

Assistant Principal, Taunton School International

Background

Taunton School was founded in 1847. It is an independent day and boarding school for approximately 1100 boys and girls, aged from 2 to 18 years. The aim of the School is to prepare young people to shape the world in the 21st century.

Taunton School International (TSI) was set up by Taunton School in 1996 to provide a first step for international students wishing to complete their education in a British school. It is located on the school campus, is fully residential and has places for 82 boys and girls aged 14 to 17 years. It shares the school's facilities and is part of the school community. It operates a term-time one year GCSE course and an academic Senior Summer School.

In 2012, Taunton School International expanded its provision by opening a Middle School (TSIMS, known internally as The Grange) for up to 60 international students aged 8 to 14. TSIMS is located 3 miles off campus and is largely self-contained, although students use Taunton School facilities for some lessons and meals and are expected to join Taunton School or Taunton School Preparatory after a maximum time of a year. TSIMS also operates an academic Junior Summer School.

There is rolling enrolment at any time, subject to availability of places. The changing pupil base, diversity of cultures and backgrounds and the need to respond to international market forces make TSI a challenging yet hugely rewarding environment in which to work.

Taunton School is an Equal Opportunities Employer and is caring and reasonable in its approach to all staff; it values its staff and has achieved gold standard in the Investors in People Award.

Overall Purpose

The role of the Assistant Principal will be to support the pastoral provision at TSI and TSIMS. S/he will have special responsibility for the pastoral welfare of all students and this responsibility will be fulfilled through the organisation and support of the pastoral teams on both sites. The Assistant Principal will line-manage the Houseparents on both sites and also organise the tutor system.

The Assistant Principal is responsible for ensuring that the students' time at TSI is a high quality experience which offers every opportunity for their cultural, personal and social development both within TSI and as part of the wider school community.

The Assistant Principal will hold a degree and a further professional qualification, plus a minimum of three years' full-time, relevant experience. S/he will teach a reduced timetable at either TSI or TSIMS and be prepared to take part in the extra-curricular life of both parts of the school. S/he will be part of the SMT of TSI, with the Principal, Deputy Principal and Head of Middle School.

The objectives of the job will be achieved through the following duties and responsibilities:

Duties and Responsibilities

Staff

- Organising and ensuring the induction of all new members of the pastoral team on both sites;
- Creating a fair rota for the pastoral staff on both sites;
- Carrying out the appraisals of House Parents at TSI as well as a number of teaching staff in accordance with the whole school 'Management of Appraisal Programme';
- Working with the Deputy Principal to ensure that pastoral staff fully participate in appropriate and relevant Training and Development;

- Recruiting and supporting new Graduate Resident Assistants on an annual basis at TSI & TSIMS;
- Supporting staff welfare/wellbeing;
- Organising staff rotas for the starts and ends of term and half-terms;
- Providing cover during holiday periods on a rota basis with the other members of the TSI Senior Management Team, including being On Call for up to three weeks during the Summer School;
- Attending and/or Chairing a number of meetings, including: staff meetings (weekly), House meetings (weekly), Senior Pastoral Team meetings (weekly), Transfer Committee meetings (half-termly), Taunton School House Staff meetings (half-termly), Pastoral Strategy Committee meetings (termly) & Clothing Committee meetings (termly);
- Attending other relevant TSI(MS) & Whole School meetings, as necessary;
- Reviewing and updating pastoral policies;
- Organising annual TSI(MS) photo and subsequent orders;
- Overseeing the work of the Housekeeping team at TSI and holding weekly meetings.
- Creating systematic and meaningful tutorials for tutors to deliver;
- Ensuring that tutor mentoring is done meaningfully and information recorded and shared, as appropriate (including liaising with the DoS TSIMS on such matters).

Students

- Organising and ensuring the appropriate and relevant pastoral induction of all students on both sites in liaison with the Deputy Principal TSI and head of TSIMS (including those students who arrive late in the year);
- Ensuring proper pastoral care and supervision of all students through the support and training of the pastoral teams both formally when chairing weekly meetings and informally;
- Ensuring that all pastoral rewards and sanctions are both thorough and fair;
- Creating & updating daily tutor notices;
- Leading on Child Protection at TSI and working closely with the Designated Safeguarding Lead in Taunton School;
- Maintaining current and appropriate welfare records and plans for TSI students;
- Coordinating student voice representatives;
- Coordinating TSI involvement in Whole School events such as Chapel, music, drama, debates, trips, sports, talks and presentations;
- Coordinating musical events such as House Music competition, TSI Talent Show, TSI(MS) Tea-time Concert;
- Organising the packing up and off-site storage of TSI(MS) students belongings during the summer.

Teaching

- Coordinating and teaching the PSHEE provision at TSI and liaising closely with the PSHEE lead at TSIMS and Senior School
- Appropriate planning & marking
- Termly report writing

Boarding

- Carrying out regular spot checks of the boarding houses on both sites during evenings and weekends;
- Assisting the Principal with planning small works to the houses at TSI;
- Supporting the pastoral life of the school, including evening, weekend and overnight duties if necessary, on a rota basis with the other members of the TSI Senior Management Team.

Activities

- Overseeing a full and fair calendar of weekend activities on both sites whilst encouraging, enabling and tracking students attending activities and trips;
- Creating and updating the TSI calendar both on Firefly and in the Diary;
- Organising the Principal's Assembly rota and content at TSI;
- Overseeing the roles and responsibilities of prefects at TSI.

Liaison

- Liaising with agents, guardians and parents on pastoral issues;
- Liaising with the Health Centre on all student medical issues;
- Liaising with the mental health nurse and counsellors, as necessary;
- Liaising with Site Services regarding maintenance issues at TSI;
- Liaising with the Catering Department, as necessary;
- Liaising with the Chaplain on all matters relating to Chapel or spiritual support and leading TSI involvement in Chapel;
- Liaising with Taunton School music department in regard to peripatetic lessons;
- Liaising with the Head of Boarding in Taunton School.

The duties and responsibilities shown above are not intended to be exhaustive and the Assistant Principal will be expected to be flexible and to take on new responsibilities as necessary to meet the changing needs of the School.

Skills Required

- Demonstrates leadership and personal responsibility by motivating, showing drive and determination, organising work without supervision, being adaptable and showing good judgment;
- Demonstrates planning skills with meticulous attention to detail;
- Works effectively with other people by being self-aware; treating people equally and sensitively, developing good working relationships, sharing knowledge and information, being a good team member, managing conflict where it arises;
- Gets the job done by delivering what is required on time and to the appropriate quality by forecasting and producing plans, monitoring progress against plans and reviewing performance, gathering and analysing information, creating solutions and managing change;
- Manages resources effectively such as time, people, equipment, ICT, information, knowledge, budgets and accommodation making best use of resources available to implement School policies and procedures to achieve School aims;
- Communicates clearly by getting the message across effectively, listening carefully and responding to feedback, representing TSI and the School professionally, persuading and influencing, interviewing fairly and negotiating to achieve the best outcome.

Applications

Candidates should complete their application form electronically and email it, together with a short covering letter. A Taunton School application form must be used and there is no need to submit a CV. Alternatively, applications can be posted to the HR Department at the main School address.

Download the application form in MS Word format [here](#).

Please email your completed and signed application form and covering letter to:
tsrecruit@tauntonschool.co.uk

Closing date for applications: **10am, Thursday 08 June** with interviews to be held on **Wednesday 14 June**.

Taunton School is committed to safeguarding and promoting the welfare of children and young people. The offer of employment will be subject to satisfactory references, and a successful enhanced DBS check.