



Deputy Head
(Strategy and Operations)

Welcome from the Headmistress

Thank you for your interest in the post of Deputy Head (Strategy and Operations) at Wycombe Abbey. I hope that this pack gives you a sense of both the School and what we are looking for as we appoint to this important role.

Wycombe Abbey is an exceptional place; it operates as a modern full boarding school for around 660 girls and we are committed to the development of each one. This year we celebrate 125 years of educating young women and our vision remains to provide our pupils with a world class education. We are excited about encouraging curiosity, bold ideas, innovation, leadership and delight in learning - inside and outside the classroom.



Superb academic outcomes are the hallmark of a Wycombe Abbey education and girls regularly secure places at the most prestigious universities globally. However, we understand the importance of looking beyond the narrow confines of excellent examination results to define success. Our rich co-curricular programme includes an array of activities and opportunities, ensuring that every girl develops her passions and explores new possibilities. These experiences, in turn, help to build the skills, discipline and character that will support her future life.

Last year's UVI girls were awarded 63.3% at A* and 93.9% A*-A grades at A Level. Most importantly, the vast majority of the UVI secured places at their first choice universities including the London School of Economics and Political Science, Durham University, University of St Andrews and the University of Bristol, to study a broad range of courses. Sixteen girls took up places at Oxford and Cambridge, and a number of girls secured their chosen places at US universities including Columbia, Stanford, Georgetown, University of Chicago and University of California, Berkeley. At GCSE, 95.2% were awarded A* grades and 99.6% A*-A grades. The vast majority of last year's UV have continued into our Sixth Form.

Ultimately, schools are about people and at the heart of Wycombe Abbey's success is our total commitment to pastoral care through boarding. The core values of mutual respect, encouragement and trust underpin everything we do; in this happy and close-knit community everyone is known as an individual, friendships flourish and girls enjoy each other's company, all within the wonderful surroundings of 170 acres of magnificent parkland.

We offer superb modern facilities, including a sports centre with a heated indoor 25-metre pool, a performing arts centre with its own theatre and recital hall, a wide range of teaching facilities and our Courtyard Cafe. We are constantly improving and evolving our estate and through the development of our site masterplan, we will see the creation of a truly world class campus. You can read more about Wycombe Abbey's Strategic Direction [here](#).

Wycombe Abbey's outstanding reputation for excellence is built on the dedication and skills of our staff. Every member of staff at Wycombe Abbey contributes towards the School's thriving community and works to continually strengthen our ambition for excellence. We seek to recruit well-qualified and enthusiastic staff who demonstrate knowledge of, and passion for their area of expertise and contribute to the wider life of the School. In return, the School provides staff with a wide variety of opportunities to develop professionally within a supportive team and wonderful working environment.

If you would like to discover more about the School, please refer to our website [here](#). We look forward to hearing from you if you feel that this post may suit your skills and experience.

A handwritten signature in black ink, which appears to read 'Jo Duncan'.

Mrs Jo Duncan
Headmistress



Executive Summary

Wycombe Abbey provides an outstanding education for 660 girls aged 11-18. It enjoys a distinctive heritage, magnificent 170-acre campus and impressive resources. Our vision is to be at the forefront of girls' boarding education and recognised globally as a world class school.

We are the leading girls' boarding school in the UK, enabling our pupils to realise an exceptional level of academic achievement. We are international in outlook, reflecting our global community and we actively encourage understanding and respect through appreciation of different cultures. All members of staff at Wycombe Abbey contribute towards the School's thriving community and work to continually strengthen our position as a world leader in girls' boarding education.

Wycombe Abbey now seeks a Deputy Head (Strategy and Operations) to work closely with the Headmistress and Bursar in planning and implementing the School's strategic direction. The post holder will play a vital role within the School's Executive Leadership Team (ELT) and lead on the smooth day-to-day running of the School. The ELT Team is comprised of the Headmistress, the Bursar, the Deputy Head (Academic), the Deputy Head (Pupils), the Director of Sixth Form and the Director of Safeguarding and Pupil Wellbeing. A Director of People is in the process of being appointed and the Senior Researcher-International Schools is seconded on to ELT.

The Deputy Head (Strategy and Operations) is a challenging and varied role, with involvement in every area of School life, providing leadership, oversight and direct coordination of the day-to-day organisation of key areas of the School. This role will be crucial to the fulfilment of our new Strategic Direction. We are seeking a strategic thinker who has the ability to manage the operational aspects of this complex school.

For applicants aspiring to headship in due course, this post offers an excellent opportunity to develop as a leader in a highly successful, ambitious organisation.

Teaching at Wycombe Abbey

The pupils at Wycombe Abbey are highly motivated with a strong work ethic. They are inquisitive, creative and eager to learn. Both pupils and teachers benefit from the small classes (typically no larger than 20 in Key Stages 3-4 and no larger than 12 in the Sixth Form), as well as well-resourced classrooms, libraries, laboratories and other facilities.

There is a wide range of ages and experience amongst the 115 teaching staff. Each year a number of newly qualified, and in some cases unqualified recent graduates, join the staff body. Wycombe offers statutory induction for Early Career Teachers and also offers teacher training/teaching apprenticeships to those without a PGCE. There is proactive support for all new members of staff, who are guided through their first year at School by a variety of colleagues, with the line manager and an individually-appointed mentor taking the lead. The Deputy Head (Strategy and Operations) oversees this provision.

The School prides itself on the many opportunities for continuing professional development. We organise regular whole staff in-service training and have a generous budget for training outside School. In addition, academic departments commit to sharing good practice. There are opportunities to take part in peer observation, peer coaching, learning reviews and working parties.

A Wycombe teacher typically teaches 30 35-minute periods per week. In addition, they are attached to a boarding house and are responsible for a tutor group of around 10 pupils from the house. Teachers give freely of their time outside timetabled lessons, with many committing to co-curricular activities and helping individual pupils with their academic progress. Teachers are also expected to commit to other (supervisory) duties, such as accompanying house outings.

As a boarding school, Wycombe has lessons on Saturday mornings. There is time off during the week in lieu of Saturday teaching. Teachers are expected to be in school by 8.15am on weekdays and 8.45am on a Saturday. The teaching day finishes at 5.15pm on Monday, Tuesday, Thursday and Friday, 4.15pm on Wednesday and 11.50am on Saturday. Co-curricular and enrichment activities typically extend beyond these hours.



The Role of Deputy Head (Strategy and Operations)

Aim: The Deputy Head (Strategy and Operations) plays a vital role within the School's Executive Leadership Team (ELT) to ensure the smooth day-to-day running of this high-profile full-boarding school. They will work closely with the Headmistress and the Bursar in planning and implementing the School's strategic direction.

Accommodation: This is a residential role. Accommodation is provided and the postholder is required to be in residence on site during term time. Senior leaders are required to be at work during some of the School holidays which is agreed with the Headmistress and the rest of ELT.

Reports to: The Headmistress

Leadership and Management

The post-holder will:

- Support the Headmistress to deliver the School's strategic vision
- Be a highly visible presence who leads by example and contributes to a culture of high expectations across the School
- Ensure that key messages are timely, inclusive and reflective of the School's values
- Regularly represent the School at a range of events on and offsite and provide thought pieces for internal and external publication
- Be responsible for the administration of the School on a day-to-day basis, communicating effectively with other members of staff and taking responsibility for the dissemination of relevant information
- Report to Council on key operational matters via the Head's termly report and attend meetings and committees of Council as required
- Lead, manage and develop the annual calendar of core events
- Be responsible for the overall leadership and management of all extraordinary School events e.g. Carol Service, Bonfire Night, Dove Day
- Chair termly Calendar Committee ensuring actions are agreed and implemented with relevant staff as required
- Chair the Co-curricular Committee and any others as required by the Headmistress
- Convene the weekly Staff briefing meeting and ensure that minutes are taken and distributed in a timely manner
- Line manage the Head of Co-Curricular Activities and Trips, have oversight of the School's weekend/activities programme and manage deployment of the Resident Tutors
- Oversee the School Operations Team (Operations Administration Manager, School Events Coordinator, Weekend Activities Coordinator) reporting on key items for discussion at ELT
- Line manage the Director of Digital Learning, supporting the implementation of the School's digital strategy in conjunction with the Bursar
- Line manage the Academic Data Officer and have oversight of the School's Management Information Systems and parent portal
- Line manage the Assistant to the Deputy Head (Strategy and Operations) and the School Office function, deploying staff effectively throughout the year
- Line manage the Operations Administration Manager and work closely with them on the accurate and timely production of the School diary and termly calendar
- Oversee the work of the DoF Co-ordinators
- Explore opportunities to expand the School's extra-curricular provision in line with the School's strategic plan

Operations and Events

The post-holder will:

- Have operational responsibility for all of the daily routines and logistics of day-to-day life, liaising with the Headmistress, Bursar, Head's EA and other key staff to ensure smooth running of the whole School
- Manage the setting of annual term dates with reference to number of teaching days and the term dates of other relevant schools
- Coordinate whole school arrangements at the start and end of each term
- Effectively manage Big School Meetings, First Mornings and Mark Readings
- Provide weekly updates to Headmistress for briefings and staff meetings
- Organise teaching and duty cover for absent academic staff on a daily basis
- Be responsible for ensuring that the School is appropriately supervised by staff at all times in accordance to the relevant School policies
- Be responsible for start and end of term transport arrangements
- Oversee the School's weekly mailing to parents with the support of the Deputy Head (Strategy and Operations) Assistant
- Oversee the production of an annual operational plan for co-curricular activities in line with the whole school strategic plan
- Ensure a 3-year rolling trips programme is in place and discussed regularly with ELT
- Support the Head of Co-curricular Activities and Trips to develop effective links with the Directors of Music and Sport and the Head of Drama to ensure a dynamic co-curricular programme
- Oversee and approve offsite trips and visits and ensure the paperwork is completed, including risk assessments/ insurance/communications with parents.
- Be responsible for the creation of the Responsible Person Rota for trips in School holidays
- Have oversight of all arrangements for lectures, including the Headmistress' Lecture Programme
- Design, run and troubleshoot internal and external online events, keeping abreast of the latest developments in virtual event technology



Staff

The post-holder will:

- Support the Director of People with the management of the joining process and induction of new academic staff
- Support the Deputy Head (Academic) and Director of People to identify whole-school professional development and training needs to plan for INSET for academic staff
- Liaise with the Director of Curriculum Management and be aware of all logistical requirements for internal and external examinations
- Promote Wycombe Abbey as a 'destination school' and a 'retention school' for the very best teachers, leaders and support staff
- Assist the Headmistress with recruitment of new staff members and internal promotions as required
- Oversee the provision for ITT/Early Career Teachers/New Teachers at Wycombe Abbey to ensure the School facilitates their success and development
- With the Head of Compliance, keep policy documentation, including the Staff Handbook, up-to-date and readily accessible
- Promote, support and encourage appropriate standards of behaviour, dress, manners and relationships of staff
- In conjunction with the Director of People, lead on providing the content of an outstanding CPD programme for teaching staff
- Where required, lead investigations into concerns/complaints against staff and address capability and disciplinary issues
- Plan and prepare for staff meetings alongside other members of ELT, leading these as required
- Support the establishment of an inclusive Common Room based on the School's stated values
- Be responsible for ensuring high-quality Common Room resources and noticeboards around the School including the Honours Boards
- Oversee arrangements for teaching staff leavers in liaison with HR



Inspection

The post-holder will:

- Lead the preparation for School Inspection and take overall responsibility for School policies, working closely with the Head of Compliance
- Chair the 'Inspection Ready' Committee
- Take responsibility for ensuring staff awareness of expectations for Inspection

Pupils

The post-holder will:

- Work with other members of ELT to ensure excellent pupil behaviour including contact with parents when appropriate
- Attend regular events in School life such as Chapel, Big School Meetings, year group assemblies, social functions, sports fixtures and other events
- Liaise with the Head of Communications to monitor the quality and frequency of the School's communication with parents
- Oversee production of quality documentation for pupil induction into the School in conjunction with the Director of Admissions and Communications Manager
- Organise School, House, pupil and staff photographs on a regular basis

The Deputy Head (Strategy and Operations) may be asked to deputise for the Headmistress and will be required to undertake any other reasonable tasks and duties as required by the Headmistress associated with a Deputy Head role.

The Deputy Head (Strategy and Operations) will teach a small number of academic lessons in addition to their Leadership responsibilities. All subjects will be considered for this role.



Person Specification

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Personal Attributes

- Superb organisation skills with an understanding of how to maintain excellence in all areas of school life including academic, pastoral and co-curricular
- Strong moral compass and an ability to lead as a role model in the School community
- Energy, drive, enthusiasm and warmth
- Stamina, resilience and the capacity for sustained hard work
- Intelligence with strong academic credentials
- Intellectual curiosity and a commitment to professional development
- Excellent interpersonal and communication skills
- Ability to work collaboratively with others and also to take decisions as a leader when necessary
- Capacity for strategic thought, coupled with an understanding that some issues require urgent attention
- An understanding of when to delegate and how to coach others
- Confident and engaging public speaker

Specialist Knowledge

- Knowledge and understanding of the boarding environment
- Advanced skills in the use of digital technology and a keen interest in developments in this field

Experience

- Previous experience of leadership within a school
- A track record as an accomplished and inspiring teacher

The successful candidate will be expected to build constructive relationships with parents, pupils, staff and Council (Governors) as well as other local contacts who are important to the School.

Child Protection Statement:

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons 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 Child Protection Policy Statement 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 Lead for Safeguarding or to the Headmistress.

The School values of Trust, Encouragement, Mutual Respect, Dynamism, Excellence, Innovation, Service and Balance should be followed to enhance working relationships and to benefit the whole School community.

The duties and responsibilities contained within this job description may change from time to time according to the requirements of the role. This document is not intended to have a contractual effect.





Belonging to the Wycombe Abbey Community

Wycombe Abbey is a welcoming and vibrant community for all staff.

Our school is set in 170 acres of parkland. It is a beautiful countryside setting, within a five-minute walk of the town of High Wycombe. There is easy access to London, the Chiltern Hills and attractive towns such as Marlow, Beaconsfield and Henley-on-Thames nearby. There are many National Trust properties within five miles such as Hughenden Manor, Disraeli's home for many years, West Wycombe Park and Cliveden.

There are outstanding Grammar Schools in High Wycombe itself and also in surrounding towns. London is within easy reach, with the fast train from High Wycombe to London Marylebone taking just 24 minutes. Oxford and Bicester Village are within 30 miles, with a new direct train link. Wembley Stadium and Heathrow are just 20 miles away and there are good transport links to the other London airports.

There is a range of committees that staff can join including Wellbeing, Diversity and Inclusion, Sustainability and others. The Wycombe Abbey Community Association works in partnership with the Wellbeing Committee to organise staff wellbeing and social events on a regular basis, which are well-attended.

Wycombe Abbey will celebrate its significant 125th anniversary next year and an exciting programme of celebratory events will be taking place to mark this milestone.

Terms of Appointment

A formal contract of employment will be drawn up on appointment.

The following notes provide guidance, without prejudice, on the main provisions of the agreement.

Contract

This is a full-time, permanent contract. The first six months will be a probationary period.

Appointment Date

April or September 2022.

Salary

Wycombe Abbey has a competitive scale which is well above the maintained sector and which compares favourably with other independent schools.

Accommodation

Rent-free family accommodation is provided. Charges for utilities and cleaning (if applicable) are declared to HMRC as a taxable benefit on a P11D.

Pension Scheme

The School currently offers membership of the Teachers' Pension Scheme.

Death in Service Cover

Currently, members of the Teachers' Pension Scheme have life cover at x 3 annual salary.

Training and Development

There is an extensive induction programme for new colleagues and ongoing professional development and training of all staff.

Provision of Meals

Meals and refreshments are provided free of charge during the working day.

Sports Centre

The facilities in the Davies Sports Centre (swimming pool, squash courts, fitness suite, etc.) are available for staff use.

Fee Remission

Fee remission is available for daughters attending the School, subject to the usual entry requirements and space being available.

Parking

Free parking is provided.

Equal Opportunities

It is the policy of Wycombe Abbey to ensure equality of opportunity for all members of staff, both teaching and non-teaching.

Safeguarding

All staff share responsibility for promoting and safeguarding the welfare of the pupils and must adhere to, and comply with, the School's Safeguarding and Child Protection Policy at all times.

Pre-Employment Checks

The appointment is subject to an Enhanced Disclosure and Barring check.

Applications

The closing date for applications is 3 October 2021
Interviews will be held on 11 and 15 October 2021

Please submit a completed application form, which you will find on our website, as soon as possible, together with a covering letter addressed to the Headmistress, Mrs Jo Duncan, outlining the experience and personal qualities which you believe qualify you for this position.

The application form and letter should be emailed to Mrs J Wetenhall, HR Manager:



WYCOMBE
ABBEY

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