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HAMPTON SCHOOL

ASSISTANT HEAD FROM SEPTEMBER 2022

JOB TITLE: Assistant Head (Pupils and Communications)

REPORTING LINE: The Headmaster

ABOUT HAMPTON SCHOOL

Hampton is one of the country's leading, most successful and best-resourced independent schools, where we have been helping boys to fulfil their potential and realise their aspirations for over 460 years. We are a lively, friendly and caring School community, in which 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. Hamptonians are expected to aspire to personal best while supporting those around them with kindness and respect.

Our boys' public examination results and university entrance record consistently rank among the best achieved anywhere. Around 95% of Hampton leavers go on each year to undergraduate courses at Russell Group universities; 20-30 Hamptonians are offered places at Oxford and Cambridge annually and 20% of our Class of 2021 have moved on to study at global top-10 universities. A growing number of Hamptonians head to US Ivy League universities, often on academic and/or 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 Hampton staff and pupils.

Situated on a greenfield site in a leafy suburb of South West London, Hampton benefits from over 27 acres of playing fields within spacious grounds; a generous investment programme ensures that pupils and staff benefit from first-class facilities across all areas of School life. These include a state-of-the-art 3G sportsground, a large Sports Hall and the Hammond Theatre, along with an excellent library and specialist facilities for Art, Music, Science, Technology, IT and Languages. We have recently opened a superb Sixth Form Study and Careers Centre. The Millennium Boat House, shared with our neighbouring girls' school, Lady Eleanor Holles (LEH), enjoys a prime location on the nearby River Thames and provides the focal point for our popular 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 being 'Exceptional'. The inspection team's findings in all other areas were similarly pleasing and the highest possible judgements were received across the board. A further Regulatory Compliance Inspection in 2019 reported the School to be fully compliant. A copy of the full ISI reports can be found on the School website.

We hope that you share our vision for an inspiring, modern and forward-thinking liberal education. Further information for applicants can be found within our Hampton Prospective Teacher brochure, linked [here](#).

ASSISTANT HEAD: GENERAL INFORMATION

Applications are invited for the post of Assistant Head with effect from September 2022. The role will be adapted to suit the strengths, interests and skills of the successful candidate, but will have a particular focus on pupils' personal development (e.g. the PSHE and RSE programmes, School Council and other pupil forums) and School communications.

This new role arises from the appointment of a current Assistant Head to Deputy Headship at another leading HMC school, alongside a restructuring of the School's Senior Leadership Team (SLT) and the reconfiguration of responsibilities. Hampton has an extremely strong track record in terms of preparing senior staff for headship – four former SLT members have become HMC/GSA Heads in recent years. It is anticipated that the appointed candidate may choose to seek a headship in due course. This is an excellent 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 - and happy - SLT that benefits from a particularly strong emphasis on teamwork and mutual support. The Hampton School Trust SLT currently comprises the following: The Headmaster, four Deputy Heads, the Head of Hampton Prep, a Director of Studies, two Assistant Heads, the Bursar, and the Deputy Bursar. The advertised post will suit an innovative, enthusiastic and dynamic teacher with a proven record of excellence in school leadership, probably at middle management level, along with outstanding administrative and communication skills. The appointee should have a keen appreciation and understanding of the School's ethos and the distinctive way in which academic scholarship, pastoral care and co-curricular activities contribute equally to Hampton life.

The SLT meets regularly and is involved in strategic planning, marketing and recruitment, as well as general School operations, management and leadership. SLT members are required to be flexible in responding to situations outside their defined remit, although there is clarity of responsibilities and delegation. The specific duties of the successful candidate within the team will depend on their aptitudes and assets, but are likely to include those outlined below.

THE ROLE

The post will suit an innovative, enthusiastic and dynamic person with a passionate interest in promoting pupils' personal development, overseeing clear and effective School communications, and ensuring that Hampton retains its very strong position within the competitive London day school scene.

MAIN RESPONSIBILITIES

The specific duties of the successful candidate within the SLT will vary according to their particular strengths and aptitudes. However, they are likely to include (but may not be limited to) the following:

- Oversight, in collaboration with the Head of PSHE and Deputy Head (Pastoral), of the School's PSHE programme, including Relationships and Sex Education (RSE), e-Safety, and visiting PSHE speakers
- Line management and oversight of the Head of PSHE and e-Safety Officer
- Responsibility for reviewing and updating School policies relating to PSHE, RSE and e-Safety; adapting these policies to ensure that they meet the needs of pupils, parents and staff
- Oversight of the School Council and other pupil forums/surveys
- Promoting, monitoring and evaluating pupils' participation in co-curricular activities, in conjunction with the Deputy Head (Pastoral)
- Assisting the Deputy Head (Pastoral) and Assistant Head (Pastoral) with oversight of the School's provision for supporting pupils' mental health

- Oversight of internal School communications, including information provided to parents via the parent portal and the *SchoolPost* communications platform
- Working closely with The Headmaster and Website, PR and Media Manager on important external communications as required
- Meeting regularly with the Hampton Pre-Prep and Prep Headmaster to promote effective communication between settings within the Hampton School Trust
- Responsibility for reviewing and updating School policies relating to communications; adapting these policies to ensure that they meet the needs of pupils, parents and staff
- Line management of the Editor of the annual School magazine, *The Lion*
- Line management of the Website, PR and Media Manager and Website and Communications Assistant; responsibility for the Professional Development Reviews and management of these colleagues
- Working in conjunction with the Website, PR and Media Manager to ensure that School events and pupil achievements are publicised through the School's website, social media accounts and press releases
- Promoting the School to current and prospective pupils and their parents, and the community as a whole; participating in visitors' event presentations, Open Mornings and 11+/13+ Future Schools events
- Supporting the Head of Admissions and Marketing as the SLT point of contact re visitors' events etc.
- Working with the Assistant Head (Pastoral) to organise pupil guides and Q&A panel members for visitors' events
- Working in conjunction with the Head of Admissions and Marketing, the Website, PR and Media Manager and other colleagues on the regular review of the School's Communications and Marketing Plan, School Prospectus and other School publications
- Reviewing and updating any relevant sections for publication in the annual School Accounts for the Charity Commission
- Contributing to leadership of the School's work on equality, diversity and inclusion, in collaboration with the Deputy Head (Partnerships and Inclusion)
- Responsibility for aspects of the day-to-day operations of the School
- Organisation and planning, in conjunction with SLT colleagues, of CPD conferences hosted by the School
- 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 SLT member is linked to at least two academic departments)
- Responsibility, in conjunction 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 visits in their areas of responsibility
- Formulation and review of the relevant sections of the annual School Development Plan
- Membership of the Hammond Theatre/Events Planning Committee; liaison with the Hammond Theatre manager over Hammond Theatre usage
- Membership of the Joint Liaison Committee with senior colleagues from Lady Eleanor Hollies School

Other

- Assisting The Headmaster with the recruitment and appointment of members of the Common Room
- Conducting staff professional development review, capability and disciplinary procedures as required
- Attendance at meetings of Governors' committees by invitation
- Participation in Governor-SLT Strategy Days
- To undertake any training and development for the better fulfilment of the post
- 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. The postholder's actual responsibilities, tasks and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the role.

This job description is subject to review in line with the developing needs of the school. The key areas of responsibility and accountability for each SLT member are set out in the annually reviewed and updated SLT chart. This is published in the Common Room and on the School's VLE.

A teaching timetable (details to be discussed upon appointment, but likely to be circa 50%) 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 (Pupils and Communications) reports directly to The Headmaster and as a member of SLT will be involved 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:

Essential Criteria

- Commitment to the paramount importance of the safeguarding and wellbeing of pupils
- 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 leadership team
- 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 SLT, whose members are mutually supportive and complement each other through their diverse backgrounds, skills and abilities
- An established track record of initiative and innovation
- Have the ability to work with equanimity and efficiency when under significant pressure
- To be a cheerful and well-presented person, capable of inspiring confidence in colleagues, pupils and parents
- The ability to get on well with a large population of very bright and independent-minded pupils, with the right balance of sensitivity, humour, decisiveness, flexibility and discipline
- Have outstanding communication skills, and relate 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 (and at times lead) 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 SLT role

- To maintain, along with other members of the SLT, 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
- Outstanding administrative skills, with a high degree of computer literacy and an eye for detail.

Preferred criteria

- Knowledge of Microsoft 365, in particular Microsoft Teams, as a platform for online learning
- An understanding of the nature of selective education, and of the challenge of educating and inspiring bright pupils with a commitment to high academic achievement
- Qualified Teacher Status (QTS)
- Be seeking a fresh professional challenge and possibly headship in due course
- Understand the importance of marketing and development together with the ability to promote the School with energy and enthusiasm for these purposes.

EQUAL OPPORTUNITIES

It is the policy of Hampton School to provide equal employment opportunities for all qualified individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. Hampton School promotes equal employment opportunities in all aspects of employment through positive employment policies and practices.

If any special requirements are needed to attend an interview, please inform the School.

SAFEGUARDING

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the School's Safeguarding Policy and Procedures at all times.

Please note that all appointments are subject to the Hampton School Trust Recruitment, Selection and Disclosure Policy and Procedures.

*Hampton School
December 2021*