

# MAYVILLE HIGH SCHOOL

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Headteacher  
Mrs R Parkyn  
MA (Oxon) MA PGCE MCIL

## Deputy Headteacher

### Start date: September 2021

Due to the retirement of the current postholder after many years of outstanding service, Mayville High School would like to invite applications for the post of Deputy Head for September 2021 to contribute to the further development of our happy, thriving and successful school.

This is an excellent opportunity for an inspirational, highly experienced candidate to join our Senior Leadership at an exciting time in the school's development. As one of the Deputy Heads of Mayville High School you will play a key role in supporting the Head in formulating, implementing and monitoring the agreed vision for the future. Your role will be vital in ensuring the smooth and professional operation of the school and creating a positive and purposeful working environment for pupils and staff.

This post would ideally suit an applicant seeking a second deputy headship.

### *The new Deputy Head will:*

- have a proven record of successful senior leadership experience, preferably at deputy head level already
- will have held substantial posts of responsibility in a variety of schools
- have a commitment to securing excellence in all aspects of school life
- demonstrate a determination to ensure the very best for every child
- have relentless stamina to withstand the significant demands of the post

If you would like to receive an application pack please ring 023 9273 4847 or email the Head's PA, Mrs Carter: [j.carter@mayvillehighschool.net](mailto:j.carter@mayvillehighschool.net)

*Deadline for applications:* Friday 29th January 2021

*Location:* Hampshire

*Contract Type:* Full Time

*Contract Term:* Temporary for the first 12 months

# Deputy Headteacher – information pack

**Applications are invited for the post of Deputy Head of Mayville High School for September 2021.**

The Deputy Head will work closely with the Headteacher and the Director of Studies to implement the overall vision for the school on a day-to-day basis. S/he will be actively involved with the SMT and Trustees in formulating and delivering whole school strategy and in planning for future change and development in line with the school's stated objectives.

S/he will be innovative in approach and be active in seeking ways to ensure that Mayville High School's educational provision is a leading example.

It is anticipated that the Deputy Head will have a small teaching commitment and should be able to teach one of the subjects Mayville offers at GCSE.

**The exact nature of the leadership responsibilities will be shaped by the strengths, experience and interests of the successful candidate, in discussion with the Headteacher. However, it is envisaged that the following will be key accountabilities:**

## **Role and Responsibilities**

- The Deputy Head deputises for the Head in his/her absence
- Authorises staff absence before forwarding absence requests to the Cover Manager
- Assists the Head with staff induction
- Manages the pupil council
- Assists in the organisation of major school events with the Office Manager
- The Deputy Head will join one of the senior school academic departments and will have a small weekly teaching commitment in one subject that the school offers to GCSE.

## **Policy / Curriculum**

- Contribute to the development of the school's Strategic Development Plan and to its implementation
- Contribute to the production of compliance documentation, notice material and any other documentation required for an ISI inspection
- Take some responsibility for policy development and implementation in pastoral areas. Keep policies under review and make recommendations for change to ensure they meet the school's developing needs
- Take responsibility for ensuring that standards of pupil behaviour and involvement in school life are maintained
- Take responsibility for ensuring that pastoral programmes meet pupils needs, adapting and developing these accordingly, over time
- Take responsibility in maintaining an atmosphere of warmth, trust and mutual support in line with the aims of the school
- Seek all opportunities to develop proactive pastoral care – by ensuring that pupils are engaged, busy, fulfilled and happy and stimulated in their daily lives.

## **Pastoral**

- Support Pastoral care at Mayville
- Manage senior form tutors, chairing their meetings
- Act as line-manager to Form Tutors and Head of UV

## **Pupils**

- Foster positive attitudes to learning & behaviour
- Ensure pastoral tracking is regularly completed by all staff
- Mentor individual pupils in crisis or in need of specialist support

## **Timetable**

- Ensure that the annual academic rollover takes place by 1 August
- Ensure that all staff and student timetables and set lists are accurate at all times on Schoolbase by working in close consultation with the member of staff responsible for data upload
- Assist with the arrangements for the beginnings and ends of term, including seating of pupils for Assembly and the organisation of occasional alterations to the School day or week.

## **Staff**

- Take joint responsibility for managing the school effectively with the other Deputy Head and Director of Studies in the absence of the Head
- Keep meticulous records of staff absence
- Oversee the House system, ensuring greater prominence in the school and manage Heads of Houses
- Collate the house marks each half term
- Organise detentions for pupils if they have received a BCM or 3 BHM
- Oversee and manage senior school staff duties
- Lead by example, providing inspiration and motivation and embody for the pupils, staff, trustees, parents and wider community the vision, purpose and leadership of the school
- Take a role in organising major school events such as Senior School Information Evening and Open Days
- Support the Head in the recruitment of new staff, their deployment, motivation, development and appraisal.
- Assist the Head in conflict resolution in matters relating to staff, pupils or parents
- Line manage all Form Teachers and mentor those new into this post
- Act as line-manager to the Head of UV

## **Parents**

- Communicate with parents on issues of Pastoral & behaviour
- Be available at parents' evenings for consultation

## **Communication, Administration & Organisation**

- Produce some of the narrative for areas of the website
- Organise the production of senior booklets
- Liaise with the DoS regarding academic dates in the school calendar
- In consultation with the Head & DoS set the dates for parents' evenings and the reporting schedule
- Oversee the reporting process so that reports are produced accurately and punctually on Schoolbase
- Assist the Head, if required, in overseeing the performance management of colleagues throughout the school
- Manage the pastoral training for all staff with particular reference to the school's anti-bullying code
- Oversee new staff induction and ensure that all new staff feel welcomed and appropriately briefed
- Organise and manage the update and ordering of school planners

# Person specification – essential attributes

## Education, Training and Qualifications

- Qualified teacher status, good Honours Degree
- Evidence of recent and relevant further professional development

## Experience and Knowledge

- Prior SLT / SMT experience of **at the very least 3 years** in a similar school
- Prior experience of acting as a Deputy Head would be a very distinct advantage; those seeking a 2nd deputy headship are strongly encouraged to apply
- Successful teaching experience and evidence of a variety of roles in at least three or four schools in career to date
- Evidenced knowledge and successful experience of the ISI inspection process
- In depth understanding and successful experience of education compliance writing
- Evidence of leading teams effectively
- Proven track record in implementing strategies and interventions to rapidly raise achievement and standards
- Effective, evidenced working with a variety of stakeholders such as pupils, parents, governors and the wider community

## Skills and Abilities

- Outstanding classroom teacher and role model for others
- Ability to challenge, inspire and motivate others
- Ability to tackle very difficult conversations and situations head on unflinchingly
- Strategic planning and thinking
- Anticipate problems, develop creative solutions
- Listen to and reflect on feedback from others
- Excellent presentation skills
- Very high level of ICT skills
- Able to build and maintain positive relationships with individuals and groups
- Ability to manage change, conflict and empower others
- Prioritise, plan and organise self and others

## Drive and Ambition

- Ambitious for the school
- Relentless optimism
- Genuine concern for the welfare of staff and pupils

## Personal Qualities

- A willing acceptance that the role will require a substantial amount of time spent on it outside of normal working hours, such as evenings, weekends and during the school holidays
- Self-motivated, with substantial resilience
- Endless stamina and ability to manage and prioritise tasks and time effectively
- Able to work under pressure and manage own stress
- Willing to accept the considerable demands and challenges of the post and be able to respond in a flexible manner
- A very strong sense of loyalty, integrity, enthusiasm and dynamism
- A strong sense of professionalism, commitment to upholding standards and setting an appropriate example
- An enthusiastic and energetic team player
- Utterly reliable with a genuine sense of humour