

AMDG



DONHEAD PREPARATORY SCHOOL

***A Jesuit School where boys are honoured,
cared for and believed in.***

Appointment of Deputy Headteacher

Required for January 2023

Information for candidates



Dear Colleague,

Thank you for your interest in the position of Deputy Headteacher at Donhead Preparatory School.

This position within the structure of our School Leadership Team, will provide the right candidate with the challenges and satisfaction one would expect of such a position.

Donhead Preparatory School is at an important stage in its development, and it is the school's overriding priority to find a Deputy Headteacher that can play an integral part in this process by demonstrating the intelligence, judgement, professionalism, and commitment to exercise the necessary autonomy that is offered.

Please take the opportunity to read the attached information about both Donhead and the position before you apply. The post of Deputy Headteacher carries with it considerable responsibility for the day-to-day operational life of the School, and you will need to be prepared to take temporary charge of the school at times in my absence.

The Deputy Headteacher is responsible for leading the academic life of the school and, as such, you will be involved in the development of whole school policies and approaches in this regard. Further details relating to the job description can be found in this document.

If you would like to visit the school prior to making an application, you would be most welcome to do so. Please contact my PA, Miss Sian Buckley on 020 8946 7000 ext 4 or email headteacherpa@donhead.org.uk to arrange a suitable time.

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'P J J Barr', with a small flourish at the end.

P J J Barr MA FCCT
Headteacher

Mission Statement

The aim of **Jesuit education** is 'improvement in living and learning for the greater glory of God and the common good.' Forming intellectually competent, good, and virtuous young people through education has been the work of Jesuit schools since 1548. It is desired by parents for their children and an enterprise in which all teachers can share.

At Donhead we strive to ensure that the children are growing to be ...

- **Grateful** for their own gifts, for the gift of other people, and for the blessings of each day; and **generous** with their gifts, becoming men and women for others.
- **Attentive** to their experience and to their vocation; and **discerning** about the choices they make and the effects of those choices.
- **Compassionate** towards others, near and far, especially the less fortunate; and **loving** by their just actions and forgiving words.
- **Faith-filled** in their beliefs and **hopeful** for the future.
- **Eloquent** and **truthful** in what they say of themselves, the relations between people, and the world.
- **Learned**, finding God in all things; and **wise** in the ways they use their learning for the common good.
- **Curious** about everything; and **active** in their engagement with the world, changing what they can for the better.
- **Intentional** in the way they live and use the resources of the earth, guided by conscience; and **prophetic** in the example they set to others.

We help them to do this by ...

- Encouraging them to know and be **grateful** for all their gifts, developing them to the full so that they can be **generous** in the service of others.
- Promoting the practice of **attentive** reflection and **discerning** decision-making: in teaching, in the examen, prayer and retreats; and through the practice and example of school leaders and staff.
- Being **compassionate** and **loving** in the way pupils are treated, especially when a pupil is in trouble; and by opening pupils' eyes to those who suffer poverty, injustice, or violence.
- Passing on the living and **faith-filled** tradition of Jesus Christ; by having persevering faith in the pupils, and by encouraging them, in turn, to have faith and **hope** in others.
- Developing an **eloquent** language which pupils can use to understand and articulate their emotions, beliefs, and questions, encouraged by the example of their teachers to be **truthful** in the way they represent themselves and speak about the world.
- The breadth and depth of curriculum; by excellence of teaching, and the creation of opportunities to become more **learned** and **wise**.
- Leading pupils to be **curious** about the universe and all human activity, and to take increasing responsibility for their own learning, and by providing opportunities for them to be **active** in the life of the school, the Church, and the wider community.
- Being a school community, which is **intentional** in its way of proceeding to build-up quality of life; and which is **prophetic** in the way it offers an alternative vision of education and the human person rooted in the gospel.

History of Donhead Preparatory School

The First Days

Donhead opened its gates for the first time on 25th September 1933. Summer holidays were obviously even longer in those days! The school opened with 75 pupils and was for boys from 7 to 11 years of age. Donhead was founded by Fr Oscar Withnell, the Rector of Wimbledon College at the time, when the need arose to find suitable premises in Wimbledon where the junior classes of the bulging College could migrate to form a preparatory school with its own Headteacher, staff and grounds. Providentially, he was given the chance of buying the house immediately opposite the College gates, which was already called 'Donhead Lodge'. In Anglo-Saxon 'head' means top and 'don' means hill so we can only assume that is how the house got its name. The house was bought from Mr and Mrs Smail for the princely sum of £6,000.

Building Development

Since then, the original house has been enlarged and expanded quite considerably. 1993 saw the opening of the Diamond Jubilee Building. In 1997 the sports ground was purchased. In September 2004, the first stage of the building development was completed, giving us a new Entrance Area. In September 2006, the St Ignatius building development was completed giving us a new Changing Room, Multi-Purpose Hall, Art Room, Music Room and ICT Suite, Fr Michael Holman SJ officially opened this. In October 2010, the Berchman's Building was opened by The Most Reverend Peter Smith, Archbishop of Southwark. This building currently houses Reception and Pre-Prep. At the same time, a new dining room and kitchen was completed, and a new Music Practice Centre established in the basement too.

The Donhead of today is in robust health, with September 2016 seeing the completion of the school's ten year, £8m facilities development; the final stage giving the benefit of four new air-conditioned classrooms, a Chapel, an Art Centre and a 150-seat Auditorium for Music and Drama. Donhead now boasts a suitable range of facilities to offer an excellent and broad education to boys from 4-11 years of age. In addition, Donhead's academic, sporting and musical programmes have, between them, recently secured numerous Scholarship Awards to major independent public schools.

Numbers in the School are currently at 288 and we offer the highest quality preparatory school education, within the Jesuit tradition.

The School is a member of IAPS (Independent Association of Preparatory Schools), and CISC (Catholic Independent Schools' Conference)



The school site

The site itself has too been improved over the years. During the summer of 2013, the lawn and playground were developed with the installation of a 3G artificial surface in both areas. Both areas had a 22mm rubber layer installed to ensure a soft surface. Overall, the play areas for the children have been transformed, both in terms of quality and safety. Two adventure playgrounds have also been added to enhance the facilities for the boys at Donhead.

Houses







Although the Wimbledon College was already organised into 'Houses' for competition in sports, Donhead did not start the system until 1936 when Fr Miller and Mr Farwell began a team organisation, clearly based at first, on the rivalry of the playground games; awarding points for scoring a goal, being on the winning side, kicking the ball over the wire netting. Later, points could be gained for supporting the matches of college teams, or lost for untidy lockers, hands in pockets or a bad report from the (drill) Sergeant. Coupons were first introduced in 1942. "Just as coupons were needed by all civilians to keep body and soul together, so for a Donhead boy they became the means of making sure of the welfare of his House". The first House Tea was held in July 1937.

Location and Facilities

The school is located close to Wimbledon Village and Wimbledon Common. Although only minutes from Central London, the school offers an educational experience far removed from the constraints of it.

It is our plan to further improve the quality of teaching and learning and facilitate this using ICT over the next 3-5 years.

The school enjoys excellent facilities, which include:

-  A Sports Hall
-  Chapel
-  The McGrath Auditorium
-  Art Studio
-  The Marsden Music Room
-  A well-equipped Pre-Prep Department

The School Leadership Team

Mr Barr has been Headteacher since September 2017 and is ably supported on the School Leadership Team by the following staff:

Deputy Headteacher

Mrs Bernadette White

Bursar

Mrs Amelia Murtagh

Assistant Headteacher Pre-Prep

Miss Becky Jackson

Assistant Headteacher Curriculum

TBC

Assistant Headteacher Prep

Mrs Katy Brady

Alongside the School Leadership Team, Heads of Department play an important part in the management of the school and their contribution is managed through regular meetings throughout the year.

Child Protection Policy

Donhead is committed to the safeguarding of children in its care and candidates who wish to apply for a post at the School you must be prepared to undertake investigation by the Disclosure and Barring Service.

The Governing Body and staff of Donhead Preparatory School take their responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of Children seriously; and to work together with other agencies to ensure adequate arrangements within the school to identify, assess, and support those Children who are suffering harm. We recognise that all adults, including temporary staff, volunteers and governors, have a full and active part to play in protecting our pupils from harm, and that a child's welfare is our paramount concern.



Spiritual Life

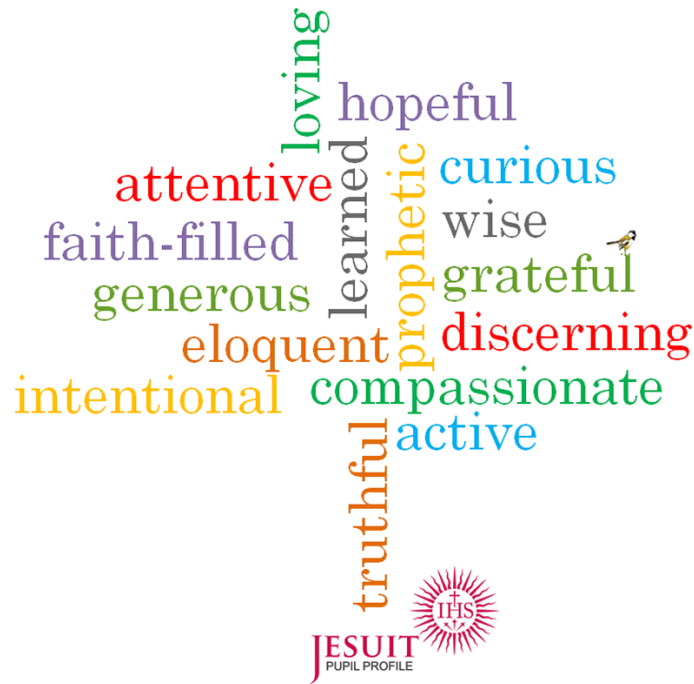
Staff are expected to play a full and active role in the pastoral and spiritual life of the school. Whilst staff and boys from all religions are positively welcomed at Donhead, the strength of the school is drawn from the fact that it offers a strong and consistent Christian message, which is supported by staff, who in turn function as excellent role models for our pupils. The Deputy Headteacher is integral to the school's identity and mission, both in what they say and what they do.

Alongside our Jesuit identity and mission, the school aims to offer the highest standard of education that understands and meets fully the emotional, physical and educational needs of boys. Staff are encouraged to reflect on their teaching practices and in doing so to teach lessons that show a clear grasp of how boys learn and as importantly, how they are motivated.

The school offers Reflection Days for all boys from Years 3 to 6. Mass is celebrated regularly, as a whole community and within Year Groups. Whole School Masses are held 3 times every term.

The pastoral life of the School is predicated upon the Jesuit Pupil Profile, and you can find further information on this overleaf.





Further information about the JPP is also given below via hyperlinks to the Jesuit Institute's website.

Articles / websites of interest for further reading:

A Brief Introduction to Jesuit Schools:

<http://jesuitinstitute.org/Resources/Jesuit%20Schools%20Quick%20Introduction.pdf>

An introduction to Ignatian Pedagogy

<http://jesuitinstitute.org/Pages/IgnatianPedagogy.htm>

An introduction to / explanation of the Jesuit Pupil Profile (JPP)

<http://jesuitinstitute.org/Resources/Jesuit%20Pupil%20Profile.pdf>

<http://jesuitinstitute.org/Resources/Jesuit%20Pupil%20Profile%20Parallel%20Text.pdf>



















<http://jesuitinstitute.org/Pages/JesuitPupilProfile.htm>

The Position

The opportunity exists in this role to play a significant role in the development of Donhead Preparatory School in the years ahead. The successful candidate will be a strong leader and capable of working closely with the Headteacher, acting on his behalf, in a range of important situations. The school is in an important stage in its development and finding a Deputy Headteacher that can exercise autonomy and the highest professional standards is a high priority.

The role of Deputy Headteacher is particularly wide-ranging and below is the Job Description. Due to the seniority of this post, this is not an exhaustive list as the Deputy Headteacher must use initiative when the need arises.

Leadership

-  Be actively sympathetic and supportive towards the aims and values of a Roman Catholic, Jesuit school.
-  Playing a leading role in developing a strong spiritual ethos within the community of staff, boys and parents.
-  Promote the school's spiritual ethos rigorously and serve as an example of compassion and generosity to all members of the school community.
-  Promote the highest standards of conduct and general behaviour amongst boys.
-  Contribute actively to the School Leadership Team.
-  Deputise for the Headteacher in his absence.
-  Help with the recruitment, settling and induction of all new staff and ECTs.
-  Promote the highest standards of professional conduct amongst staff.
-  Chair various committee meetings either in an executive capacity or in the Headteacher's absence.
-  Assist the Headteacher in consulting with secondary schools.
-  Offer advice to parents on a range of important matters including choosing appropriate secondary schools, academic or pastoral matters.
-  To work with the Senior Leadership Team to develop strategic plans for the school; to contribute to and lead active implementation of the School Development Plan.
-  To work with the Headteacher to review and ensure all relevant policies and procedures are regularly updated and compliant.
-  To assist and support the Senior Leadership Team in all respects, promoting and leading staff in the implementation of policies and procedures.
-  To work with the Headteacher on the reporting procedures, both verbal and non-verbal, used throughout the school and to co-ordinate on the administration of all reporting procedures, including setting time frames, overseeing the proof reading and approval of reports.
-  Act as line manager for Heads of Department and chair regular meetings and reviews.
-  Lead or participate in school assemblies and presentations to parents, as required.
-  Play a leading role in developing links between the School, the parents and wider community.

- ☀ To organise and co-ordinate whole school events, such as the Day of Celebration and the Festival of Carols and Readings.
- ☀ Oversee and prepare the twice-yearly school magazine.
- ☀ Implementing Health and Safety at Work in the School within role as DHT, in conjunction with the Health and Safety Officer.
- ☀ To oversee, administer and staff all school residential and non-residential trips and visits.
- ☀ To attend termly Governor Committee meetings and to consult with the Headteacher and Chair of Curriculum and Staffing Committee on agenda.
- ☀ To undertake such other key tasks and responsibilities as the Headteacher may reasonably require.

Management/Staff

- ☀ Devise the school timetable, in consultation with the Headteacher and Assistant Headteacher Curriculum.
- ☀ Oversee termly rota of staff duties and cover for colleagues.
- ☀ Be a key part of the organisation of the school calendar – termly, but also on a week-by-week basis.
- ☀ Support the Assistant Headteacher Pastoral for the Prep and Pre-Prep on pastoral matters.
- ☀ Oversee student transition with the Assistant Headteacher Pastoral for the Prep and Pre-Prep
- ☀ Oversee the planning and organisation of all internal and external assessment in conjunction with the Assistant Headteacher Curriculum, Heads of Department and SEND Co-Ordinator.
- ☀ Monitor academic standards and planning across the school in conjunction with the Assistant Headteacher Curriculum and Heads of Department.
- ☀ Consult with all members of staff on routine and any other matter related to the school.
- ☀ Manage and lead on Staff Development and CPD.
- ☀ Draft reports for boys applying to secondary schools, as required by the Headteacher
- ☀ To give general direction and support to all staff in terms of their duties, areas of responsibilities, advice and training, where appropriate.

Teaching








- ☀ Teach a reduced timetable (approximately 6 hours per week)








PERSON SPECIFICATION

The successful applicant will be a suitable person to work with children and committed fully to always promoting and safeguarding their welfare. Aspects in italics, whilst not essential, would be considered particularly desirable. It is desirable for the person appointed to be a practising Roman Catholic.







Qualifications and Experience

-  Degree or equivalent
-  Teaching qualification
-  Track record of excellent teaching within primary / preparatory age group in one or more subjects
-  Evidence of successful senior / middle management experience
-  Evidence of continuing professional development, particularly in curriculum and assessment
-  *Be Child Protection (Level 3) trained*
-  *Evidence of further research into education*







Knowledge and Skills


-  Possess excellent IT skills
-  Demonstrate strong literary communication skills
-  Have knowledge and understanding of recent educational development and legislative changes and their significance to the leadership and management of the school
-  Possess effective personal organisation and time management skills
-  *Demonstrate knowledge of ISI inspection frameworks and processes*


Leadership and Decision Making

-  To have a clear vision of Catholic education: its role in the lives of its staff and pupils and its purpose in educating children
-  Can instil a keen sense of discipline in pupils
-  To be able to understand all staff as individuals
-  Demonstrate the ability to work closely with the Headteacher and to support him fully in planning and implementing the necessary change that will continue to develop the school in the future
-  Possess the ability to discern on decisions that affect the whole school
-  Demonstrate the ability to think creatively to solve problems and identify opportunities


Personal Qualities


-  Possess a sense of humour
-  Can thrive under pressure
-  Well organised
-  Caring
-  Trustworthy and Confidential
-  Demonstrate the ability to balance personal and professional life effectively


 Demonstrate strong inter-personal skills

 Adaptable


Benefits:


 Attractive and competitive salary (L10 – L17 of the Donhead Scale dependent upon qualifications and experience) with pay progression

 Access to the Global Jesuit Schools' Network and extensive professional development opportunities

 Generous pension schemes

 Free life assurance benefit and personal accident cover

 Staff discount of up to 50% on fees for sons attending Donhead

 Competitive terms and conditions of employment

Application Process

All candidates must complete an Application Form to be returned by the closing date to Miss Sian Buckley, the Headteacher's PA. Please note that CVs will not be accepted, and early applications are strongly encouraged as we reserve the right to appoint at any stage during the process.

After the closing date a shortlist will be drawn up and candidates will be contacted by phone and/or email to be invited for an interview. Overseas candidates will be interviewed by Zoom.

A full programme for the day will be sent to each candidate well in advance of the interview so that they may prepare effectively.

All candidates are requested to bring proof of photo I.D., evidence of their right to work in the UK and original copies of qualifications to their interview.

Deadline for applications is Friday 10th June 2022 at 10am.

Interview

Our final long-listing decision will be taken considering applications received, although it is our intention to 'longlist' approximately 4 candidates to attend interviews on Day 1. From this initial selection we may invite a smaller shortlist group to a final interview on the following day if no decision has been reached.







The full details of the interview process and dates will be shared with successful applicants.

Draft Interview Outline Process:

Tour of school	30 minutes
Learning Walk	30 minutes
Meeting with group of boys	20 minutes
Coffee with staff	
Meeting with administration staff	20 minutes
Meeting with SLT	20 minutes
Meeting with School Chaplain	20 minutes
Meeting with current DHT	20 minutes
Lesson observation (taught by candidate)	40 minutes
In Tray exercises	30 Minutes
Interview with Headteacher and Governors	45 minutes

A short presentation to a panel may also be included. The purpose of the presentation is to allow you the opportunity to share with the panel your observations of the school to this point.

In assessing the strengths of each candidate, we will consider the following aspects:

-  Candidate's performance during each task
-  Empathy and likelihood of the candidate playing a leading role in the School's spiritual identity and mission
-  The candidate's understanding of boys' motivation and emotional development
-  The depth of understanding of Donhead which each candidate had developed
-  The quality of the relationships each candidate had built with the pupils of Donhead
-  The quality of each candidate's references

All candidates will be offered comprehensive feedback following the interview process.

If you have any queries regarding the application process, please do not hesitate to contact Miss Sian Buckley, the Headteacher's PA, at Headteacherpa@donhead.org.uk or calling 020 8946 7000.

You will find more information about the School on the website: www.donhead.org.uk

LDS