

# Vinehall



Robertsbridge, East Sussex  
for boys and girls aged 2-13 years



## Deputy Head

for September 2019 or earlier

Information for Candidates



## The History of the School

Vinehall School was built in 1838 by Tilden Smith, a partner in Hastings Old Bank, as his family home. However, he was declared bankrupt in June 1857 and just under a year later Vinehall was sold to Felix Champney. His stay was brief, and in October 1860 Vinehall was sold again, this time to William Rushton Adamson.

For the next 42 years Vinehall remained in the Adamson family, who renamed it Rushton Park. In 1902, the Ashton family bought Vinehall and enlarged the house to create the building we recognise today. It is believed that the great Joseph Paxton designed the grounds. On the death of Lady Ashton in 1938, the house was sold to the Jacoby family. At the time, Mary Jacoby was headmistress of nearby Battle Abbey School for Girls and she saw the opportunity to set up her son, John and his wife, Nell with a neighbouring boys' school. Vinehall became a school in the late summer of 1938 with 6 pupils on roll.

During the Second World War, the School was evacuated to Killerton Park in Devon along with a local girls' school. The School returned to its Robertsbridge home after the war and in 1946 was bought by Major Tom Stuart-Menteth. He and his wife ran the school until 1957 when his stepson, Richard Taylor and his wife Pat continued running the school. Many of the old traditions of the school began under their care; for example, the dormitories acquired their unusual names (Squirrels and Hurricanes). The Taylors also had the foresight to build an indoor heated swimming pool, still in use today.



Richard and Pat Taylor handed the school over to their son-in-law David Chaplin in 1977. He and their daughter Sally remained until 2002. During their stewardship the school (which was already a charitable trust) took ownership of the whole estate and a major period of growth occurred. Pupil numbers rose throughout the years and many exciting developments followed, making Vinehall one of the best-equipped prep schools in the country. In the recent past, the purpose-built Pre-Prep was added as was a theatre, sports hall and in 2000, the magnificent Millennium Library and classroom complex.

The theatre was completely refurbished in the summer of 2014 and officially named The Chaplin Theatre in recognition of the work of David Chaplin as Headmaster to see the building come to fruition.

In 2002, the Chaplins handed over a thriving school to Julie Robinson, who was Head until summer 2010. Richard Follett was Headmaster from 2011-2017 and Joff Powis took over in September 2017.



## Vinehall School today

Vinehall is a school with a roll of around 240 pupils. A large number of the pupils will board at some point during each term and around 35 are either full or weekly boarders, all of whom live in the Boarding House with the Housemistress and her husband, as well as four Gappers from overseas.

There are over 70 staff on the payroll who work for Vinehall on either a full or part-time basis. Whilst most children have limited contact with the support staff during the school day, the pastoral structure in the senior year groups means that any member of staff may be requested to act as a personal tutor by a pupil, meeting regularly during the term as a result.

One of the features of the Vinehall education is the breadth of preparation for senior schools onto which our pupils go on completion of Year 8 Common Entrance or Scholarship exams. In the last five years, Vinehall pupils have moved on to twenty-eight different schools, including: Ampleforth, Battle Abbey, Bede's, Benenden, Brighton, Charterhouse, Cranbrook, Eastbourne, Eton, King's Canterbury, Lancing, Mayfield, Millfield, Oundle, Sevenoaks, Sutton Valence, St. Edward's Oxford, Tonbridge, Winchester and Worth. The scholarship record of Vinehall pupils is also excellent, with on average over a dozen academic, sport, music, art, drama and DT scholarships awarded by senior schools each year.

The School received a fully integrated inspection by ISI in February 2018, achieving the grading of 'Excellent' in all category areas. The Early Years Foundation Stage provision was graded as 'Outstanding' in all areas.

The School's ethos is encapsulated in our motto, 'to do our best for the benefit of others'.



## Deputy Head

An exciting opportunity has arisen to join the Senior Management Team of this leading co-educational day and boarding prep school with excellent facilities and resources. The successful applicant will take a lead role in the future development of the School.

Applications are welcome from suitably experienced candidates who have an impressive track record as a teacher, have had management experience beyond the classroom and will most likely aspire towards headship over the next five years.

The Senior Management Team at Vinehall in September 2018 will comprise of the Headmaster, Deputy Head and two Assistant Heads (Academic and Pastoral), as well as the Head of the Pre-Prep Department and the Bursar.

This is a key position, responsible for driving development within the School, working with the Senior Management Team on all aspects, but specifically to take a lead on operational management. An ability to think strategically and implement change is critical, as are exceptional communication skills, both on paper and in oral presentation with parents, staff, pupils and visitors.

Salary is based on the Vinehall Scale (circa. £50k).



# Job Description for Deputy Head

## General Responsibilities

- To contribute to the strategic development of the School.
- To manage the School in the absence of the Headmaster.
- To work in collaboration with the Headmaster, Senior Management Team and Heads of Department, as appropriate, to achieve best possible practice in all aspects of teaching and learning across the School.
- To be an exemplar and model of teaching skills and behaviour management, leading to the highest standards of staff confidence and competence in these areas.
- To manage the school's staff and resources in line with these aims, including holding the budget for general teaching resources.
- To work as a member of the Senior Management Team, sharing in the management and smooth running of the school.
- To oversee key school events, such as Prize Giving and the Carol Service.
- To work with the Headmaster and Bursar over disciplinary and competency issues.
- To attend Governors Meetings as required.
- To provide induction training for new staff.



## Senior Management Team Responsibilities

- To attend all SMT meetings, taking a lead on issues relating to academic policy and procedures (teaching and learning).
- To support all school functions where possible and be a public face of the School.
- To be alert to problems and issues as they arise in the day to day running of the School and respond to them accordingly. To be proactive as problems occur.
- To assist in the appointment and interviewing of new staff, reviewing job descriptions etc.



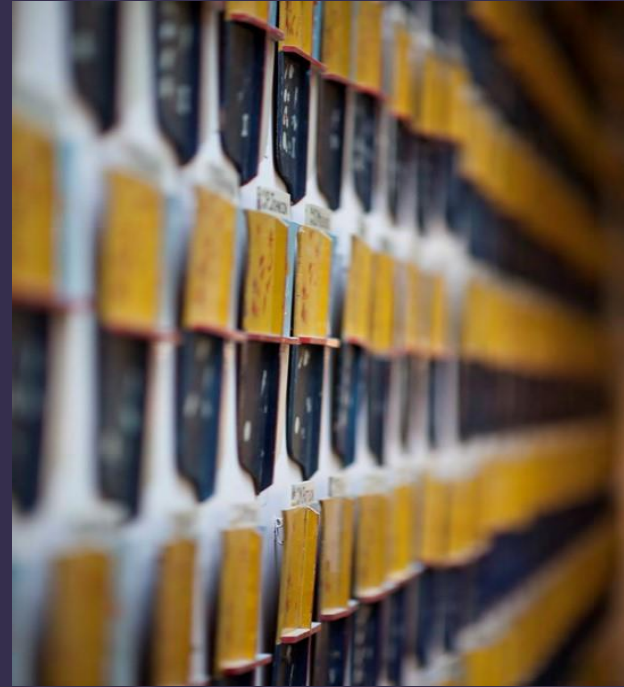
## Specific Responsibilities

- To ensure the highest quality of teaching, learning and assessment, plus the progress and achievement of all pupils within the School.
- To develop and implement an effective programme of staff development, leading CPD opportunities for teaching staff, as appropriate, and induction of new staff.
- To manage the day to day operation of the Prep School.
- To lead the Crisis Management response for the School if required.
- To assist the Headmaster in the development and implementation of the School's development plan and all school policies.
- To monitor and evaluate the effectiveness of all areas of the School's provision.
- Line management of the Assistant Head Academic and Assistant Head Pastoral.
- To ensure, in collaboration with the Assistant Head Academic and MIS/Academic Administrator, the timely collection and analysis of all school data, the production and management of the School timetable and the efficient management and development of the School's MIS.
- In addition to those professional responsibilities that are common to all teachers in the School, the Deputy Head's key accountability will be in delivering the best possible standards of achievement, progress and engagement across the School.
- To promote a clear vision for the School which embodies the highest expectations of staff and pupils.
- To oversee that quality assurance and self-evaluation activities are set up and implemented.
- To ensure that school policies are reviewed annually and updated when necessary.
- To oversee the deployment of teachers (and where required, support staff), ensuring the needs of pupils are met and that staff workload is monitored carefully.
- To ensure that opportunities are provided for pupils to build on their interests and abilities outside of the taught curriculum, including support for holiday clubs.
- To develop activities to promote pupil leadership, self-esteem and self-confidence.
- In collaboration with the Assistant Head Pastoral, to co-ordinate the work of form tutors.
- To model good practice in teaching and learning.
- To model exemplary practice in the management of pupil behaviour and promote a positive climate for learning.
- To ensure the implementation of the School's appraisal and performance management procedures.



## Specific Responsibilities (continued)

- To attend external events where required, fostering the School profile in the wider community.
- To organise staff absence cover and provide details of the week ahead activities to all staff.
- To provide information for the Governing Body as requested and attend meetings as required.
- To oversee the logistics of major school functions.
- To share responsibility with the Headmaster for holiday cover, out of school hours working and Open Days.
- To oversee the review, development and preparation of the School timetable.
- To prepare and monitor the Gappers' timetable.
- To liaise with the Friends of Vinehall Committee regarding budget requests and the 'Wish List'.
- To liaise with the Bursar, Marketing Officer, Estates team, Catering staff and Admissions department as necessary.



## General Teaching Duties

- To be a supportive and enthusiastic member of the relevant teaching department, teaching an appropriately reduced timetable allocation of lessons. All subjects will be considered.
- To carry out duties as detailed in the Teachers' (Terms and Conditions of Service) Regulations.
- To carry out all duties in a manner which complies with current Health and Safety Regulations, the School's security requirements and the requirements of the School's policy documents.
- To participate in appropriate meetings with colleagues, parents and pupils.
- To implement all school policies and procedures.
- To play an active part in promoting the school ethos, vision, mission and values.
- To liaise with the front office and be responsible for the organisation and delivery of some school extra-curricular activities.
- To undertake all reasonable duties and key tasks as requested by the Headmaster.



## Person Specification for Deputy Head post at Vinehall

### Qualifications and Experience

- Good honours degree or equivalent with teaching qualification.
- A proven track record of successful middle or senior leadership.
- Excellent performance as a teacher.
- Evidence of active involvement in whole school developments.
- Evidence of continuing professional development.

### Knowledge and Understanding

- A thorough knowledge of the process of strategic planning and school self-evaluation.
- Experience in communicating and translating a vision into practice.
- Experience of leading the management of change to achieve excellence.
- The ability to understand and appreciate the School's current strengths and address its areas for development.
- A knowledge of the national policy framework and current educational legislation and initiatives, particularly as they relate to boarding schools.
- A thorough working knowledge of child safeguarding procedures and practice.
- The ability to promote positive engagement with pupils that reflects appropriate boundaries.
- Understanding of what motivates, challenges and engages young people in an educational context.
- Understanding of what promotes high academic achievement.
- Understanding of pastoral issues in a preparatory school.
- Knowledge and experience of a range of monitoring and evaluation strategies.
- Understanding of quality assurance.
- Understanding and experience of performance management systems.
- Understanding of safeguarding within a day and boarding environment.
- Understanding of how effective pastoral support systems contribute to academic achievement.
- Knowledge of curriculum developments for pupils aged 7 to 13.
- Understanding and experience of assessment and pupil progress.

### Skills and Qualities

- Outstanding teaching, presentational and communication skills, with an eye for detail.
- Leads by example and motivates others.
- Pro-active and able to work independently.
- A strategic thinker.
- Able to contribute effectively to the future development of the school and be accountable for outcomes.
- Able to identify issues and act upon them appropriately.
- The potential to be a Headteacher within five years.
- Inspires trust and commands the respect of pupils, staff, parents and the wider community.
- Able to run the school effectively and take decisions in the absence of the Headmaster, including on all child protection issues.
- Shows unfailing resilience, enthusiasm and good humour and an ability to work well under pressure.
- Committed to the pursuit of excellence and to identify and challenge underperformance.
- A skilled communicator, both with well-developed presentational skills to a wide range and size of audiences.
- Excellent time management and personal organisational skills.
- Professional in manner and appearance at all times.
- A flexible approach to accommodate the changing needs of school and community.
- Ability to develop and implement policies.
- Ability to generate, organise and analyse data for specific purposes.
- A good level of ICT and excellent grammatical and proof-reading skills.
- Ability to motivate staff and build consistently high performing teams.
- An efficient and capable administrator.
- High standards and expectations of self and others.
- A commitment to equal opportunity.

## General requirements of teachers at Vinehall

We expect Vinehall teachers to be professional, responsible and nurturing. Staff are expected to work hard and to maintain the highest of professional standards. It is a busy environment and staff need to be able to cope under pressure, manage workload and organise their own time. Task management is a key skill and we expect staff to meet deadlines.

Teachers should be pro-boarding and are expected to encourage children to be positive, enthusiastic and eager to make the most of all opportunities at school. Teachers are expected to lead by example by displaying this attitude themselves. We have high expectations of our children and high expectations of our staff.

Vinehall is a Christian school with close links to the local parish church. Staff are expected to lead assemblies during the term which will maintain this ethos alongside the published theme of the week.



We foster effective communications and teachers are expected to be excellent communicators, ready to pass on any concerns through the School's management structure and happy to work within the School's set procedures and numerous policies (as outlined in our staff handbook). Staff should share communications openly with management colleagues and ensure that confidential information remains confidential and within the School community.

Teachers need to be able to produce letters, notes and reports of a high standard and are expected to use email and to be ICT-competent. Support can be provided with this and we expect teachers to ask for help as necessary.

We expect our teachers to be well-organised and inspiring, flexible and interesting and to conduct all their dealings with children and colleagues in such a way as to foster mutual respect and kindness. Teachers are nevertheless expected to maintain the highest standards of discipline in and out of class. Teachers need to present themselves in an appropriately smart manner according to the dress code.



Staff are expected to cover for absent colleagues and be willing to undertake supervisory and other duties as part of the overall timetable.

It is important that teachers maintain appropriate relationships with others and that they are able to reassure and support parents too. (Some of whom may be quite demanding at times!)

Communication must be sensitive and professional, avoiding any private relationships with pupils and taking special care over Facebook and similar communication channels. Staff are expected to promote and support Vinehall both within and outside school, avoiding being drawn into potentially harmful gossip and ensuring that they speak positively about Vinehall.

Our teachers should be vocational workers who find their work enjoyable and fulfilling. Teachers will find Vinehall a supportive and caring environment. All areas affecting the role of a teacher at Vinehall are set out in the staff handbook. Teachers are expected to be fully conversant with its contents and refer any concerns to their Head of Department, Deputy Head or Headmaster.



## Application Process

To arrange an informal discussion about the role, please contact the Headmaster's PA on: 01580 883057.

The deadline for receipt of applications is 12 noon on Friday 29<sup>th</sup> January 2019.

Candidates should complete their application form in full and send/email it to Mrs Mary Alderson, PA to the Headmaster, together with a short covering letter which explains their motivation for applying. There is no need to submit a CV, although these may be submitted in addition to, but not instead of the application form. Completed application forms and covering letters (both as PDF files if sent electronically please) should be emailed to [headspa@vinehallschool.com](mailto:headspa@vinehallschool.com) or posted to the School address.

The process is as follows:

All applications will be acknowledged by email. If you have not received acknowledgement that your application has been received within two working days of sending it, please contact the School.

First interviews will take place at Vinehall during week beginning 4<sup>th</sup> February 2019. Further information will be provided to invited candidates. Short-list interviews will take place at Vinehall during week commencing 11<sup>th</sup> February 2019.

Vinehall School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.

Vinehall School is a Registered Charity No: 307014