



ST JOHN'S
BEAUMONT

APPOINTMENT OF
DEPUTY TO THE HEADMASTER
SEPTEMBER 2018





April 2018

Dear Colleague

Thank you for your interest in the position of Deputy to the Headmaster at St John's Beaumont, from September 2018.

This position is well-established in the school and becomes vacant upon the departure of the present incumbent.

St John's is at an important stage in its development and it is the School's overriding priority to find a Deputy to the Headmaster who can play an integral part in this process by demonstrating the intelligence, judgement, professionalism and commitment to exercise the necessary autonomy that is offered.

Please take the opportunity to read the attached information about both St John's and the position before you apply. The post of Deputy to the Headmaster carries with it considerable responsibility for the day to day operational life of the School and you will need to be prepared to take temporary charge of the school at times in my absence.

The Deputy to the Headmaster is responsible for the pastoral life of the school and as such, you will be involved, to some extent, in the life of the boarding department. Further details relating to the job description can be found in this document.

If you would like to visit the School prior to making an application you would be most welcome to do so. Please contact my PA, Mrs Wisden to arrange a suitable time to visit.

Yours faithfully

Giles Delaney
Headmaster

MISSION STATEMENT

We pursue the development and care of the whole child through excellence in teaching and learning. We promote Christ as the model for life where students and teachers may grow in the discernment needed to live each day with courage and compassion.

HISTORY OF ST JOHN'S BEAUMONT

The plans for St John's Beaumont were drawn up by the famous Architect, J F Bentley, who later went on to design Westminster Cathedral. Unlike so many preparatory schools, it was purpose-built, originally for 60 boarders, and was opened in 1888. As such it is believed to be the



oldest purpose-built preparatory school in the country. Its name is taken from St John Berchmans, a young Jesuit who was canonised in that year and is a patron saint of young people.

St John's Beaumont was opened and operated as the junior school for the college called Beaumont College (where Beaumont House Hotel, part of the De Vere Group, is now housed) until Beaumont College amalgamated with Stonyhurst College and moved north in 1967.

Numbers in the School are at 300 and the School still maintains its original boarding numbers of 60. The School is a member of IAPS (Independent Association of Preparatory Schools), ISIS (Independent Schools Information Service) and the CISC (Catholic Independent Schools' Conference).

St John's Beaumont is a Jesuit school. The Jesuits are one of the most famous religious orders within the Catholic Church, with 17,000 priests working across six continents and a special involvement in schools and universities. The School is owned by the Jesuits and is governed by a council made up of Jesuits, old pupils of the School, former parents and others who bring expertise to the running of a school in the twenty-first century. At present, St John's Beaumont is served by the Jesuit Community at Wimbledon.

The crest of the School is taken from the family of St Stanislaus Kostka who was canonised in 1726 and who was the patron of Beaumont College. The motto of the School 'Aeterna Non Caduca' which comes from the Kostka crest, means Heavenly Matters Over Earthly Matters and is a call for us all to follow an exemplary life in the service of others.

LOCATION AND FACILITIES

The School is set in 70 acres of grounds and located in Old Windsor close to Windsor Great Park, surrounded by fields. Although only 35 minutes from London the School offers an educational experience far removed from the constraints of central London.



It is our plan to make even more use of our grounds in the years ahead and we are currently considering ways in which we can further improve the quality of teaching and learning through this route.

The School enjoys excellent facilities, which include:

- ☀ The Dermot Gogarty Sports Centre (built in 2009) which consists of a fully equipped sports hall, fitness suite (available to staff each evening), climbing wall, cricket nets
- ☀ Chapel
- ☀ An indoor, heated 25m swimming pool
- ☀ 4 flood-lit all-weather tennis courts
- ☀ The Hoy Theatre (Music recital hall)
- ☀ Art Studio
- ☀ Music School
- ☀ A separate modern and well equipped Pre-Prep Department (the Nicholas Owen Block)
- ☀ A well-stocked, modern Library at the heart of the School
- ☀ 25 acres of woodland
- ☀ Outdoor Theatre Space
- ☀ 'Forest School' area and outdoor theatre
- ☀ State of the art ICT facilities with high-speed networked provision across the school. The School is one of only very few Microsoft Showcase Schools in the independent sector.

THE SCHOOL LEADERSHIP TEAM

The Headmaster, Mr Giles Delaney, is a member of IAPS, an ISI Inspector and a Governor at two other schools.

Mr Delaney has been Headmaster since 2005 and is ably supported on the Senior Management Team by the following staff:

☼ Deputy to the Headmaster	Mr Andrew Kennedy
☼ Bursar	Mrs Paola Bright
☼ Director of Studies	Mr Geoff Williams
☼ Head of Pre-Prep Department (Nursery – Yr 2)	Mrs Pippa Powell-Harper
☼ Head of Middle School (Yrs 3 –5)	Mr Jack Snell
☼ Head of Boarding	Mr Shaun Hutchinson-Lawson

Alongside the School Leadership Team, Heads of Department plan an important part in the management of the school and their contribution is managed through regular HoD meetings throughout the year.

SPIRITUAL LIFE



Staff are expected to play a full and active role in the pastoral and spiritual life of the school. Whilst staff and boys from all religions are positively welcomed at St John's, the strength of the school is drawn from the fact that it offers a strong and consistent Christian message which is supported by staff, who in turn act as excellent role models for our pupils. The Deputy to the Headmaster is integral to the School's identity and mission, both in what they say and what they do.

Alongside our Jesuit identity and mission, the School aims to offer the highest standard of education that understands and meets fully the emotional, physical and educational needs of boys. Staff are encouraged to reflect on their teaching practices and in doing so to teach lessons that show a clear grasp of how boys learn and as importantly, how they are motivated.

The Sacraments of Reconciliation and First Holy Communion are offered to boys in Year 3 and Retreats for all boys from Years 3 to 8. Night Prayer is attended by all boarders as well as boys in Years 7 and 8 as well as the Chapel Choir. Mass is celebrated every week although boys from Years 3 to 8 attend these on alternate weeks. Whole School Masses are held 3 times every term.

The pastoral life of the School is predicated upon the Jesuit Pupil Profile and you can find further information on this in a separate attachment which accompanies this pack.

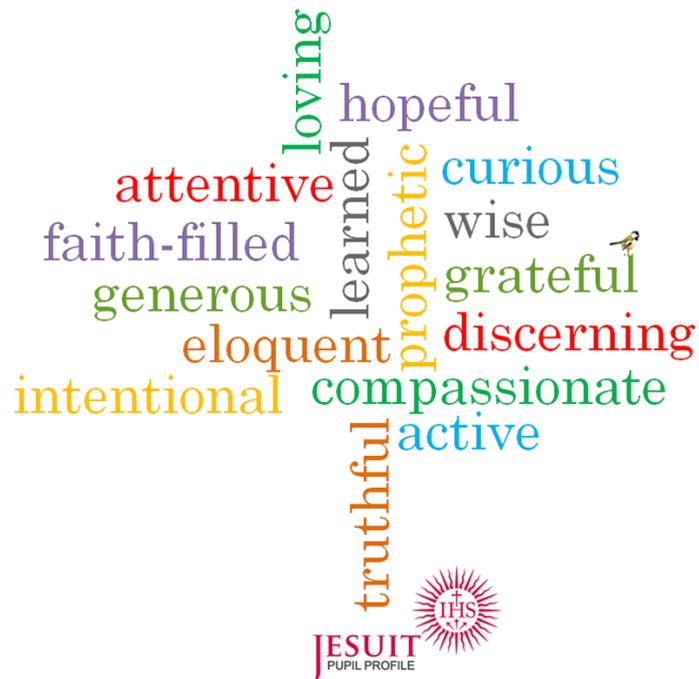
CHILD PROTECTION POLICY



St John's is committed to the safeguarding of children in its care and candidates who wish to apply for a post at the School you must be prepared to undertake investigation by the Disclosure and Barring Service.

The Governing Council and Staff of St John's Beaumont School take seriously their responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of Children; and to work together with other agencies to ensure adequate arrangements within the School to identify, assess, and support those Children who are suffering harm. We recognise that all adults, including temporary Staff, volunteers and governors, have a full and active part to play in protecting our pupils from harm, and that the Child's welfare is our paramount concern.

THE JESUIT PUPIL PROFILE (JPP)



Further information about the JPP is also given below via hyperlinks to the Jesuit Institute's website.

Articles / websites of interest for further reading:

A Brief Introduction to Jesuit Schools:

<http://jesuitinstitute.org/Resources/Jesuit%20Schools%20Quick%20Introduction.pdf>

An introduction to Ignatian Pedagogy

<http://jesuitinstitute.org/Pages/IgnatianPedagogy.htm>

An introduction to / explanation of the Jesuit Pupil Profile (JPP)

<http://jesuitinstitute.org/Resources/Jesuit%20Pupil%20Profile.pdf>

[http://jesuitinstitute.org/Resources/Jesuit%20Pupil%20Profile%20Parallel%20Text.p
df](http://jesuitinstitute.org/Resources/Jesuit%20Pupil%20Profile%20Parallel%20Text.pdf)

<http://jesuitinstitute.org/Pages/JesuitPupilProfile.htm>

ISI INSPECTIONS

The School underwent a compliance inspection in the Summer of 2017 and a full School inspection in 2013. You will be able to see both reports on the School website in the 'About Us' section: Inspection and Testimonials.

JOB DESCRIPTION

The opportunity exists in this role to play a genuinely significant role in the development of St John's in the years ahead. The successful candidate will be a strong leader and capable of working closely with the Headmaster, acting on his behalf, in a range of important situations. The School is in an important stage in its development and finding a Deputy that can exercise autonomy and the highest professional standards is a high priority for the School.

The role of Deputy to the Headmaster of St John's is particularly wide-ranging but the more prominent requirements of the role include:

LEADERSHIP

- ☀ Playing a leading role in developing a strong spiritual ethos within the community of staff, boys and parents
- ☀ Promote the School's spiritual ethos rigorously and serve as an example of compassion and generosity to all members of the School community
- ☀ Promote the highest standards of professional conduct amongst staff
- ☀ Offer advice to parents on a range of important matters including choosing appropriate secondary schools or pastoral matters
- ☀ Chair various committee meetings either in an executive capacity or in the Headmaster's absence
- ☀ Take part in presentations to parents on pastoral and other matters
- ☀ Assist the Headmaster in liaising with secondary schools
- ☀ Assist with staff appraisal system
- ☀ Contribute to the School Leadership Team
- ☀ Deputise for the Headmaster in his absence
- ☀ Act as line manager for Heads of Upper, Middle and Lower School
- ☀ Promote the highest standards of conduct and general behaviour amongst boys

- ☀ Act as the Master of Ceremonies for the end of year academic prize-giving
- ☀ Chair Heads of Department Meetings as appropriate
- ☀ Play a leading role in developing links between the School and the parent and wider community

MANAGEMENT

- ☀ Organise termly rota of staff duties
- ☀ Organise daily teaching cover
- ☀ Organise speakers for the weekly 'Magis' programme
- ☀ Take responsibility for specific areas of compliance
- ☀ Manage and have general oversight of teaching Staff INSET programme
- ☀ Be an integral member of the Health and Safety Committee
- ☀ Take responsibility for the implementation of School policies and procedures
- ☀ Attend IT Committee meetings
- ☀ Be Child Protection (Level 3) trained
- ☀ Write reports for boys applying to secondary schools
- ☀ Organise all whole-school events (e.g. Speech Day, Verse-Speaking, Inter-Animal (house) events)
- ☀ Co-ordinate weekly 'Formation' Programme
- ☀ Act as line manager of boarding department (this will include up to 2 evening boarding duties per week)
- ☀ Play a leading role in the developing of the academic timetable

PASTORAL

- ☀ Be actively sympathetic and supportive towards the aims and values of a Roman Catholic, Jesuit school.
- ☀ Develop and have close oversight of the School's pastoral system together with tutors and Animal leaders.
- ☀ Pay particular attention to the emotional wellbeing of staff and ensure that they are well supported in the professional environment.
- ☀ Liaise with the School Counsellor on matters of pupil wellbeing

TEACHING

- ☀ Coach boys' games (if applicable)
- ☀ Teach a curricular subject (approximately 4 hours per week)

PERSON SPECIFICATION

The successful applicant will be a suitable person to work with children and committed fully to promoting and safeguarding their welfare at all times. Aspects in italics, whilst not essential, would be considered particularly desirable.

QUALIFICATIONS AND EXPERIENCE

- ☀ Degree or equivalent
- ☀ Teaching qualification
- ☀ Track record of excellent teaching within primary / preparatory age group in one or more subjects
- ☀ Evidence of successful senior / middle management experience
- ☀ Evidence of continuing professional development in both pastoral and teaching areas
- ☀ *Evidence of further research into education*

KNOWLEDGE AND SKILLS

- ☀ Possess excellent IT skills
- ☀ Demonstrate strong literary communication skills
- ☀ Have knowledge and understanding of recent educational development and legislative changes and their significance to the leadership and management of the school
- ☀ Possess effective personal organisation and time management skills
- ☀ *Demonstrate knowledge of ISI inspection frameworks and processes*

LEADERSHIP AND DECISION MAKING

- ☀ To have a clear vision of Catholic education: its role in the lives of its staff and pupils and its purpose in educating children
- ☀ Can instil a strong sense of discipline in pupils
- ☀ To be able to understand all staff as individuals

- ☀ Demonstrate the ability to work closely with the Headmaster and to support him fully in planning and implementing the necessary change that will continue to develop the school in the future
- ☀ Possess the ability to make decisions that affect the whole school
- ☀ Demonstrate the ability to think creatively to solve problems and identify opportunities

PERSONAL QUALITIES

- ☀ Possess a sense of humour
- ☀ Can thrive under pressure
- ☀ Be well organised
- ☀ Be Caring
- ☀ Be Trustworthy
- ☀ Demonstrate the ability to balance personal and professional life effectively
- ☀ Demonstrate strong inter-personal skills
- ☀ Adaptable

BENEFITS:

- ☀ Attractive salary (£53 – 60k dependent upon qualifications and experience)
- ☀ 3 bedroom family house
- ☀ Utilities (Water, Electricity, Council Tax, Telephone)
- ☀ Private medical insurance for spouse and dependent children
- ☀ Staff discount of 66% for all sons attending St John's Beaumont
- ☀ SJB has a track-record of career progression for Deputy to the Headmaster. Over the past 7 years, 3 Deputies to the Headmaster have moved to positions of Headships of preparatory schools.
- ☀ The potential exists for generous support of post-graduate education or other suitable research-based qualifications for suitable candidate

APPLICATION PROCESS

All candidates are required to complete an Application Form to be returned by the closing date to Mrs E Wisden, the Headmaster's PA, St John's Beaumont Preparatory School, Old Windsor, Berkshire SL4 2JN. Please note that CVs will not be accepted.



After the closing date a shortlist will be drawn up and candidates will be contacted by phone and/or email to attend for interview. Overseas candidates will be interviewed by telephone, preferably by Skype.

A full programme for the day will be sent to each candidate well in advance of the interview so that they may prepare effectively.

All candidates are requested to bring proof of I.D., evidence of their right to work in the UK and qualifications to their interview.

PROCESS:

Our final long-listing decision will be taken in light of applications received, although it is our intention to 'longlist' approximately 4-6 candidates to attend interviews on Day 1. From this number we will invite a smaller shortlist group to a final interview on the following day where they will be invited to give a 15 minute presentation on their observations of the School thus far, followed by a panel interview.

All candidates will be informed of the shortlist selection before the end of the day. Candidates who are not invited to the short-listed stage will be free to leave at this time. However, the first day of interviews is likely to be long and accommodation will therefore be made available for all candidates during the evening at Beaumont House Hotel.

Day 1:

Tour of school	30 minutes
Learning Walk	30 minutes
Meeting with group of boys	20 minutes
Coffee with staff	
Meeting with administration staff	20 minutes
Meeting with Bursar (Mrs Paola Bright)	20 minutes
Meeting with School Chaplain (Fr Adrian Porter sj)	20 minutes
Meeting with Director of Studies (Mr Geoff Williams)	20 minutes
Lesson observation (taught by candidate)	40 minutes
Unplanned activity	20 minutes
In Tray exercises (1 x written and 1 x logistical)	30 Minutes
Meeting with current Deputy to the Headmaster	30 minutes
Interview with Headmaster (end of the day)	45 minutes

Day 2:

Presentation to panel followed by final panel interview (Headmaster, Bursar, Governor, School Chaplain and the Province Delegate for Education). The purpose of the presentation is to allow you the opportunity to share with the panel your observations of the school to this point. These should be wide-ranging and look to draw on a broad selection of information and data. Following your presentation there will be a short 5 minute break before your final panel interview.

The panel, in assessing the strengths of each candidate, will give carefully consideration to the following aspects:

- ☼ Candidate's performance during each task on Day 1
- ☼ Empathy and likelihood of the candidate playing a leading role in the School's spiritual identity and mission
- ☼ The candidate's understanding of boys' motivation and emotional development
- ☼ The depth of understanding of St John's which each candidate had developed
- ☼ The quality of the relationships each candidate had built with the pupils of St John's
- ☼ The quality of each candidate's references

All long and shortlisted candidates will be offered comprehensive feedback following the interview process.

If you have any queries regarding the application process please do not hesitate to contact Mrs Wisden, the Headmaster's PA, at hmoffice@sjb.email or 01784 494012.

You will find more information about the School on the website: www.SJBWindsor.uk

