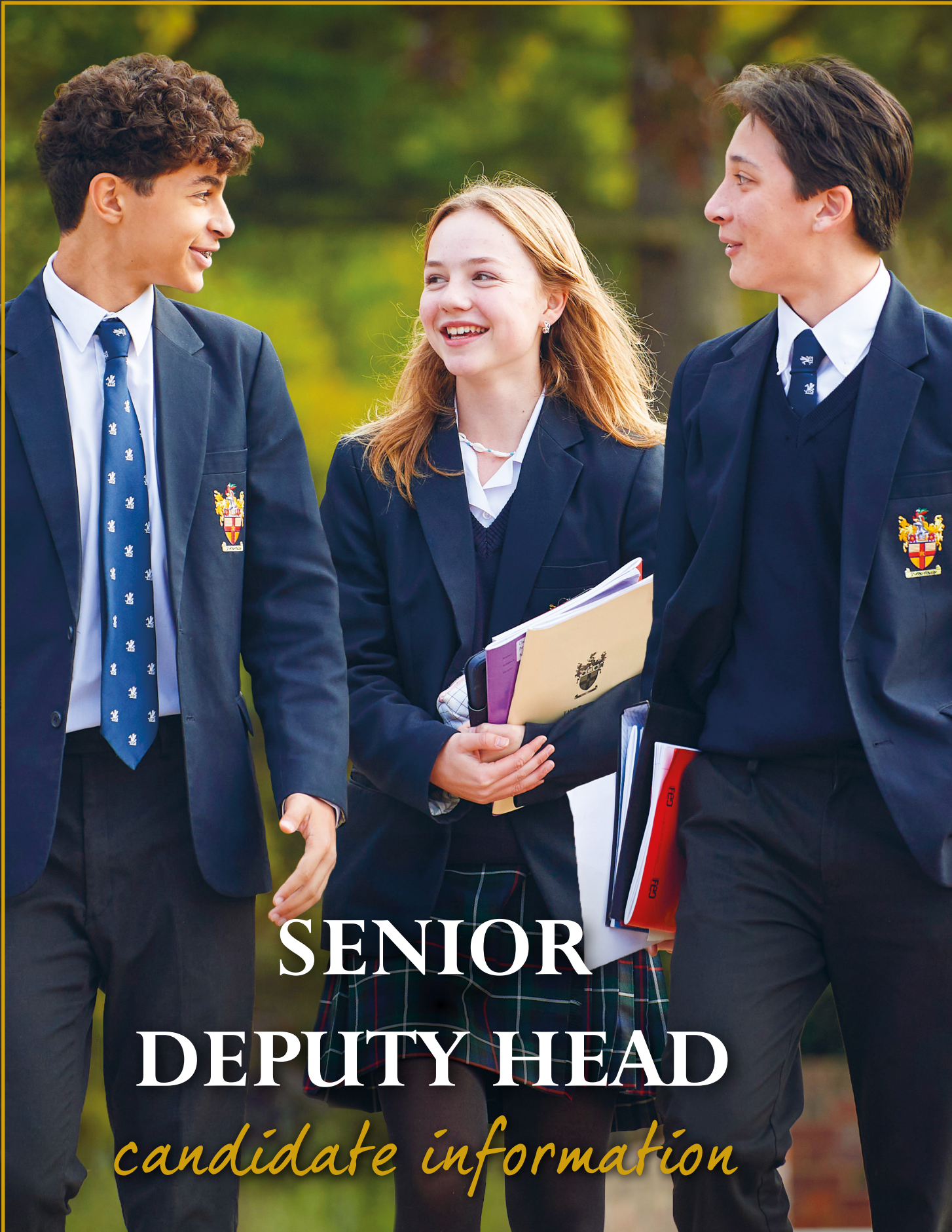




THE **Leys**  
CAMBRIDGE



**SENIOR  
DEPUTY HEAD**  
*candidate information*

# Senior Deputy Head

## *Headmaster's Introduction*

Thank you for your interest in the role of Senior Deputy Head here at The Leys.

This is a very exciting time to be joining the School in this absolutely pivotal senior leadership role.

The Leys is a great place to work. This is reflected in the fact that many colleagues choose to remain at The Leys for many years and we have recently been named the Sunday Times Parent Power Guide East Anglia Independent School of the Year 2024. It is perhaps particularly the sense of community which prevails here which accounts for this. Yet as one of the country's leading independent schools, The Leys is ambitious and places high expectations on all its staff. We seek to create a community which works together to ensure that the School remains at the forefront of educational excellence and innovation whilst capitalising on our very special position in the heart of Cambridge. Established by Methodists in 1875, The Leys values its history, yet it blends traditional values – kindness, courtesy, tolerance, respect, decency – with a forward and outward-looking approach to education. A strong market position and reputation mean that the School is exceptionally financially robust.

It benefits also from membership of a Foundation – The Leys and St Faith's Schools Foundation – alongside its sister school, St Faith's – an outstandingly successful Day prep school in close proximity to The Leys. The two schools share some facilities and governance structures, and are closely aligned in terms of ethos, even if their structures differ significantly. A majority of Fideliars move through to The Leys in Year 9 via a range of entry routes. Generous remission on fees for teaching staff is offered across both Schools within the Foundation. Governors are supportive and engaged, without overstepping the line between governance and the day-to-day management of the School. The Leys Governors ensure that the School's senior leaders and managers have every opportunity and encouragement to innovate and shape strategic change.





Dedicated staff, supportive Governors and superb facilities combine powerfully as we prepare young people for the challenges which lie ahead at university and beyond. Yet I have always believed that school is, or should be, about far more than merely “preparation for life”. Indeed, my ambition is that Leysians will be able to look back on their experiences here as amongst the most intrinsically rewarding, challenging and stimulating chapters of their developing lives. Buoyed by an outstandingly positive recent Inspection Report from the Independent Schools Inspectorate (report published January 2023), this would be an exciting time to be joining The Leys community as we approach our 150th anniversary in 2025. Planning for the Sesquicentenary is already well advanced.

In addition, I have recently announced my own intention to retire in the summer of 2025. All stakeholders have been informed that a new Head will be appointed before the end of this academic year, with a year’s handover to follow in my final year, 2024-5. The new Senior Deputy would therefore play a crucial role in supporting the incoming Head as he or she establishes their priorities for the next chapter in the School’s history. He or she would also play a leading role in helping to formulate, shape, articulate and drive the School’s strategy and would have regular access to Governors and would work closely alongside me as Head, and thereafter with whomever is appointed to succeed me. The opportunity to be involved in Foundation-level strategic discussions is also anticipated.



The role of the Senior Deputy Head is an established role at the very heart of all aspects of the life of the School: academic, wider curricular and pastoral. The Senior Deputy effectively runs much of the day-to-day life of the School, working closely with the Head, the Bursar and the rest of the Senior Management Team and a wider team of senior staff. One of the chief challenges of the role would be the sheer variety of aspects of our provision which fall within the Senior Deputy’s purview. The successful candidate would therefore need to be an outstanding team player, resilient, industrious, emotionally intelligent, highly organised and clear-thinking with sound judgment and common sense, yet also sympathetic and with good listening skills. Working alongside colleagues, particularly but not exclusively on the teaching side, works best at The Leys by winning their trust and respect by dint of personal example and strong relationship-building.

There is no question that this exciting role would suit someone with aspirations to run their own School in due course, though we would also consider candidates to whom the challenge of this career opportunity appeals but who might not be convinced that Headship is for them.

Thank you for your interest in this exciting post; I look forward to hearing from you and to considering your application further.

*Martin Priestley*

**Headmaster**



# Welcome to *The Leys*



*Life at The Leys*

The Leys is a co-educational boarding and day school for pupils aged between 11 and 18. Set in the heart of the beautiful and stimulating city of Cambridge, one of the world's leading cultural and academic centres, The Leys' unique location allows pupils unrivalled access to the vast array of cultural and educational opportunities that Cambridge has to offer.

Established in 1875, The Leys values its history, yet it blends traditional values – courtesy, tolerance, respect, decency – with a forward and outward-looking approach to education. Dedicated staff and superb facilities combine powerfully to prepare young people for the challenges which lie ahead at university and beyond.

The Leys is a close-knit, engaged, friendly community of around 550 pupils in which pastoral care is seen as the top priority. Academic value-added is impressive and the breadth of the wider curriculum is renowned. The School caters for Boarding, Home Boarding and Day pupils but, with 70% of pupils accommodated in boarding houses, boarding is absolutely central to the ethos of the School and all pupils benefit from the vibrancy and structure which this provides.

# Role Profile

## **Main purpose of the role**

- Lead the day-to-day operational organisation of The Leys, ensuring that the School runs smoothly through effective communication with all stakeholders.
- To deputise for the Head as required.
- To play a central role in the leadership of all aspects of the life of the School.
- Undertaking the normal responsibilities of a teacher where required.

## **Main duties and responsibilities**

### **Deputising for the Head in their absence**

- Take assemblies and chair meetings as appropriate.
- Oversee Head mail whilst the Head is away.
- Take on other roles as necessary.
- Regular meetings with Head to keep abreast of school business.
- Member of Management Liaison Committee (with St Faith's) - taking minutes when The Leys is chairing these meetings.
- Meet prospective parents.
- Attendance at Plays and Concerts.
- Keep informed about new trends and initiatives in education by attending suitable meetings such as HMC East Anglian Group meetings.

### **Responsibility for the Operational Plan to include close liaison with the Head, and sharing in discussions about all matters of school policy and development, including refurbishment of buildings**

- Attend weekly operational SMT meetings, take minutes at these meetings and attend other meetings of senior staff.
- Liaise with SMT about their areas of the Operational plan.
- Work with the Bursar to produce paperwork around Operational plan – initial thoughts, full plan, updates on progress.
- Attendance at Leys Committee of Governors and other associated meetings such as the sub-compliance meeting.
- Liaise with Bursar about the financing of school projects and costings of running the school.
- Sit on Budget Committees.
- Coordinate the programme for ISI inspections with other members of SMT.
- With the Bursar produce the Administration and Management section of the Operational Plan and ensure it is followed.

### **With the Bursar to be responsible for the updating of Policies at the school and compliance of all policies**

- Liaising with the Bursar to ensure policies are updated as per schedule.
- Chair of Accessibility Committee.
- Working with the School Compliance Officer to ensure that the updated School Rules, Regulations, Policies and Procedures are published annually in relevant literature after consultation with the Head and SMT.
- Contribute to the agenda/notes and attend sub-compliance meetings.

### **To be responsible for the school routine and events within school**

- Drawing up holiday, half term and Exeat dates.
- Publication of termly calendars for all school business to include school events and Common Room business.
- Liaising with Common Room regarding day trips and associated paperwork.
- Producing start/end of term/half term arrangements.

### **Organisation of weekly Chapel and Assembly in liaison with Chaplain and Head, in particular seating and behaviour of the school at these events, and front of House at School Services.**

- Attendance at Events meetings and close liaison with Events manger to ensure all school events run smoothly.
- Responsibility for whole School photograph (to take place approximately every 3 years, organisation of Carol Services, Year 11 Choices Evening / Sixth Form Information Evening.
- With Bursar, to be responsible for arrangements on Speech Day, attending appropriate meetings and informing CR.
- Oversee and help with production of Leavers' Yearbook.
- Arranging and giving notices in Assembly and deputising for the Head.
- Arranging the Prefect duty rotas for lunch.

### **Overseeing the work of the School Administration Manager including communications with parents. Overseeing ICT as an administrative and communication resource and liaising with the Compliance Officer**

- Proofreading and agreeing letters sent to parents regarding trips etc.
- Overseeing the Parents' portal on SharePoint.
- Oversight of the management of information on SharePoint including information to parents.
- Member of the Strategic IT Committee.
- Regular meetings with the Compliance Officer.

### **General management of the teaching staff, including oversight of staff duties, responsibilities and loadings, and oversight of the Common Room appraisal scheme.**

- Oversight of staff loadings in consultation with the Director of Studies and Director of the Wider Curriculum.
- Discussions with SMT and others regarding staff requirements.
- Close liaison with Director of Studies and timetabler regarding staff loadings.
- Link with SMT with regards to their temporary/part time staffing needs and budgets
- Production of staff meal duty rota and oversight of these and other duties (such as Latham Road duties).
- Production and annual review of the Common Room Handbook including review of senior job descriptions – liaison with other members of SMT.
- Responsibility for the cover system for staff – oversight of the people running the system.
- Agree CR absence with advice from the Head.
- Regular meetings with person responsible for appraisal.
- Look at flexible working requests and concerns about staff loadings as required.

### **In liaison with the President(s) of the Common Room, to monitor conditions of service and morale of teaching staff**

- Meet with Bursar and Senior Human Resource Manager to discuss relevant school policies on staffing.
- Oversee support for staff through the Administrative office.
- Discuss with Bursar and President(s) of the Common Room technical/assistant support for CR.
- Oversee support for staff from the IT system through regular contact with IT Department.
- Involvement in updating/changes to the Staff portal/SharePoint.

## **Assisting the Head in the appointment of new staff and advising Head on the deployment of teaching staff. Advising Bursar and Head over staff accommodation. Advising the Head on the remuneration of teaching staff. Responsibility for the induction and development of teaching staff.**

- Discuss with Head staffing needs for new posts or internal promotion.
- Meet with Director of Studies to discuss advertisements and job profiles for new posts.
- Coordinate recruitment of academic staff ensuring programmes are arranged for the day and references obtained via HR.
- Meet all prospective teaching staff and be on final debriefing panel.
- Discuss with Head the salary scale points that Common Room move to annually.
- Work with the Director of Teaching and Learning with and follow through on the Induction programme for Common Room – to include start-of-year day, collection of keys, follow up meetings, oversight of department induction.
- Liaise with the Director of Teaching and Learning regarding the Early Career Teachers programme.
- Allocate mentors to new staff.
- Liaise with the Director of Teaching and Learning about INSET for staff.
- Arrange Induction Programme for new staff in consultation with the Director of Teaching and Learning.
- With the appropriate people, ensure First Aid, minibuses, and other Health and Safety training is undertaken.

## **Responsibility for Emergency/Crisis Management**

- Annually review the plan.
- Ensure the Office keep all phone numbers updated.
- With the Bursar plan trial events if they are deemed necessary.
- Call meetings of Emergency group as necessary.

## **Overseeing the Marketing and Admissions functions**

- Oversee the work of the Director of Marketing and Admissions Office.
- With the Director of Studies, manage the selection procedure/paperwork for the Head.
- Regular meetings as part of Admissions/Marketing group with Head, Director of Marketing and regular meetings with the Registrar, Marketing, and Admissions staff.
- Meet with prospective parents at Open Mornings and other parental visits to the School, and online with international pupils as appropriate.
- To advise the Head when any entry point is coming under pressure and when it may be necessary to close registrations.
- Advise the Head and Bursar regarding prospective numbers.
- Maintain a watching brief on the numbers by category for future planning.
- With the Head and Director of Studies, to follow the progress of the St Faith's preliminary assessment.
- Establish a relationship whereby all prep school Heads feel able to telephone for informal advice about applicants.
- To keep in regular touch with Housemasters, Housemistresses to ensure that any places that are likely to become available can be filled as soon as possible.
- With the Director of Marketing and Head, agree on visits to Exhibitions, and on overseas trips for marketing / interview purposes.
- Oversee the marketing strategy with the Head and Director of Marketing.
- To work with all members of the SMT and Director of Marketing to ensure that all prospectus materials, including the website, are up to date and fully reflecting the character and strengths of the School.
- Meet with Director of Marketing and Registrar regularly.
- Support at recruitment events such as Senior School Fairs at Prep Schools.

## **Additional Opportunities**

- Other roles and opportunities may be available to reflect the interests, experience and skills of the appointed candidate.
- There may also be the opportunity for the successful candidate to undertake international travel for both recruitment and development.

## Safeguarding responsibilities

- Undertake Designated Safeguarding Lead (DSL) training and act as a Deputy DSL for the school.
- To be informed and trained to an appropriate level to enable the Senior Deputy to act as one of the School's team of Deputy Designated Safeguarding Leads – when the DSL and Director of Pastoral Care are absent, the Senior Deputy is the senior person on safeguarding matters and may well be approached by colleagues for advice.
- To attend and play a key role in weekly Safeguarding meetings.
- Have read the School's Child Protection Policy and updates to this policy as required by the School.
- To adhere at all times to the School's Child Protection procedures and to undertake responsibility to safeguard pupils.
- To be aware of and adhere to at all times the School's Staff Behaviour and Code of Conduct and confidentiality.
- A duty to report and discuss any concerns about the safety of children and their wellbeing to the Designated Safeguarding Lead (DSL).
- A duty to report any low-level concerns about colleagues to the Designated Safeguarding Lead (DSL).
- To complete mandatory safeguarding training as required by the School.

## General Tasks

- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.
- To ensure that a safe / secure environment exists for pupils / staff and customers and meet requirements under the Health & Safety at work Act 1974 and C.O.S.H.H.
- To uphold the provisions of data protection legislation, the School's Data Protection Policy, and other related policies.
- Understand and be mindful of the School Acceptable Use Policy and Staff ICT & Social Media Guidelines.
- To adhere to and maintain School Policies and Procedures and work with regard to the ethics of the School.
- To observe / implement all relevant legislative requirements, maintain and update own knowledge as appropriate for the role.
- To work flexibly as necessary to meet the needs of the role and the School.
- To undertake any other reasonable associated request from the Head/Bursar, or Governors as appropriate.
- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.





# Person Specification

Criteria	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> <li>An excellent general level of education including an honours degree</li> </ul>	<ul style="list-style-type: none"> <li>Qualified Teacher Status</li> <li>Further academic qualifications</li> <li>Relevant training such as ISI training, leadership and management qualifications</li> </ul>	<ul style="list-style-type: none"> <li>Production of the applicant's certificates</li> <li>Discussion at interview</li> <li>Independent verification of qualifications</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Significant whole school responsibility</li> <li>Strong track record of people and policy leadership and management experience</li> </ul>	<ul style="list-style-type: none"> <li>Experience of or leadership within a boarding environment</li> <li>Significant Senior Management Team (or equivalent) experience</li> </ul>	<ul style="list-style-type: none"> <li>Contents of the application form</li> <li>Interview</li> <li>Professional references</li> </ul>
Skills	<ul style="list-style-type: none"> <li>Strong work ethic</li> <li>Resilience</li> <li>Ability to prioritise and multi-task</li> <li>People skills</li> <li>Tact and discretion</li> <li>Strong IT and communications skills including public speaking in school settings</li> <li>Ability to teach to a high standard an academic subject offered by The Leys.</li> <li>Common sense</li> </ul>	<ul style="list-style-type: none"> <li>Proven outstanding work ethic</li> <li>Proven ability to act as ambassador for The Leys both internally and externally</li> <li>Proven track record of teaching to a high standard an academic subject offered by The Leys, despite the demands of holding significant whole-school responsibility</li> <li>Proven significant track record of demonstrating all the 'required skills' at a senior (SMT) level</li> </ul>	<ul style="list-style-type: none"> <li>Contents of the application form</li> <li>Interview</li> <li>In-tray exercise</li> <li>Professional references</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>Understanding of the boarding sector and the independent sector</li> </ul>	<ul style="list-style-type: none"> <li>Deep understanding of the demands of leadership within the boarding sector and the independent school sector.</li> </ul>	<ul style="list-style-type: none"> <li>Contents of the application form</li> <li>Interview</li> <li>Professional references</li> </ul>

# How to *Apply*

If you are interested in applying, please submit a completed application form with a covering letter, to The Headmaster, The Leys School, Cambridge, CB2 7AD by **09:00am on Friday 12 January 2024**.

We look forward to hearing from you.

This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Before appointment to any role in the school, checks including an Enhanced DBS Check and workplace references will be undertaken in accordance with current statutory guidance. Evidence of eligibility to work in the UK is required.

The Foundation is committed to fostering an inclusive culture that promotes and values diversity and celebrates the diverse voice of our community.

This role has the opportunity for regular contact with pupils and therefore is exempt from the Rehabilitation of Offenders Act 1974.

By applying for this role, you are consenting to The Leys School storing your personal data. Please read our ['Privacy Notice for Job Applicants'](#) for further details.

Charity no: 1144035



