



Blundell's

FOUNDED 1604



CANDIDATE INFORMATION PACK

SENIOR DEPUTY HEAD

Closing date: 5.30pm Monday 4th November

Longlist interviews via Teams: Saturday 9th November

Short list interviews at school: Thursday 21st November

Final interviews at school: Thursday 28th – Friday 29th November



INTRODUCTION



At Blundell's it is our desire to educate and nurture young people of consequence, who have the confidence and desire to make a meaningful contribution to society. We are immensely fortunate to be situated in such an idyllic location and it is here, on our 100-acre campus, nestled in the Devon hills, that our pupils are inspired and supported by a team of teachers dedicated to their success and well-being.

It is our intention to help our pupils to become good at learning. Some will become lawyers and doctors and engineers, some will do jobs that have yet to be thought of, but fundamentally, we are developing learners. We believe that if we help pupils to develop the skills and the passion for learning then they will be able to apply that to any aspect of their lives, whether it is in their work, in their leisure or in their relationships. A life well lived is one in which we never stop learning.

At Blundell's we regularly refer to our aspiration of providing pupils with 'Roots and Wings': the roots that ensure our pupils remain grounded, with values that provide a foundation on which to build their lives, and wings of ambition and aspiration, the confidence to do something meaningful with their lives.

Blundell's has been around for over 400 years and we are tremendously proud of our history, but we are just as excited about the innovations and the things we are discovering as we engage with what it means to be relevant today in a world that has seen extraordinary upheaval and change.

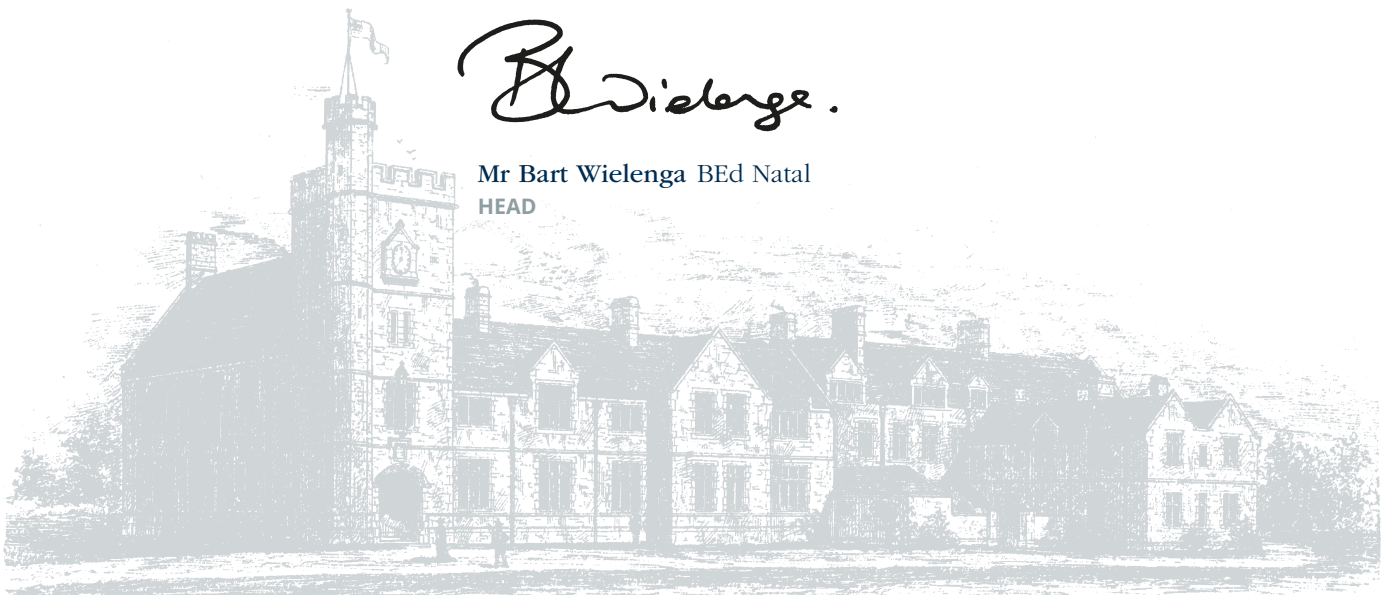
This is a place where young people thrive and become ready to contribute to a world desperately in need of men and women who want to make a difference.

We would love to welcome you to our community and experience the warmth and enthusiasm we are so proud of.



Bart Wielenga.

Mr Bart Wielenga BEd Natal
HEAD



Teaching at Blundell's

Blundell's is an exciting and dynamic place to work and we welcome applications from well qualified, enthusiastic candidates. We are a community who strive to develop our practice, and teacher improvement is at the heart of what we do. We have a team of dedicated staff who take a keen interest in making you a better teacher, whether you are just starting your career or are looking for the next step.

The philosophy of "Roots and Wings" flows through everything we do. It is our desire to instil a deep love of learning in pupils which will allow them to thrive; in their working lives, in their leisure and in their relationships. At the heart of supporting pupils to become effective learners is our desire to help pupils to know and understand themselves better, and we equip them with the empathy, compassion and optimism which enables them to make a meaningful difference in a wide range of settings. We embrace the opportunity to challenge ourselves mentally and physically and this is at the core of our communal lives. With our beautiful setting in the heart of Devon, our pupils and staff are inspired to test themselves and to strive to live their lives to the full

Blundell's has a reputation for the collegiality of its staff and the positivity and friendliness of its pupils. The outstanding characteristic of Blundellians is their positive 'can-do' attitude. The main finding of our most recent Independent Schools Inspectorate report was that the quality of our pupils' academic and other achievements is "excellent", and the quality of our pupils' personal development is also "excellent". It also noted that *"Pupils throughout the school demonstrate strong development of self-confidence and self-awareness, at levels appropriate to or, for many, beyond their age. Pupils showed their justifiable pride in their own and in others' achievements, without appearing in the least arrogant or excessively competitive."*

Our staff have a range of diverse backgrounds, many having lived and worked overseas, and bring life experience alongside their teaching skills; we have staff who have been army officers, university admission tutors, engineers, diplomats and lawyers before becoming teachers. We role model life-long learning and we are a "school within a school", with our outstanding teachers always looking to learn and improve. Indeed, we are well known for improving staff as a school, and are a regional training centre for ISTIP; the independent schools training institute.

Our inspirational teachers focus not only on learning, but also on the process of learning, both in and out of the classroom. As a result, we consistently rank among the top schools in the country for value-added data, and regularly achieve national success in academics, sport, music, and drama. We are committed to our ambition to be more thoughtful in understanding our pupils, and more innovative in developing their potential, than any other school in the country.

Devonians are known for their warmth, and this is reflected in the strength of the relationships we see within the school. This is fostered by the Boarding Houses, central to the lives of our pupils. We are grateful for our safe, secure campus, set on the edge of the market town of Tiverton, surrounded by gentle hills and green space.

As a school we believe that people are defined by their values, and the embedding of a strong set of values is what underpins our boarding ethos, and our Boarding House system. Each member of academic staff acts as a Tutor for a small group of tutees within a House. Tutors are an important element of the pastoral system at Blundell's, and perform a key role in enabling us to achieve our core pastoral objective of knowing each pupil individually, and as an individual.

At Blundell's we recognise the talents of each pupil, and believe that each pupil should have the opportunity to develop these talents in whatever field they enjoy. The importance of pupil wellbeing, and of a healthy, balanced lifestyle, is paramount to us at Blundell's. Taking part in music, drama, sport, outdoor pursuits, activities and clubs might lead to a lifelong passion, but may equally simply act as a source of fun and enjoyment with school friends. Blundell's has an enormously rich and vibrant Co-Curricular programme that nurtures those with real talent, alongside those who simply want to try new things.



The Blundell's Difference

At the heart of the School's rigorous academic ethos is the key principle that all pupils must engage fully in their own learning and the learning of their peers and that, when they do this, anything is possible. We expect our pupils to work together, to share ideas, to produce group work, and to challenge and support each other. As a result, classrooms are lively places. Blundell's is proudly a non-selective school, but our most academically able pupils achieve as well at Blundell's as at any highly selective academic school in the country. Alongside our Oxbridge places, our pupils consistently win the South-West rounds in academic competitions, progressing in recent years to national finals in Maths, Physics and Chemistry challenges. We feel that our value-added sets us apart in our academic results; on average each of our pupils achieves half a grade more per GCSE than the average for pupils of their ability in Independent Schools in the UK. They then build on this with a further increase of .85 of a grade in each of their A-Levels.

In addition to offering a wonderful classroom experience, there is no doubt that Blundell's rich co-curricular offering, greatly enhances the school experience of staff and pupils alike. Staff and pupils at Blundell's interact in a wide variety of differing environments and these interactions help to promote strong, positive relationships which, in turn, create a happy and collaborative work environment. Put simply, staff and pupils at Blundell's get on well together, and enjoy each other's company, whether that be in the classroom, on the sports field, in the Boarding Houses, or indeed anywhere across the school. Pupils want to learn, and to improve, and the staff enjoy supporting them in their endeavours. This leads to a sense of community, and of togetherness, which means that the teaching experience is happy, positive and enjoyable.



The academic staff body at Blundell's, known as the Common Room, is widely known for its friendly, welcoming nature, and many current staff will cite this collegiality as one of the most pleasurable aspects of life at Blundell's. The Common Room is a collaborative, supportive environment, and one in which new staff are warmly welcomed and integrated. In addition, we are lucky to have a team of friendly, talented support staff who ensure that the school's provision is first-class, from the quality of the food to the preparation of our grounds and gardens, and everything in between. Members of Common Room spend time together over coffee at break, or while enjoying our extraordinary food in the Dining Hall, and the warmth of relationships between colleagues is something of which the school is very proud, and keen to retain. There is a popular staff bar, with a range of alcoholic and non-alcoholic drinks, and we are well-known for the high quality of our welcome when we host staff and sports coaches from other schools, especially on Saturday afternoons for sports fixtures. This friendliness and warmth is a source of great pride, and something we are confident all staff will feel from their very first visit.

When asked to sum up the best thing about working at Blundell's, current staff say:

"I am allowed to be myself and given the freedom and support to structure my department for the best outcomes of students. I gain enormous personal pleasure working alongside the students and building such strong and lasting relationships with them. I love making a difference every day, it keeps me young, makes me laugh, and keeps me in touch with what is really important."

"The community spirit across the whole school, staff, pupils, parents. Having been able to develop my own ideas, with support and encouragement from others, to create a job I love"

"The pupils that we produce and how they leave the school and move into the world as adults. Blundellians are always happy to chat to you and catch up and I remain proud of the young people who leave the school. I also love the support and camaraderie amongst the common room as a whole"



“Our strength lies in the diversity of options which gives every pupil a chance to shine”

The Role

The role of the Senior Deputy Head is an all-inclusive one, and incorporates many specific responsibilities, which are outlined in more detail below. Most fundamentally, however, the Senior Deputy Head sits immediately beneath the Head in the management hierarchy of the school. They will deputise for the Head, in all aspects, when they are absent or unavailable, and are expected to lead the school on those occasions. The Senior Deputy Head is also responsible for the day-to-day organisation, and smooth running of the school.

In addition to these overarching roles, the Senior Deputy Head has a number of other specific responsibilities and duties, which are set out below.

The Strategic Role

The Whole School Role

The Pastoral Role

The Role With Staff

Policy and Compliance and Inspection Readiness



THE LEADERSHIP TEAM

Blundell's is run by a Senior Executive Team (SET), which consists of the Head, the Bursar, the Senior Deputy Head, the Prep School Head and the Senior Deputy Head (Innovation). The SET is supported by four Deputy Heads, and they are all part of a wider Senior Leadership team, which also includes the school's five Directors.

The Strategic Role

- To lead all aspects of the pastoral provision of the School;
- To keep abreast of the development of pastoral issues facing schools and to lead the Common Room in responding to them;
- To engage with organisations such as the BSA and HMC and, where relevant, to attend conferences and other forums to ensure the School stays in touch with what is happening in other schools;
- To contribute to the Strategic Development Plan (SDP) of the School and to lead in the development of the Pastoral element of the SDP;
- To attend meetings of the full Governing body, the Finance and General Purposes Committee and the Education Committee. To attend other meetings at the request of the Governors;
- To prepare a termly paper for the full Governing body covering pupil wellbeing, welfare, and Safeguarding matters (ensuring that the Deputy Head Pastoral has been appropriately involved in the preparation of this paper), as well as providing any other information for Governor Committees as may be required.

The Whole School Role

- To deputise for the Head in all aspects and to take the lead when they are absent or unavailable;
- To work closely with the Head on all matters relating to the school, and where appropriate to act as a source of advice and a sounding board;
- To be responsible to The Head for the day-to-day organisation and smooth running of the school;
- To keep The Head fully apprised of School matters, through regular meetings; often several times a day. Such meetings will be both formal (i.e. scheduled), and also more informal, ad hoc conversations;
- To be the immediate line manager of the Deputy Head Pastoral and the Deputy Head Co-Curricular, and to support them in fulfilling their roles as effectively as possible;
- To support the school's four Deputy Heads more broadly as they look to drive the school forward in their specified areas;
- To lead the twice-weekly breaktime staff meetings;
- To fully support the wider co-curricular programme, including (but not limited to) attending and watching concerts, plays and sports matches;
- In conjunction with the Admissions department, to be responsible for organising and overseeing the new pupil induction day at the start of each school year;
- To support the spiritual ethos of the school. This includes very regular attendance in Chapel (including Sunday chapel services), and the delivery of a talk in chapel once per fortnight;
- In conjunction with the Chaplain and the Director of Music, to be responsible for the smooth running of routine chapel services, including managing the daily schedule, organising the Monitors in respect of their chapel duties, and encouraging members of Common Room to contribute to Chapel;
- Perform any other tasks as reasonably required by the Head.

The Pastoral Role

- To retain overall responsibility for pastoral care, and for Safeguarding (although the day-to-day management of Safeguarding and pupil pastoral care is a responsibility that is delegated to the Deputy Head Pastoral);
- To support the Deputy Head Pastoral in their job managing the pastoral side of the school, and in their day-to-day management of Safeguarding matters;
- To take the lead in managing the most complex and difficult Safeguarding and pastoral matters, in conjunction with the Deputy Head Pastoral, and in particular to be the main point of contact for external agencies, including the Police;
- To attend the School's Welfare Committee, and to chair it in the absence of the Deputy Head Pastoral;
- To be the Head of Boarding, and maintain a close understanding of boarding within the school, as well as developments in the regulatory environment relating to boarding;
- To work closely with the Housemasters and Housemistresses in matters of pupil welfare and discipline, and more broadly to set a clear vision for pastoral leaders within the school;
- To prepare the agenda for, and to keep the minutes of Meetings of the Housemasters and Housemistresses' Committee;
- To attend and lead, along with the Head, the Housemasters and Housemistresses' Forums;
- To attend and lead the weekly Housemasters and Housemistresses' Briefing;
- To line-manage the Head of PSHE and support them in their provision of an excellent overall curriculum, and also to take overall responsibility for ensuring that the PSHE and RSE curricula meet regulatory requirements;
- To be available to parents and pupils with problems, challenges and issues that need resolution, referring serious issues to the Head as necessary;
- To be responsible for maintaining the pupils' privileged information files;
- To maintain and keep up-to-date the key records and logs required by law/regulations, including the Sanctions Log, the Bullying Log, the Low-Level Concerns Register and the Use of Physical Force Log;
- To manage and oversee the monitoring of the school's anonymous online reporting tool, and to ensure matters raised here are followed-up appropriately;
- To make sure the School Rules are up-to-date and sensibly adjusted as required from time-to-time;
- To liaise with the Bursar and the Clerk to the Governors to ensure that school policies are reviewed in line with the allocated schedule, and that they meet the relevant regulatory and legal requirements incumbent upon the school;
- To be responsible for the discipline of pupils, including running Second Master's Detention each Wednesday afternoon; also to manage and work with the Head when the seriousness of the situation requires their involvement;
- To be the investigating member of staff in matters which may lead to suspension or exclusion, and to attend and play an active role in disciplinary panels when they are convened;
- To lead the Heads of School, the Deputy Heads of School and the School Monitors;
- To lead the School Council;
- To keep abreast of morale and opinion within the school, at both a staff and pupil level, and to keep the Head apprised of such matters.

The Role With Staff

- To be a high-profile and visible presence around the school;
- To act as advisor and confidante in support of the staff, and to be available to support and guide them both in the continuance of their duties, and also in any other areas in which they might value or require support or help;
- To be responsible for maintaining standards of discipline among the staff in areas such as punctuality, dress, etc.;
- To be involved in all academic staff appointments, and also any support staff appointments where the Head requires the Senior Deputy Head's involvement;
- To oversee the induction of new Housemasters and Housemistresses (working closely with the Deputy Head Pastoral who will also play an important role in such inductions);
- To meet with all new staff in their second term, to gain a perspective on their experience and to work with the New Staff Induction Tutor to consider and enact any changes that might be required as a result of such meetings;
- To organise the election of the Governor representing the Common Room;
- To be responsible for the organisation and giving of leavers' speeches;
- To manage the International Pupil Co-ordinator, supporting them in their role, and working with them to ensure that International pupils receive the highest possible level of pastoral care and support, particularly in relation to Induction and Onboarding.

Policy and Compliance and Inspection Readiness

- To be responsible for ensuring the School meets all regulatory requirements;
- To work with the Bursary to ensure that all Health & Safety regulations are met;
- To ensure that The Head is fully informed of developments with respect to compliance issues;
- Where an Inspection is imminent to lead the school in preparing for such an event, and seeing it through as the central figure during the actual Inspection, specifically as the main point of contact for Inspectors when they are on site;
- To maintain good contact with the local community and act as the police liaison officer.

Candidate Specification

The successful candidate will have obvious leadership qualities, and will demonstrate a strong fit with the ethos of Blundell's, as well as knowledge of and a commitment to best practice in relation to safeguarding children and young people. The post would suit someone with existing Senior Leadership experience or someone with suitable experience looking to move into Senior Leadership for the first time. It is likely the successful candidate would be looking to move to Headship themselves in the future.

Essential

- Degree level qualification;
- Proven leadership and management in a boarding environment as either a Houseparent, or a Pastoral lead.
- Interest in educational research and keeping up to date with current developments and ideas;
- Natural people person who enjoys working with young people and playing a visible leadership role within a school community;
- Excellent judgement; a clear thinker, who is concise and able to make decisions in a fair and reasoned way;
- Collegiate and collaborative approach, with the ability to motivate, influence and inspire staff, pupils and parents;
- Inspirational practitioner in any subject;
- Understanding of and commitment to the School's Christian ethos;
- Understanding of, and a commitment to, best practice in safeguarding the welfare of pupils, and an appreciation of the importance of regulation;
- Personal charisma, dynamism, energy and enthusiasm;
- Ability to think innovatively and strategically;
- Strong communicator with very good listening skills;
- A supportive leadership style which is personable, approachable and tactful;
- Ambassadorial skills and the ability to build relationships with all stakeholders in a school.

Desirable

- Knowledge and understanding of inspection;
- Experience of Senior Leadership within a school setting;
- Experience in marketing a school;
- Further studies or qualifications in management or educational leadership;
- Experience of having had Safeguarding responsibilities in a school environment;
- A genuine interest in the life of the school, including co-curricular activities; it is hoped that the person will have an affinity with sport and the arts as part of this;
- Ambition to develop and move to Headship.

There will be a competitive salary package for this role. The candidate must live on the school site during term time, and the role comes with a comfortable four-bedroom family house and garden in a secluded area adjacent to the grounds.



Application Process

Please complete this **Application Form** and submit it with your CV and covering letter to recruitment@blundells.org. Please note that only fully completed application forms will be considered in the shortlisting process.

Blundell's promotes equal opportunity for all staff and pupils and is committed to its culture of diversity and inclusion. We encourage applications from candidates of a wide range of backgrounds. Appointments will be made on merit.

Due to the number of applications we receive, we are only able to provide feedback to those invited to interview.

Further information on recruitment can be found in the following documents:

Recruitment Policy

[Click here to download our Recruitment Policy](#)

Recruitment Privacy Notice

[Click here to download our Recruitment Privacy Notice](#)

For any questions or further information please contact: recruitment@blundells.org

Safeguarding and Child Protection

Blundell's is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening including checks with past employers and an enhanced check with the Disclosure and Barring Service. Background checks on your online digital presence will also be carried out. All staff are required to provide evidence of identity, entitlement to work in the UK and of any qualifications required for the job.

Senior School Safeguarding Policy:

[Click here to download the Senior School Safeguarding Policy](#)



Working at Blundell's

Salary and Benefits

From the day your employment starts with us, you will not only be working in the beautiful Devon countryside, you will be part of a supportive community where you will have access to a number of benefits.

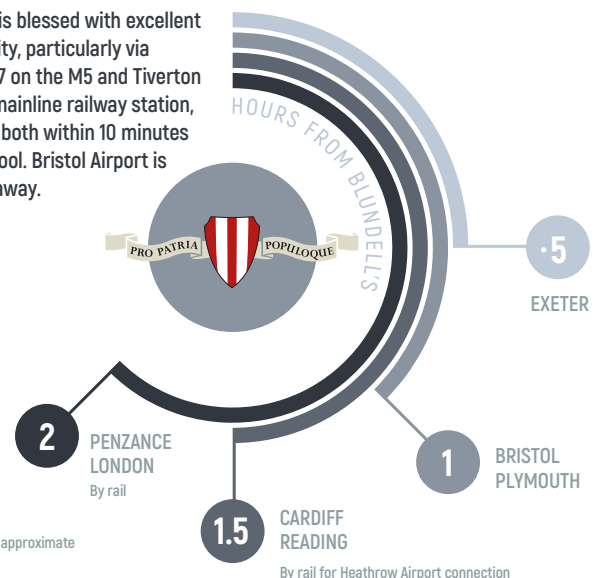
In addition to a competitive pay scale, benefits include:

- Enrolment into a competitive pension scheme
- Generous fees discount from Pre-Prep (Nursery) to Year 13
- Access to cycle to work salary sacrifice scheme
- Use of our excellent gym, sports facilities and swimming pool
- Free meals during term time
- Free parking
- Access to a market leading Employee Assistance Programme
- Extensive induction programme
- Focus on CPD and access to training as required
- Access to various social activities throughout the year

Location

Devon is one of the most popular holiday destinations in the UK as well as being a fantastic place to live and work. Blundell's is situated on the edge of the market town of Tiverton within easy reach of many stunning villages, towns and cities, both the North and South Devon coasts, and the wild beauty of Dartmoor. The general ambience of Blundell's is enhanced by the tranquillity of the surrounding rolling Devon countryside and the school's historic buildings.

Blundell's is blessed with excellent accessibility, particularly via Junction 27 on the M5 and Tiverton Parkway mainline railway station, which are both within 10 minutes of the school. Bristol Airport is one hour away.





AROUND US

THERE ARE MANY STUNNING LOCATIONS, RURAL, MOORLAND AND LITTORAL, AND BEAUTIFUL CITIES AND TOWNS WITHIN EASY REACH OF BLUNDELL'S.



TIVERTON

5 minutes' walk from Blundell's

The increasingly popular market town is a thriving local community, with the amenities of a much larger town.



EXETER

30 minutes from Blundell's

The vibrant and exciting cathedral city of Exeter with its wide range of designer shops, including John Lewis, theatres and restaurants is easily accessible by car, train or bus.



EXMOOR

30 minutes from Blundell's

The beautiful moorland area, popularised by Old Blundellian RD Blackmore in Lorna Doone, is ideal for many outdoor activities including CCF and Duke of Edinburgh expeditions.



TAUNTON

30 minutes from Blundell's

The County town and home to the Somerset County Cricket Ground where Blundell's has its own 25 seat hospitality box.



EXE ESTUARY

30 minutes from Blundell's

Blundellians use various locations on the estuary for activities such as sailing and kayaking, and this is also a popular location for Geography and Biology Field Trips.



JURASSIC COAST

60 minutes from Blundell's

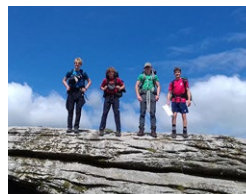
The world famous coastline is England's only natural UNESCO World Heritage site and offers a host of wonderful opportunities for field trips, particularly in Geography, Geology and Biology.



WOOLACOMBE

60 minutes from Blundell's

The spectacular N Devon beach boasts wonderful surfing conditions and provides the Blundell's pupils the opportunity to learn to surf or just enjoy a great day out by the seaside.



DARTMOOR

60 minutes from Blundell's

The wild and wonderful moorland is used extensively by the Blundell's CCF, Duke of Edinburgh participants and 10 Tors teams for hiking and camping.



BATH

1hr 40 minutes from Blundell's

The world famous Regency city sees classical visits to the Roman Baths and occasional Sunday shopping trips.

Blundell's School
Tiverton
Devon
EX16 4DN

Tel: 01884 252543

E.mail: recruitment@blundells.org

www.blundells.org

