

## **Job Description for Deputy Head Teacher of Melrose**

### **The Ladies' College**

The Ladies' College was founded in 1872. It is a member of the GSA and operates as a direct grant school within the Bailiwick of Guernsey. There are 562 pupils between the ages of 2 ½+ and 18. The Junior School, Melrose, (138 pupils) occupies a separate building with its own staff and includes our Pre-Preparatory Department, where we currently have 30 full or part-time pupils. The Senior School (395 pupils) occupies purpose built premises opened in 1964 and has recently been both refurbished and extended. Our latest development "The Wessex Wing" for Mathematics, English, Music and a new refectory was opened in September 2016. The school is academically selective from the Preparatory Department upwards.

We have a three-form entry at 11+ and most classes comprise 20 to 24 girls. Our students take ten GCSEs, on average, and the vast majority proceed on to the Sixth Form. The College operates a Sixth Form partnership with Elizabeth College (HMC boys' direct grant school). There are 27 individual subjects available at A-level with a maximum class size of 18. From September 2017 we will only be offering two year linear courses to maximise teaching time. Many subjects are offered at both Colleges which provides a large degree of flexibility in planning timetables and means that students are almost always able to take their chosen combination of A-levels. We also offer a Sixth Form Diploma and EPQ. Many classes are co-educational. Most students progress to university on leaving The Ladies' College.

### **General Duties**

- To provide support for the Head Teacher and Principal through the whole SMT structure.
- To assist the HT in the maintenance of good order and discipline at all times during the school day.
- To assist the Head teacher with the organisation of the day to day running of the school
- To plan out the whole school annual calendar
- To assist the Head Teacher with the planning of class timetables
- To foster good relationships between the Junior and Senior school
- To deputise for the Head Teacher when they are not present.
- To attend weekly SLT meetings, participate in discussions and decision making, take minutes and circulate to SLT team.
- To represent Melrose, where appropriate, at educational meetings, working parties and official functions.

- To organise supply cover
- To assist the HT in drafting and updating the handbooks
- To assist the HT in pastoral welfare of both pupils and staff.
- To assist the HT in maintaining a list of CRB and CP2 checked adults who can assist with school events.
- To play a key role in the mentoring of new staff, including NQTs.
- To chair staff meetings where appropriate.
- To ensure that fire drills take place when required.
- To act as CPO, liaising with HT and school Principal and undertaking regular CP training.
- To assist the HT in the assessment of prospective pupils for Melrose
- To update any whole school and Preparatory Department duty rotas.
- To assist the HT in planning and organising whole school events e.g. curriculum evenings, celebration of the school year
- To be a member of the PTA, attend meetings and support PTA events wherever possible. To assist HT in monitoring the implementation of agreed policies and curriculum decisions and in following up decisions arising from Staff meetings, SLT meetings and Co-Ordination meetings.
- To take some Whole School Assemblies and encourage pupil involvement in these.
- To assist the HT in ensuring that H&S Policies are put into practice and that risk assessments are completed, checked and signed before any off site activity takes place.

### **Specific Deputy Head Departmental Duties**

- To induct new staff in the Department ensuring that they are aware of key school policies particularly with regards to H&S.
- To manage the Library and liaise with local library.
- To undertake general administrative duties concerned with activities and events.
- To plan and co-ordinate major Department events e.g. Productions, Christmas parties, Easter Egg hunts, Sports day etc
- To be a class teacher within the Department.
- To undertake general administrative duties concerned with routine activities within the Department, e.g. organise break duties.
- To manage and control stationery, art supplies, orders ..
- To update Departmental handbook annually.
- To co-ordinate entries for the Eisteddfod
- To appraise staff in the Department.
- To manage/co-ordinate departmental meetings.
- To organise deployment of TA's within the Department.
- To monitor the short term planning in the Department.

## **Candidate Criteria**

We are seeking to appoint an individual who is organised, adaptable, with excellent communication skills and have a positive approach to challenges. They will also require the ability to use their own initiative and show a clear commitment to all aspects of school life.

## **Remuneration**

### **Teaching Colleagues**

Guernsey has its own salary scale. The remuneration for this post will be on the Leadership Spine on a scale between Level 8 – 10, currently £55,963 and £58,798/annum FTE, according to qualifications and experience. These rates are reviewed annually. All colleagues employed on permanent contracts are automatically enrolled in the States of Guernsey Public Servants' Pension scheme, a contributory defined benefit pension scheme on a Career Average Revalued Earnings (CARE) basis. This is fully transferable into and out of the DFEE Teachers' Superannuation Scheme. The current employer contribution rate is 14.1% of salary at the time of writing. The current employee contribution rate is 7.5% of salary at the time of writing.

### **Other benefits**

Removal expenses up to a maximum of £3,500 will be paid by the school, within 1 year of joining. This will need to be refunded to the school should employment cease for any reason within the period of 2 years of the date of employment.

Staff are eligible for a one third fee reduction (pro-rated for part-time staff) for one daughter based in either the Senior School or Melrose. A further one quarter fee reduction (pro-rated for part-time staff) is available for a second daughter. Details regarding places and entry requirements are available from the Registrar.

### **Living and working in Guernsey**

From 3 April 2017 residence in Guernsey will be controlled by the Committee for Home Affairs have political responsibility for "The Population Management (Guernsey) Law, 2016". The College is required to apply for either a Medium-Term Employment Permit (MTEP), duration up to 5 years, or a Long-Term Employment Permit (LTEP), duration up to 8 years on behalf of employees who are not locally qualified residents. The permit associated with this role is an LTEP.

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*The Ladies' College is committed to safeguarding and promoting the welfare of children and young people and expects all colleagues to share this commitment. Applicants must be willing to undergo child protection screening including an enhanced Disclosure and Barring Service (DBS) check and be able to prioritise the well-being of young people in our care.*

*Once employed, there is a responsibility on an individual to disclose unlawful activity to the Principal, should this situation arise.*