the town centre hosts a busy market selling food and drinks, gifts and collectibles. Framlingham boasts a range of independent shops, covering practically every need, while the numerous eating places and pubs cater to almost every taste.

Just a few miles from Suffolk's Heritage Coast - embracing Aldeburgh and Southwold, amongst many other seaside locations - Framlingham is about 35 minutes by car from the county town of Ipswich, 40 minutes from Bury St Edmunds in the west of the county and an hour from the city of Norwich in Norfolk.

There are regular trains from Ipswich to London's Liverpool Street station. London Stansted Airport and Norwich Airport are each just over an hour's drive away from Framlingham.

About Framlingham College

Framlingham College is a co-educational, independent boarding and day school for pupils aged 3 - 18.

The College embraces pupils with a wide range of interests and abilities and offers a huge number of co-curricular activities and sports that complement our academic curriculum and enrich our pupils' experience. We believe that learning happens within and beyond the classroom; our pupils and staff have high expectations of and for themselves within a supportive and aspirational environment. We believe in instilling curiosity, a spirit of enquiry and a love of learning for learning's sake, in every pupil.

Our vision is to equip our young people with the habits and knowledge they need to thrive in their future adult world.