



NORWICH SCHOOL

Appointment of Principal Deputy Head

The School

Norwich School is a co-educational, independent day school for pupils aged seven to eighteen. There are currently 940 pupils, growing to approximately 1000 in September 2010. The Head Master is a member of HMC; the Master of the Lower School is a member of IAPS.

Set in the Cathedral Close, Norwich School has a distinctive and historic environment.

Further information about the School, including the current prospectus and staff recruitment policy, can be viewed at:

www.norwich-school.org.uk

Ethos

Learning and scholarship are at the heart of the broad education that Norwich School provides. Christian values - notably love and compassion for one another - underpin our activities and relationships.

Aims

Norwich School is committed to:

- producing scholarly, reflective young people who are capable of handling difficult concepts and expressing profound thought;
- providing a rich, varied and broad education that develops the diverse talents of the boys and girls;
- equipping pupils for leadership and service.

General Details of the Appointment

Applications are invited for the post of Principal Deputy Head from September 2010.

A generous package commensurate with the significance of this role will be offered.

A hand-written letter of application, a completed application form and curriculum vitae should be received by the Head Master (Norwich School, 70 The Close, Norwich NR1 4DD) before 4 pm on Wednesday 3rd February 2010.

Preliminary interviews will take place in the week beginning Monday 22nd February.

The Person

The Principal Deputy Head of Norwich School will:

- be a first-rate schoolmaster or schoolmistress;
- be a dynamic, ambitious and energetic person;
- command respect from pupils, parents and colleagues;
- have excellent inter-personal skills;
- be able to think creatively and strategically;
- be efficient;
- have stamina and resilience;
- be loyal and discreet;
- be in tune with the ethos and aims of Norwich School;
- have the ability to work effectively in an able School Management Team, and;
- have the desire to get involved in all significant aspects of Norwich School life.

The Role

The Principal Deputy Head will have a challenging and varied role and a major part to play in all significant Norwich School developments. Responsibilities will include:

- deputising for the Head Master in his absence;
- pupil discipline (Senior School);
- pastoral care (Senior School);
- day to day administration (Senior School);
- monitoring and developing the School's communication with parents;
- playing a leadership role in major committees and management groups;
- staff development;
- attending Governors' meetings;
- abiding by and supporting the implementation of all school policies and guidance, including with regard to the safeguarding and welfare of children.

In addition, the Principal Deputy Head will teach approximately 12 periods per week plus games and extra-curricular commitments.

The Principal Deputy Head will report to and be appraised by the Head Master.

The Senior Management Team

The SMT currently comprises: The Head Master (Jim Hawkins); Principal Deputy Head (Paul Todd); Academic Deputy (Nick Plater); Senior Master (Peter Goddard); Senior Mistress (Nicola Hill); Director of Studies (Dr David Farr); Master of the Lower School (John Ingham); and Bursar (Bruno Delacave).

From September 2010, it is likely that the SMT will have two further members whose responsibilities will include the co-curriculum and 'futures' (careers, universities and related areas).

Career Development

This post would be an appropriate stepping stone for one who aspires to headship. The job is far more than that of a functionary. There will be opportunities to work closely with governors, to engage with school development and financial planning and, crucially, to define and lead initiatives of one's own.

We seek, therefore, to appoint someone who is likely to work at Norwich School for approximately 5 to 8 years before moving on to run a school of their own.

Academic Results

Norwich School has a strong record in public examinations and a high success rate in terms of entrance to the best universities. In the summer of 2009, 66% of A levels were at A grade and 89% at A or B. Most pupils go on to the leading universities, including approximately 16 per year to Oxbridge.

A more detailed analysis of public examination results can be seen on the website.

Norwich – A Fine City

Norwich is a lively and exciting city. Applicants unfamiliar with the region may not be aware of the wonderful cultural and social opportunities here, the delightful Norfolk countryside that surrounds the city, or the fact that London is only 1 hour and 50 minutes away by rail. Property prices are relatively affordable.

The Head Master will be pleased to answer any questions that candidates may have (tel 01603 728442).

January 2010