



CASTLE COURT SCHOOL



Welcome From the Head

Dear Candidate,

When people ask me what makes Castle Court so special, my answer is always the same. It is the people – the Castle Court family. Castle Court is a very special place; we are a close-knit community where everybody is known and valued as an individual. When people first walk into Castle Court they are struck by the genuine warmth of everyone they meet, but also by their passion and energy. Our 7Cs values of being compassionate, curious, creative, courteous, courageous, committed and collaborative are lived out week in and week out by both our staff and pupils.

Our emphasis is on the whole child and developing future leaders. We want our pupils to use all that they learn at Castle Court to make a positive difference in the world, for the good of all. We are a Christian School and this permeates all aspects of school life and our interactions with one another. We are also a leading PSB school (Pre-Senior Baccalaureate) nationally and a member of the Learning Skills Trust. We are therefore naturally forward thinking in our approach to education and want to ensure that our pupils are equipped with the knowledge, skills and character they need to be successful and make a difference in an ever-changing, global world.

Our school is set in 55 acres of rolling Dorset countryside, and we are 15 minutes from the coast. We actively promote outdoor learning as we believe that our pupils should be inspired not only by those who teach them but also by the world in which they live. We are also passionate about unlocking each child's potential by developing their passions and strengths. We are therefore committed to providing an extensive co-curricular programme which inspires and challenges our pupils, develops character and leadership whilst also being lots of fun!

It is an exciting time to be joining our school. In our 75th Anniversary year, we are building an outdoor classroom adjoining our 10 acres of woods as we continue to invest in our beautiful rural site. We are also introducing a new Character and Values Education (CAVE) which focuses on the themes of self-care, people-care and earth-care. This will further enhance our curriculum by providing a broader range of co-curricular opportunities to develop key life skills, community action, outdoor learning and pupil

leadership.

At Castle Court, we believe that childhood should be cherished and be a time of great joy and growth. I want all the children at Castle Court to look back at their time at the school and say it was the best of times, but also that it helped make them the person they are today. I hope this brochure gives you a good insight into life at Castle Court and inspires you to apply for this position and become part of the Castle Court family.

K Johnson

Katie Johnson

Head





An Introduction To Castle Court

OUR VALUES

We are a Christian Community who have a whole school spiritual assembly on a Monday. Day to day we live out our 7Cs values of being: Compassionate, Curious, Creative, Courteous, Courageous, Committed and Collaborative. In our Friday Awards Assembly, Form Tutors give Head's Awards to children who have demonstrated one of these 7Cs values during the week.

OUR CURRICULUM

The Pre-Senior Baccalaureate, through the Learning Skills Trust, is the foundation of our curriculum, with the key strands of Thinking and Learning, Independence, Leadership, Communication, Collaboration, Reviewing and Improving running from the Pre-Prep through to Year 8. We believe in a knowledge-rich curriculum, but one that also provides children with key skills for life. We are recognised as a leading PSB school nationally and a beacon for other schools. Having embedded the PSB curriculum, we have just received an outstanding audit which will propel us further in the future. We are a very forward-thinking school; we are in the process of implementing a new Character and Values Education (CAVE) to ensure that our pupils are prepared for an ever-changing future world. As part of this, we are further enhancing our co-curricular offering including our Leadership and Activities Week programme. We are also currently working on a Farm Partnership for our Pre-Prep which will bring the learning alive in this part of the school.

OUR 75th ANNIVERSARY YEAR

We have seen this year as a year of service to others and a time for reconnection with Old Castellans. Our pupils and parents have raised £4000 to build a playground for disabled children at the Matumaini Rehabilitation Centre in Kenya for One Collective UK. Our pupils have raised money through various fun events and our parental body have given generously. We have also raised enough money to build an Outdoor Classroom on the edge of our 10 acres of woods. In the Summer Term we will be having a 75th Anniversary Service of thanks in Wimborne Minster and 'CastleFest' to round off the year with some fun for our parental body.





An Introduction To Castle Court

ABOUT US

Castle Court is a day Prep School located in the heart of Dorset; we seek to appoint staff who will be keen to be involved in the full breadth of school life and supportive of the school's Christian foundation.

Castle Court was founded in Parkstone, Poole, in 1948 as a day school for boys; in 1968 it moved to its present site in beautiful grounds on the north edge of Corfe Mullen. In the 1970s the school became co-educational and has steadily grown in size: today it has c. 280 pupils, with ages ranging from 2 to 13.

The setting is idyllic: 55 acres of magnificent playing-fields, playgrounds, gardens and woods; a school with stunning facilities, set in rural surroundings, yet easily reached from Bournemouth, Poole, Dorchester, Ringwood and the Isle of Purbeck.

The school has an excellent academic record and other strengths across the board: in Sport, Music, Art, Drama, Design Technology, and in Outdoor Learning. Please see our website www.castlecourt.com for evidence!

For administrative purposes it is divided into the **Nursery** (Badger Cubs and Badgers), **Pre-Prep** (Reception to Year 2) and **Prep School** (Years 3 to 8).

The Leadership Team comprises the Head, Deputy Head, Bursar, Head of Marketing and Admissions, Assistant Head – Operations and Assistant Head – Pastoral. The Director of Teaching and Learning, and the Head of Character and Values Education (CAVE) are also invited to Leadership Team meetings once a month.

The Management Team consists of Section Leaders, SENDCO, Core Subject Heads of Department, Director of Sport, Director of Music and Head of ICT. The Section Leaders look after the sections as follows: Nursery and Pre-Prep, Years 3 & 4, Years 5 & 6 and Years 7 & 8.

OUR AIMS

- The child's learning and well-being are at the heart of all that we do.
- The educational experience is knowledge-rich, rigorous and well-balanced and where academic expectations are continually exceeded.
- Each child is nurtured through outstanding pastoral care so they can flourish inside and outside the classroom.
- Each child is provided with a strong foundation and compass for life – prepared with the skills needed for future success in a global world.





The Opportunity

DEPUTY HEAD POSITION

After the Head, the Deputy Head position is the most senior leader in the Castle Court Community and acts as 'the final stop' before the Head on all matters relating to the educational provision at Castle Court. The role has many facets including leadership, safeguarding, pastoral, academic, operational and strategic. The Deputy Head should be a visible presence around the school for both staff and pupils, as well as being outwardly parent facing.

The Deputy Head is responsible for all areas of school life, specifically the Co-curricular programme and is supported and line managed by the Head. The Bursar, Head of Admissions and Marketing, Assistant Head Operations and the Assistant Head Pastoral also work closely with the Deputy Head in the Leadership Team.

The Assistant Head Pastoral is our Designated Safeguarding Lead (DSL) for the school and the Deputy Head will be the DDSL along with others. This will ensure that the staff remain committed to safeguarding and protecting the children in our care as a matter of priority.

The Deputy Head position at Castle Court is one where you will be given the trust, freedom, and opportunity to play a pivotal role in setting the agenda and shaping the culture of the school. It is expected that the Deputy Head will be fully immersed into the life of the school, including the extracurricular life and trips.

You will be the Co-Curricular Lead in the school:

- To lead and develop a vision for the co-curricular life of the school, in liaison with the Assistant Head Operations and the Head of Character and Values Education.
- To ensure a balanced and wide range of co-curricular opportunities are available to all pupils.
- To ensure that there is a planned programme for Activities Week which builds progression throughout the different year groups and develops pupils' character and skills.
- To oversee the co-curriculum timetable, in liaison with the Assistant Head Operations, balancing the competing demands for time from different areas of the co-curriculum.
- To work with the Head of Character and Values Education to ensure that the co-curricular programme provides opportunities for pupils to develop self-care, people-care and earth-care.
- To monitor pupil participation and achievement within the co-curriculum.
- To ensure that all colleagues receive appropriate training to enable them to deliver an outstanding co-curricular provision.





The Opportunity

- To oversee the after-school activities programme, in liaison with the Assistant Head Operations, ensuring that there is a wide range of activities available for all pupils.
- To implement a coherent and coordinated programme for outdoor learning throughout the school.
- To liaise with the Head of Character and Values Education, the PSB lead and the Senior Section Leader to ensure that there is a clear leadership programme for senior pupils.
- To act as the school's Educational Visits Coordinator and ensure that risk assessments are received in a timely manner.
- To work closely with the Head of Marketing and Admissions to promote Castle Court's co-curricular provision.





Job Description

To oversee the academic provision led by the Director of Teaching and Learning and PSB Lead

- To work with the Director of Teaching and Learning to ensure excellence in Quality First Teaching across all areas of the school.
- To liaise with the SENDCO to ensure that pupils with learning difficulties receive the support they require, including access arrangements for exams.
- To provide leadership for cross curricular and creative projects across the school.
- To ensure that we have a vibrant curriculum, with PSB values embedded throughout.
- To ensure that the Director of Teaching and Learning and the PSB Lead are developing our curriculum in a sustainable and creative manner to continue to offer excellence across the school.
- To use and analyse standardised tests and assessment data to monitor pupil progress at whole school, key pupil groups and individual level to ensure that all pupils make excellent progress.
- To lead staff appraisals across the school in a dynamic forward-thinking manner.

To oversee pastoral care led by the Assistant Head Pastoral

- In conjunction with the Assistant Head Pastoral, lead and develop a vision for the pastoral life of the school and communicate this to the school community.
- With the Head of IT, to oversee and have full understanding of the school's online safety strategy and implementation.
- To oversee the school's form tutor system, ensure consistency in the approach by tutors and their support of their pupils.
- To oversee the school's house system alongside the Assistant Head Pastoral and to promote team spirit and mutual support between pupils in their houses. To ensure consistency in the way that each house is led.
- To work with the Assistant Head Pastoral to ensure that pupil voice is embedded throughout the school.
- To have responsibility for low level discipline, low level concerns and pastoral issues working with the Assistant Head Pastoral.
- To work closely with the Assistant Head Pastoral on all discipline matters.
- To have responsibility for and oversee the school rules, rewards and sanctions at Castle Court; always aiming for fairness and consistency.
- To ensure the Head has all the relevant information for the awards assemblies on Fridays, Prize Days etc.
- To act as a coach and mentor to staff as required.
- To lead staff well-being across the school.
- To stay abreast of current affairs for example 'Black lives Matter' or 'Me Too' campaigns. To support and lead the Section Leaders along with the Assistant Head Pastoral.



Job Description

To oversee the day to day running of the school supported by the Assistant Head Operations

- To oversee the daily, weekly and termly processes involved in running a Prep School.
- To oversee all structures to ensure that the school operates in a calm and dignified manner.
- To oversee, in collaboration with Assistant Head Operations, the delivery of all school events to a high standard e.g Carol Service, Speech Day and Music Concerts etc.
- To ensure all parts of the school feel valued and included in events.
- To ensure all new members of staff are inducted correctly into the Castle Court Community ensuring records are maintained and developed.
- To oversee the writing of the timetable to ensure staffing is allocated correctly, working collaboratively with the Head.
- To oversee the writing of the TAs' timetables in collaboration with the SENDCO.
- To ensure the staff have the right day-to-day information written up in the staff room and to ensure all displays are current and up-to-date.
- To ensure the school is inspection ready, including regularly updating policies and procedures.
- To ensure the ISI SEF is updated regularly.

Leadership and Culture:

- To support and work collaboratively in delivering the vision of the school set by the Head.
- To provide support and advice to the Head regarding all areas of school life.
- To manage the appraisal system with oversight of professional development across the whole school.
- To build stronger links with the wider community and charities.
- To support the Head appropriately with the recruitment of staff, organising interview days and helping write advertisements / job descriptions. This will be supported by the Head's PA.
- To ensure that there is a positive morale for the staff, supporting the Head and ensuring staff well-being is high.
- To attend Governors' meetings as necessary with the Head.
- To lead the school in the absence of the Head.





Job Description

ESSENTIAL

- A recognised teaching qualification.
- A strong, dynamic and inspirational teacher.
- Be eager to share the joy of learning inside and outside the classroom and be committed to academic excellence.
- Be a person of integrity, trusted by all members of the community.
- A proven track record in educational leadership and strategic planning.
- Be a dynamic person with the ability to take the initiative and think on their feet.
- Set the highest standards through personal example.
- Have strong problem solving, organisational, administrative and IT skills.
- Experience in analysing assessment data.
- Experience in safeguarding and promoting the welfare of children.
- An empathetic listener.
- Excellent time management and multi-tasking skills.
- Ability to motivate and inspire colleagues.
- Willingness to uphold the Christian values of the school.

DESIRABLE

- Qualifications in school leadership.
- Experience coaching others.
- School inspection experience.
- A track record of leading inspirational INSET for staff.
- PSB School experience. Learning Skills Trust knowledge.





Person Specification

TEAM WORKING AND COLLABORATION

- Ability to work effectively as part of a team and maintain positive relationships with staff, pupils, parents and outside agencies.
- Ability to lead a team and empower others.
- Display excellent interpersonal skills including the ability to see things from other people's perspective, being understanding and sensitive to the needs of others, showing fairness and consistency in approach and being approachable.
- To draw on the strengths of others and to adapt your approach to get the best out of the team.
- Willingness to have difficult conversations and challenge others where appropriate.



CONDUCT

- Abide by the school's Code of Conduct for staff.
- Maintain positive relationships with pupils, exercise appropriate authority, and act decisively when necessary.
- Be a positive role model to others and demonstrate consistently the positive attitudes, values and behaviour which are expected of the pupils.
- Have high expectations of behaviours, promoting self-control and independence of all learners.
- Be reflective and willing to learn.
- Carry out break duties and other duties as necessary.
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school procedures
- Participate in any relevant meetings/ professional development opportunities at the school.
- Notwithstanding all the above, the nature of the Prep School environment will require a far-ranging involvement and the above job description should not be taken as exhaustive and will be reviewed annually.



Terms of Appointment

TERMS OF APPOINTMENT

The role of Deputy Head is a permanent contract with two terms notice. Start date: September 2024 (January 2024 if necessary)

Salary: Competitive leadership pay scale.

DISCUSSION

We will not offer tours of the school prior to the interview process, however an informal discussion with Katie Johnson can be arranged should you wish. Feel free to contact her directly: head@castlecourt.com

For more information about the school please visit www.castlecourt.com

Personal data In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data) in your application documentation. Following this notice, any inclusion of your Sensitive Personal Data in your application documentation will be understood by us as your expressed consent to process this information going forward. Please also remember to not mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion.

APPLICATION

If you wish to apply, please send a covering letter of application (not more than two pages), and the completed application form, to the Head via email: hmsec@castlecourt.com with the subject line: Deputy Head 2024

Candidates are asked not to send CVs.

Please be aware that references and relevant safeguarding checks will be taken up ahead of interviews if you are shortlisted.

The school will conduct online searches of shortlisted candidates. This will be part of a safeguarding check, and the search will purely be based on whether an individual is suitable to work with children. As care must be taken to avoid unconscious bias and any risk of discrimination a person who will not be on the appointment panel will conduct the search and will only share information if and when findings are relevant and of concern.

Closing date: Monday 6th May 2024

Interview date round one (online): Wednesday 15th May 2024

Interview date round two: Tuesday 21st May 2024