



APPOINTMENT OF SUB-WARDEN **SEPTEMBER 2017**

Reports to: Warden

Relates to:

Pupils
Teaching staff
Non-teaching staff
Parents

Introduction

Founded in 1863, St Edward's is an independent, co-educational boarding school situated in North Oxford. There are presently 680 pupils, of whom 82% are boarders.

The School has a strong academic record. Pupils usually take 10 GCSEs/IGCSEs, with 63% of pupils achieving A*/A grades in 2016. Over 70% of the exams taken at 16 are IGCSE. A few pupils will leave the School after GCSE, and around 30 pupils join our Sixth Form. In the Sixth Form, pupils study either A Levels or the International Baccalaureate Diploma Programme; in the current Lower Sixth the split is 50/50. In Sixth form our A*-B (IB 7-5) rate in 2016 was 74%. IB results were impressive, with an average score for the School close to 36. Over 95% of our leavers proceed to university, and up to a tenth of the year group are awarded a place at Oxford or Cambridge.

The School exists to provide an excellent all-round education to each individual in its care. In terms of ability, we encourage a broad intake (the Common Entrance hurdle is 55%). We aim for pupils to gain the best academic results of which they are capable but further develop learning behaviours (collaboration, communication, reflection, thought and resilience) that allow each individual to flourish beyond university. The co-curricular life of the School is rich and highly valued and plays a full part in School life. Pupils are expected to pursue a wide range of interests monitored by a Director of Cultural Activities and a Director of Sports.

The school week includes lessons on Saturday mornings, although leave weekends or exeats (which occur about every three weeks) usually begin at lunchtime on Fridays. St Edward's is a full boarding school with many boarders in school on Saturday night. The majority of day pupils stay until 9pm on weekdays in order to benefit from a boarding education. Pupils take part in a wide range of sports and activities in the afternoons and at weekends. St Edward's has a national reputation for the performing arts and for sport, both boys' and girls' teams having been county and regional champions in a variety of sports and at all ages.

All teaching staff are given responsibility for a small tutor group of pupils (normally between 6 and 14) which involves some supervisory duties in the boarding house to which the pupils belong. They are members of a Duty Team, assist in the supervision of prep and bedtime in the boarding houses and should formally (in their role as tutors) or informally (in all their relationships with pupils) contribute to the pastoral care of the School for its pupils.

Staff are also expected to contribute to the co-curricular life of the School according to their strengths and experience. They should be aware of Health and Safety Regulations for any activities in which they participate, and of their obligations under the Children Act and Care Standards Act.

As a member of staff, the post-holder will have a responsibility in every circumstance to promote and safeguard the welfare of pupils in the School. The School's procedures and policies for child protection and security are published in the Staff Handbook, of which all teachers are given a copy, and training in these procedures and policies forms part of new teacher induction, as well as on-going staff development.

Job summary

The School is seeking to appoint a Sub-Warden to commence work in September 2017. The role deputises for the Warden and is a key position on the School's Senior Management Team. The Sub-Warden's role carries a teaching commitment and other specific tasks and responsibilities as detailed below.

This job specification is current at the date shown but, in consultation with the post holder, it may be changed by the Warden to reflect or to anticipate changes in the job commensurate with the grade and job title.

Main Tasks

Planning and Strategy

- Working with the Warden and other members of the Senior Management Team to develop the School Strategic Development Plan, taking the lead on aspects as identified
- Overseeing planning within areas of specific responsibility, including monitoring progress against targets
- Evaluating risk and implementing necessary action in line with the School's Risk Register

Management and Leadership

- Deputising for the Warden, as required
- Overseeing the day to day operation of the educational workings of the School (academic, pastoral and co-curricular) including but not limited to: registration, pupil lateness and absence, uniform and appearance, the Prefect system, discipline and sanctions and all major whole school events
- Maintaining an overview of the progress of all pupils and working with the Senior Management Team to develop the reputation of the School
- Contributing to the regular review and monitoring of the structures and systems which underpin the effective and efficient running of the School
- Taking responsibility for the development, updating and implementation of whole-school policies, procedures and documentation, as required. This includes overall responsibility for the planning and management of school trips and membership of the Health and Safety Committee.
- Assisting with the ongoing review, monitoring and implementation of school policies in relation to the ISI inspection framework, including matters of regulatory compliance
- Co-ordinating preparation for ISI inspections and carrying out termly checks of the Single Central Register, and Admissions and Attendance Registers

Other

- Regular communication with parents on a variety of issues, including disciplinary and pastoral matters
- Specific responsibility for various rotas, including House Duty Teams, Library supervision and on-call rota for resident staff
- Working with the Deputy and Assistant Heads to ensure the effective delivery of the co-curricular programme and co-ordination with the academic programme
- Assisting the Warden in the appointment of academic staff
- Supporting all School activities including attendance at, and participation in, Chapel and Assemblies, parents' evenings, Open Days and other significant calendar events
- Overall supervision of Graduate Teaching Assistants
- Co-ordination and planning of major School events, including Gaudy and Leavers' Ball (in conjunction with the Domestic Bursar) and production of the School Calendar
- Updating and maintaining Handbooks for staff and new pupils
- Carrying out any other duties in line with the broad responsibilities of the role.

Main Tasks (continued)

Teaching and learning

- A teaching commitment of 15-18 periods per two-week cycle
- EPQ supervision
- Acting as a Tutor
- Completion of UCAS documentation, as required

Salary and pension

St Edward's operates its own pay scale and teachers are entitled to be members of the Teachers' Pension scheme.

Other benefits

Other benefits include private health scheme; membership of the Nuffield Health Fitness & Wellbeing Gym (although this is not contractual) and death-in-service insurance.

It is a requirement that the post holder lives in.

Confidentiality and Data Protection

In the course of their employment, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the School's interest. Information which may be included in the category covers both the general business of the School and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times. The School is registered under the Data Protection Act 1984 and staff must not at any time use the personal data held by the school or disclose such data to a third person.

Health and safety

Under the Health & Safety at Work Act 1974 all staff must take reasonable care of their own health and safety and of others who may be affected by their actions or omissions at work and must comply with the school in its understanding of any relevant statutory provision. Staff must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the statutory provisions.

Child Protection at St Edward's

St Edward's is committed to safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security. It is a requirement of the Children Act and Care Standards Regulations that all employees of the School must receive enhanced clearance from the DBS.

PERSON SPECIFICATION – Sub-Warden

Headings	Essential Qualities	Desirable Qualities
Personal Circumstances	<ul style="list-style-type: none"> • St Edward's is a full boarding school and a flexible attitude to working hours is vital • The ability to take a full part in the general activities of the school 	The ability to coach games
Personal Attributes	<ul style="list-style-type: none"> • Enthusiasm • Highly motivated • Exceptional classroom practitioner across the age and ability range • Ability to maintain confidentiality • Excellent organisational skills • A willingness to carry out a variety of tasks • Good people skills • The ability to undertake certain communal responsibilities of supervision and encouraging societies, clubs and dramatic productions 	
Educational qualifications	<ul style="list-style-type: none"> • Good first degree from a recognised university 	A post-graduate teaching qualification
Skills, abilities and experience	<ul style="list-style-type: none"> • A proven track-record of <ul style="list-style-type: none"> ○ working well in a team ○ raising educational standards • A proven ability to operate at a strategic level • Good spoken and written English • Commitment to the use of current and emerging technologies • Ability to communicate easily, both orally and in writing to a variety of audiences • Ability to work under pressure 	Experience of teaching IB ISI Inspector
Safeguarding	<ul style="list-style-type: none"> • Commitment to the protection of children and young people • Willingness to work within the school's child protection guidance for staff and follow relevant organisational procedures 	