



COTHILL HOUSE

THE INSPIRATIONAL BOYS' BOARDING PREP SCHOOL

Deputy Head

Cothill House is looking for an outstanding and dedicated new Deputy Head starting in September 2019.

We are a thriving, family-run preparatory boarding school for boys surrounded by extensive grounds in the heart of rural Oxfordshire.

The successful candidate should have strong people management skills, show a great sense of commitment and have an impressive work ethic. They would have a firm understanding of the importance of putting the wellbeing of boys at Cothill at the forefront of everything and inspire trust and command respect of boys, staff and parents alike.

The Job Description can be viewed on the following pages.

To apply, please complete [this application form](#) and, along with a CV and covering letter, send it to the Headmaster's PA Sophie Willis at sophie@cothill.net or post to:

Sophie Willis
Cothill House
Cothill
Abingdon
Oxon
OX13 6JL

First stage interviews will take place on 27th & 28th February. If selected, shortlist interviews will be held on 8th March.



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Job title: Deputy Head

The School

Cothill House is a thriving, family-run preparatory boarding school for boys surrounded by extensive grounds in the heart of rural Oxfordshire yet just seven miles from Oxford. Coupling a fine tradition - the school was founded in 1870 - with innovation, Cothill provides a happy, secure and stimulating environment, where the boys learn very quickly how to live alongside each other, form firm friendships, and develop their talents and social skills for life.

Cothill prepares boys to move on to an array of the country's top public schools (such as Eton, Radley, Harrow and Winchester) and every year a number are successful in winning academic, sport, music and art scholarships. Whilst we are proud of our academic success, we never lose sight of the fact that we are preparing boys, not just for examinations, but for life.

Cothill House is the founding school of the Cothill Trust, a UK education charity committed to providing a high standard of education across a range of independent day and boarding prep schools.

Overview

- The DH is responsible for the management of the school day
- The Deputy Head (DH) works alongside the Deputy Head Academic (DHA) to ensure the smooth running of the school and to help take the school forward according to its values and the objectives set out in the school's development plan
- The DH as a member of the SMT, reports directly to the HM and supports him in a professional manner across all areas of school life
- The DH is expected to deputise for the HM in his absence and occasionally overnight, sometimes at short notice

Specific Responsibilities

- To be responsible for maintaining the highest standards of school discipline and for enforcing all existing codes of conduct and any new initiatives that arise
- To provide leadership and appropriate decision-making around any operational issues relating to the school, teachers and pupils and manage them to conclusion with colleagues and parents and independent bodies as appropriate
- To put the safety and welfare of children at the forefront of everything
- To agree with the DHA subject and lesson allocations
- To work alongside the DHA to review and prepare the school timetable In the pursuit of excellence, to seek out ways of improving the structure of the school day
- To ensure that workloads are appropriate for all staff and to support staff at times of difficulty, as well as to establish a work/life balance that is successful for all
- To arrange lesson and duty cover during staff absence

- To set all duty rotas and ensure they are adhered to
- To chair the daily staff meeting such that matters of importance can be aired and prompt decisions taken when appropriate and as time allows; other items noted for future discussion as necessary
- To schedule exam invigilation and room allocations for internal and external exams
- To work with the HM and DHA in preparing the termly class lists
- To produce various other timetables and rotas such as required for one-off events and Open Days
- To play an active part in promoting the school's ethos, values and mission to current and prospective parents
- To assist the DHA and the HM in the identifying and the interviewing of potential staff
- To make a positive contribution to the HoDs meetings, being prepared to speak out on matters of significance and embracing new initiatives that are likely to have a positive impact on boys' learning and progress
- To play a major role in preparing the school for full ISI inspection
- To attend external events, conferences and seminars that provide opportunities to advance the school's profile
- To actively seek CPD and keep abreast of the most current thinking in education matters
- To be an exemplar and role model of teaching and behaviour management

SMT

- To report directly to the HM and support him in a professional manner across all areas of school life
- To contribute insightfully to the Cothill development plan and its implementation
- To assist in the development of strategies, including marketing, to take the school forward
- To be the eyes and ears of the staffroom and bring any matters that arise to the attention of the HM
- To attend meetings with the trustees as required and to report to them on major initiatives or concerns

Work environment

The Cothill community is a busy, thriving one where a highly motivated, passionate team work hard to ensure that the boys in their care are safe, happy and receive a broad and stimulating curriculum. Being a full-boarding school, every day is a busy one and there is plenty going on at the weekends too (academic, sporting and extra-curricular). Applicants are expected either to live reasonably locally or accept school accommodation such that they are able to be fully involved in the weekly rhythm of the school and deputise for the Head in his absence.

The successful candidate will:

- *Have a degree and academic qualification such as a PGCE*
- *Have strong people management skills, have a collegiate style of working and be a good listener*
- *Be able to respond decisively and quickly to matters that arise during meetings or the school day*
- *Show a great sense of commitment and have an impressive work ethic*
- *Understand the importance of putting the wellbeing of boys (and then staff) at Cothill at the forefront of everything*
- *Be a good sounding board for the HM with a wise head on his/her shoulders*
- *Inspire trust and command respect of boys, staff and parents alike*
- *Understand that the role involves being at the heart of a family boarding school*
- *Be committed to the pursuit of excellence and to assist in taking the school through an exciting period of development and change*