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## HAMPTON SCHOOL

(HMC 1268 boys 11-18, 380 in Sixth Form)

### **ASSISTANT HEAD**

**JOB TITLE:** Assistant Head - required from January 2018 or September 2017 if possible

**REPORTING LINE:** The Headmaster

#### **ABOUT HAMPTON SCHOOL**

Hampton is one of the country's leading, most successful and best-resourced independent schools and has been helping boys to fulfil their potential and realise their aspirations for nearly 460 years. We are a lively, friendly and caring School community, where innovative teaching is underpinned by strong shared values and complemented by outstanding pastoral care. We aspire to enable our boys not only to make sense of the world but also to want to go out and improve it.

The School's examination results and university entrance record consistently rank among the very best achieved anywhere, while the very wide range of co-curricular activities on offer provides each boy with the opportunity to shine and the means to explore new interests. Nearly all our leavers go on to undergraduate courses at Russell Group or equivalent universities/medical schools. Around 25 Hamptonians gain places at Oxford and Cambridge each year; an increasing number go on to study at US Ivy League universities, often on academic and sporting scholarships. Our alumni network is extremely strong and former pupils remain very interested in their School, in no small part due to the exceptionally warm and mutually respectful relationships enjoyed between staff and pupils.

Situated on a greenfield site in a leafy suburb of South West London, we are fortunate to have over 27 acres of playing fields within our spacious grounds and a generous investment programme ensures that our pupils and staff enjoy the use of first-class facilities across all areas of School life. These include a state-of-the-art 3G sports ground, a large Sports Hall and The Hammond Theatre, along with an excellent library and specialist facilities for Art, Science, Technology, IT and Languages. In terms of future projects, we are looking forward next to the opening of our new Sixth Form Study Centre in Autumn Term 2018. The Millennium Boat House, shared with our neighbouring girls' school, Lady Eleanor Holles, enjoys a prime location on the nearby River Thames and provides the focal point for our renowned and highly successful Boat Club.

Visitors from the Independent Schools Inspectorate (ISI) concluded in March 2016 that Hampton's academic and all-round excellence merited the rarely-awarded ISI assessment of pupils' achievements and learning as being 'Exceptional'. The inspection team's findings in all other areas were similarly pleasing and the highest possible judgements were achieved across the board. A copy of the full ISI report can be found on the School website.

We hope you share our vision for an inspiring, modern and exciting education. Further information for prospective teaching staff can be found at: <https://hamptonschool.org.uk/documents/teachingathampton>

## **ASSISTANT HEAD: GENERAL INFORMATION**

Applications are invited for the post of Assistant Head from 1 September 2017 or 1 January 2018. This newly created vacancy has arisen as we are restructuring the leadership team following the promotion of a current team member to the headship of Oxford High School GDST. Hampton has an outstanding track record of preparing senior staff for deputy headship and headship, with five colleagues going on to become HMC or GSA Heads since 2007. It is anticipated that the appointed candidate will seek to lead their own school in due course.

This is rare opportunity to become part of the leadership team at one of the country's most vibrant, high-achieving and joyful schools. We see it as of paramount importance to appoint the right person to join a very successful, cohesive and happy leadership team (known at the School as the SMT), which currently comprises the following: The Headmaster, three Deputy Heads, a Director of Studies, an Assistant Head and the Bursar.

The successful candidate will have a demonstrable record of excellence in school leadership, at senior or middle management level, in addition to outstanding administrative and communication skills. The appointee must subscribe fully to Hampton's special ethos and understand how academic study, pastoral care and co-curricular activities contribute equally within it.

The SMT meets at least weekly and its members are involved in strategic planning, marketing and recruitment as well as general School operations and management. SMT members are required to be flexible in responding to situations outside their individual remit, but there is clarity of responsibilities and delegation within the team.

In addition, the appointed candidate will be a member of the leadership team for the Hampton School Trust, which includes Hampton School and Hampton Pre-Prep & Prep School. This group meets regularly and comprises those mentioned above as well as the Hampton Prep Head and Deputy Bursar.

## **THE ROLE**

The appointed candidate will be responsible for School communications and will work closely with the Head of Admissions and Marketing and the Website, PR and Media Manager. The post will suit an innovative, enthusiastic and dynamic person with a passionate interest in maintaining, promoting and building upon the exceptional academic standards of the School and ensuring that Hampton retains its very strong position within the competitive London day school scene.

**The specific duties of the successful candidate within the leadership team will vary according to their particular strengths and aptitudes, but are likely to include the following:**

- Promoting the School to both current and prospective pupils and their parents, and the community as a whole; participating in Visitors' Afternoon presentations, Open Mornings and 11+/13+ Future Schools events
- Chairing the Communications and Marketing Committee; attendance at other School committees as required
- Advisory role to the Head of Admissions and Marketing to ensure that the academic entry standards of the School are maintained
- Responsibility, in conjunction with the Head of Admissions and Marketing, the Website, PR and Media Manager and other colleagues for the annual review of the School's Communications and Marketing Plan, School Prospectus and other School publications
- Line management and oversight of the following: Website, PR and Media Manager and Website and Communications Assistant; Hammond Theatre Technical Manager and Technician (with Deputy Bursar); staff i/c Open Day. Responsibility for the Professional Development Reviews and performance management of these colleagues

- Oversight of the selection of scholarship and bursary candidates and the allocation of these awards, in collaboration with the Head of Admissions and Marketing, the Bursar and The Headmaster
- Membership of the Hampton School Admissions Committee
- Membership of the Hampton School and Hampton Prep School Assured Place Admissions Panel, which considers and recommends the award of Assured Places at Hampton School to boys from Hampton Prep School
- Representing the views and recommendations of the Communications and Marketing Committee at weekly SMT meetings
- Working closely with the Website, PR and Media Manager to ensure that School events and pupil achievements are publicised through the School website, social media and press releases (local and national)
- Production of information about the achievements of the School for publication in the annual School Accounts for the Charity Commission
- Oversight of liaison between the School and parents' groups (Hampton School Parents' Association, Hampton School Music Society, Hampton and Holles Boat Club Association); oversight of information provided via the Parent Portal on Firefly
- Organisation and planning, in conjunction with other senior staff, of CPD conferences hosted by the School
- Responsibility for reviewing and updating School policies relating to communications and adapting these to ensure they meet the developing needs of pupils, parents and staff
- Regular informal observation of day-to-day learning and teaching around the School through visits to departments and discussions with teaching staff and pupils (each member of SMT is linked to three or four academic departments)
- Responsibility, in partnership with the Director of Studies, for maintaining, reviewing and updating any relevant sections of the School's ISI Self Evaluation Form; ensuring that the School is fully prepared for ISI inspection in his/her areas of responsibility
- Formulation and review of the external relations sections of the annual School Development Plan
- Working closely and meeting regularly with the Hampton Prep Headmaster to promote effective communication between Hampton Prep and Hampton School
- Assisting The Headmaster in the recruitment and appointment of staff
- Conducting teaching staff professional development review, capability and disciplinary procedures as required
- Attendance at meetings of Governors' committees by invitation
- Participation in Governors-SMT Strategy Days
- Any other reasonable tasks required by The Headmaster associated with an Assistant Head role

Please note that the above list of responsibilities is non-exhaustive and the Assistant Head job description is subject to annual review by The Headmaster.

A limited teaching timetable (details to be discussed upon appointment) is envisaged and no specific specialist subject is sought. The above responsibilities are in addition to the responsibilities and duties outlined in the School's standard job description for a Teacher. These responsibilities are also subject to the general duties and responsibilities contained in the Contract of Employment and letter of appointment.

The Assistant Head reports directly to The Headmaster and as a member of the SMT will have involvement in the formulation of Hampton School Trust-wide strategy in conjunction with the Governing Body.

## Person Specification

The successful candidate will be expected to demonstrate evidence of the following skills, qualifications and experience:

- A strong academic record and a good honours degree in a relevant academic discipline
- Demonstrable and sustained success in a post at middle management level, or as a member of a senior management team
- A passionate commitment to the development of learning and teaching across the curriculum; an up-to-date knowledge of new learning and teaching developments and strategies
- To be capable of expressing an independent view and of working loyally as part of a team
- To be able to make a significant contribution to strategic planning; to debate and discuss issues constructively; to subscribe to the principle of collective responsibility for key decisions; and to show interest in all areas of School leadership
- To be willing to work effectively as part of the SMT, whose members are mutually supportive and complement each other through their diverse skills and abilities
- A track record of initiative and innovation
- Have an understanding of the nature of independent education and high expectations and of the challenge of educating and inspiring bright *boys* with a commitment to high academic achievement
- Have the ability to work with calmness and efficiency when under significant pressure
- To be a cheerful and well-presented person, capable of inspiring confidence in colleagues, pupils and parents, and an effective public speaker
- Have the ability to get on well with a large population of gifted and independent-minded pupils, with the right balance of sensitivity, humour, decisiveness, flexibility and discipline
- Have outstanding communication skills, and relate very well and sensitively to pupils, staff and parents in small groups or as a public speaker to large audiences
- To be eager to learn and to attend INSET/CPD as necessary
- To be aware of Health and Safety issues and to comply with Health and Safety policy
- Have a strong commitment to the professional development of staff and staff welfare
- To be aware of the nature of the School and prepared to commit to its all-round ethos, co-curricular activities and pastoral approach
- To be willing to work hard with energy and enthusiasm, avoiding the '9 to 4' approach, and with a generosity of spirit which accepts that there will be a significant amount of out-of-normal-hours work in a senior leadership role
- To maintain, along with other members of the SMT, a highly visible and professional presence around the School and at events within and beyond the School day, including at weekends
- Enthusiastic commitment to all aspects of the candidate's academic department and its programme of co-curricular activities, including trips and visits
- The ability and willingness to contribute significantly to the School's co-curricular programme
- Qualified Teacher Status (QTS)
- Outstanding administrative skills, with a high degree of computer literacy and an eye for detail
- Be seeking a fresh professional challenge and probably headship beyond
- Have an understanding of the importance of marketing and development together with the ability to promote the School with energy and enthusiasm for these purposes

Remuneration will be commensurate with the seniority of the role and the experience and qualifications of the successful candidate.

Applicants must complete the application form in full and provide the names, addresses, email addresses and telephone numbers of three referees. There will be an opportunity to meet members of the leadership team, some members of Common Room, some Governors and some pupils. The appointment will be subject to satisfactory references and Disclosure and Barring Service checks under safer recruitment guidelines.

### **Provisional Interview Schedule**

The closing date for receipt of applications is **10am on Monday 5 June 2017**, although the School reserves the right to invite candidates to interview as applications are received. The School also reserves the right to offer the post at any stage during the appointment process or not to offer the post. Applications should consist of a completed application form with details of three referees and a brief letter of application (ideally no more than one side of A4). An accompanying curriculum vitae will also be accepted. **Incomplete application forms will not be considered.** The provisional dates for interviews (for information at this stage) will be the **week commencing 12 June 2017**. Other dates and/or further interviews may be organised as required.

The post-holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Safeguarding Policy and Procedures 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 or The Headmaster.

Hampton School is an equal opportunities employer.

**Please note** that there may be some changes and additions to the above as the appointment process develops. This document is designed to provide applicants with a 'flavour' of the position and the responsibilities involved.

*Hampton School  
May 2017*