



FOREST SCHOOL

DEPUTY HEAD STAFFING & OPERATIONS

Starting January 2023

Job Description

Forest School is one of the largest independent schools in the UK with 1480 pupils aged 4-18, 166 teaching staff and 111 non-teaching staff on site every day. The Deputy Head Staffing and Operations (DHSO) offers the opportunity for the successful applicant to have overall management responsibility for the daily operational running of the Senior School (1143 Pupils Y7-13) and for the overall management of staffing in the Senior School (135 teachers). This is a central role in the School which will require outstanding communication and interpersonal skills, together with drive and ambition. Previous leadership experience is essential to ensure the successful applicant can meet and enjoy the demands of this vibrant school.

The DHSO will contribute to the School's general strategic planning and direction, helping establish the School's policies by managing staff and monitoring progress towards the achievement of the School's aims and values. The role therefore involves strategic, as well as operational responsibility in terms of operations, alongside project management, and specific responsibilities for areas of school life.

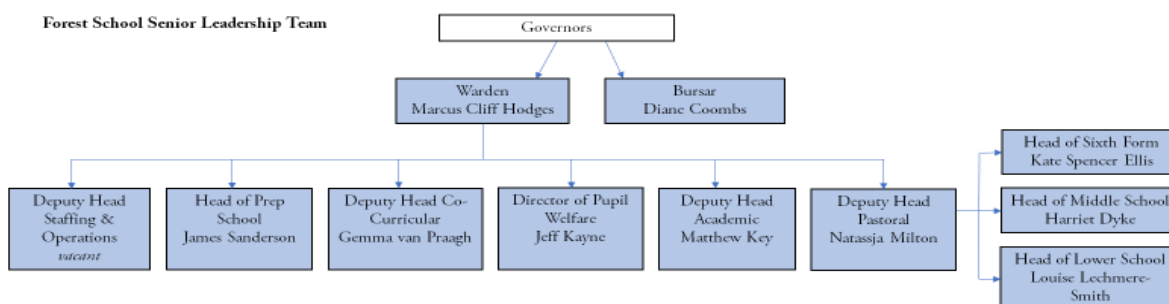
The DHSO will work as one of four Deputy Heads in the Senior School, reporting directly to the Warden and being a member of the whole school Senior Leadership Team. The DHSO will be a central figurehead role for Senior School teaching staff in terms of their overall organisation, welfare and support. The DHSO's general staffing responsibility needs to recognise that the Deputy Head Academic is responsible for staff in their role as teacher or academic leader, the Deputy Head Pastoral is responsible for staff in their role as tutor or pastoral leader, and the Deputy Head Co-Curricular is responsible for staff in their role as contributor to the Co-Curriculum programme. The DHSO will keep the Warden informed of all significant staffing matters at all times.

The DHSO will be a high profile presence around the school site on a daily basis communicating with colleagues and making operational changes to ensure the Senior School day runs smoothly, efficiently and safely. The DHSO will:

- contribute to the operational life of the School to enhance the educational opportunities for all Forest pupils, and to be instrumental in helping create a happy, well-organised, efficient and stimulating environment at Forest.
- oversee the general performance and welfare of Senior School teaching staff, including:

attendance, absence, cover, duties, staff disciplinaries, recruitment, professional development, probation, appraisal, staff meetings, inset, induction.

- working with other colleagues, lead on whole school events, and provide logistical support for large Senior School events.
- be responsible for the planning, running and review of the whole school calendar.



Operational Responsibilities

- To assist the Warden in all aspects of the day-to day management and organisation of the school by maintaining a high-profile presence around the school site.
- To inspire, motivate and influence staff and pupils, taking a leading role in maintaining the highest standards of teaching, learning, courtesy and cooperation.
- To set high standards of communication with pupils, staff and parents/carers.
- Chair the weekly Operational Leadership Team meeting.

General Staffing Responsibilities

- To chair, set agendas and provide information to staff at the weekly Staff Meeting.
- To participate in the appointment of all Senior School teaching staff.
- To lead on any appointments as instructed by the Warden.
- To liaise with recruitment agencies as part of staff recruitment process.
- To chair the Staffing Committee (strategic/decision-making) and the Staff Recruitment Committee (operational).
- To liaise with Director of Studies to ensure the smooth organisation of cover for absent colleagues.
- Work with HR Manager, Bursar and Head of Prep School to ensure the consistent application of staffing and operational policies and procedures for all staff.
- To work with Director of Pupil Welfare to ensure Equality, Diversity and Inclusion underpins all aspects of recruitment and retention.

Staff Performance

- To lead and support all colleagues in maintaining high standards of conduct at all times.

- Together with the Senior Leadership Team to lead, motivate, support, challenge and develop all staff to secure continual improvement.
- To liaise with the HR Manager to develop a culture of high-level professionalism amongst staff.
- To work closely with the other Deputy Heads to support and monitor staff performance in their respective areas and address any staff underperformance as a matter of urgency.
- To undertake coaching and mentoring where appropriate, modelling and demonstrating good practice and effective strategies as a form of guidance to underperforming staff.
- To ensure all staff uphold to the best of their ability the School's principles and policies which underpin good practice and the raising of standards.
- To lead and support all Senior School colleagues in maintaining high standards of conduct at all times and ensure all Senior School teaching staff are familiar with the Staff Code of Conduct.
- To lead staff disciplinary investigations on behalf of the Warden, working closely, when relevant, with the Designated Safeguarding Lead.
- Working with members of the Senior Leadership Team, contribute to the staff training programme so that it addresses the principal needs of the School and the staff.

Staff Welfare

- To help manage, supervise and support all teaching staff.
- To be available to meet Senior School teaching staff informally regarding professional or personal matters
- To have oversight of staff welfare and related matters on an individual and a collective basis.
- To chair the whole school Staff Welfare Committee.

Staff Professional Development

- To be responsible for the induction of new teaching staff in the Senior School, organising new staff induction days at entry points throughout the year.
- To be responsible for the appraisal system (and PDR) for teaching staff in the Senior School, developing the performance of individual staff members.
- To be responsible for the provision of appropriate staff InSeT throughout the year.
- To conduct professional development reviews for key staff.
- To manage all Senior School teaching staff CPD requests.

Calendar

- To have overall strategic and operational responsibility for the whole school calendar.
- To chair the termly calendar scrutiny meetings.
- To liaise with leadership colleagues and make final decisions on any calendar clashes.
- In collaboration with the Deputy Head Co-Curricular, give calendar approval on any educational trips/visits.
- To organise whole school start and end of term arrangements.
- Together with the Bursar, to meet with the Catering Manager weekly to ensure smooth operations regarding catering for pupils and any staff events.

Other

- To treat all staff fairly, equitably and with dignity and respect at all times.
- To be an exemplary teacher who delivers outstanding lessons.
- To teach a very significantly reduced timetable (10 lessons per cycle).

- To undertake any other reasonable duties as directed by the Warden, including outside of the School Term.
- To lead assemblies in each section of the Senior School.
- To attend and support a wide range of school events and activities, particularly those attended by parents.
- To attend Forest School Parents' Association meetings.
- To attend Governors' Education Committee and Health & Safety Meetings, to report to Governors termly on specific areas of responsibility.
- To write an annual report for Governors on staff performance, evaluating progress on this front and provide termly updates for the Warden's Report to Governors on staffing agendas.
- To attend all Senior School staff meetings, Senior Leadership Team Meetings and Operational Leadership Team meetings.
- To play a significant role in setting aims and objectives for the School and in formulating the School Development Plan along with the Warden and the Senior Leadership Team.
- To take a lead and work with colleagues to prepare the School for ISI inspection.
- To manage ISI inspection day-to-day arrangements.
- To liaise with the Bursar on matters that overlap with non-teaching staff or operations.
- To liaise with the Bursar on Senior School staffing budget.
- To review and edit select school policies relating to staffing and inspection documentation alongside fellow members of Senior Leadership Team and the Director of Health & Safety and Compliance.