

# Deputy Head (Head of Seniors)

Candidate information



FOUNDED 1879

HALLFIELD  
SCHOOL



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# HALLFIELD SCHOOL

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**510 PUPILS**  
**120 STAFF**



**EDUCATING PUPILS FROM 3  
MONTHS TO 16 YEARS**



**89% SUCCESS RATE FOR STATE  
GRAMMAR SCHOOLS**



**22 ACRE CAMPUS**



**92% SUCCESS RATE FOR  
INDEPENDENT SCHOOLS**



**50% OF OUR COHORT  
ACHIEVED ONE OR MORE  
SCHOLARSHIPS**



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SCHOOL**

# Deputy Head (Head of Seniors)

## Welcome

Dear Prospective Candidate,

Thank you for your interest in this exciting opportunity at Hallfield School. We hope that this information pack gives you a flavour of our school, the role and our community.

We hope to welcome you one day to see first-hand the energy Hallfield pupils and staff bestow as they go about their daily routines and adventures in our Happy, Inspiring and Purposeful school.

An exciting opportunity has arisen for an experienced / aspiring leader, with relevant secondary school experience to take on the role of Deputy Head (Head of Seniors) at our school and shape the future of the Seniors.

In this newly created role, you will have a rare opportunity to contribute to a transformative phase at Hallfield School and make a lasting impact on the lives of the students and wider school community.

Reporting directly to the Head Master, as part of the Senior Leadership Team, you will play a key role in planning and delivering an ambitious GCSE curriculum. The successful candidate will also play a pivotal role in the recruitment of pupils into Years 7 and 8 in September 2025 as we expand to Year 11, with our first Year 9 cohort starting in September 2026.

Initially the role will involve a 50% teaching timetable, which will reduce as the Seniors expand and pupil numbers increase.

We are looking to appoint a dynamic and collaborative Deputy Head (Head of Seniors) to join us at our 22-acre site in Edgbaston. As a member of the Senior Leadership Team, reporting to the Head Master, the post holder will provide strategic leadership for the newly expanded Seniors.

We expect this person to bring a positive and resilient personality with the ability to adapt and react to the unexpected. A leader who takes pride in delivering outstanding results and motivating their staff.

Thank you in advance for considering an application for this very special role.

**Keith Morrow**  
**Head Master**



**Read the full story about our exciting  
expansion of Hallfield Seniors here**





# HALLFIELD SCHOOL

## Main responsibilities

### Leadership and management

- Lead and manage the academic and pastoral development of students in Years 7 to 11.
- Collaborate with the Head Master and Senior Leadership Team to develop and implement strategic plans for the expansion to Year 11.
- Provide dynamic and effective leadership to staff, fostering a culture of continuous improvement and high expectations.
- Act as a role model for staff and students, exemplifying professional conduct and enthusiasm for learning.

### Pastoral responsibilities

- Oversee the welfare and well-being of students, ensuring their needs are met in a supportive and inclusive environment.
- Work closely with pastoral staff to address behavioural or welfare concerns effectively and sensitively.
- Promote a culture of respect, inclusion, and high expectations among students.

### Academic responsibilities

- Plan, develop, and oversee the delivery of a broad and challenging GCSE curriculum that reflects the school's high academic standards.
- Monitor and evaluate teaching and learning, ensuring consistent excellence across the Seniors.
- Lead initiatives to improve student outcomes, including interventions and tracking progress.
- Support and mentor teaching staff to enhance their professional development.
- Willingness to act as the school's Exams Officer.





# HALLFIELD SCHOOL

## Main responsibilities cont.

### Recruitment and growth

- Play a pivotal role in recruiting students into Years 7 and 8, engaging with prospective families and promoting the school's values and vision.
- Contribute to marketing efforts and initiatives that highlight the strengths of the Seniors.

### Additional responsibilities

- Participate in school-wide events, initiatives, and committees as a senior leader.
- Uphold and promote the school's safeguarding policies, ensuring student safety and well-being at all times.
- Undertake teaching responsibilities, initially comprising 50% of the timetable, with this reducing as the Seniors grows.

### Safeguarding

The Deputy Head (Head of Seniors) will share responsibility for safeguarding and promoting the welfare of children. They must:

- Undertake regular safeguarding training.
- Be vigilant in identifying and addressing safeguarding concerns.





# HALLFIELD SCHOOL

## Person Specification

### Qualifications and experience

- Qualified Teacher Status (QTS) with significant teaching experience in a Secondary School setting.
  - Proven leadership experience in a senior or middle management role, ideally within an academically selective environment.
  - Demonstrable experience in curriculum development, pastoral care, and leading initiatives that improve academic and pastoral outcomes.
  - Experience of managing teams and mentoring staff to achieve their best.
  - A strong track record of fostering positive relationships with students, staff, and parents.
- An innovative and solution-focused approach to challenges.
  - Excellent organisational skills, with the ability to prioritise and delegate effectively.

### Personal qualities

- A genuine passion for education and commitment to student development.
- Approachable, empathetic, and able to foster a positive and inclusive school culture.
- Resilient, adaptable, and able to maintain a calm demeanour under pressure.
- Visionary, with the energy and enthusiasm to contribute significantly to the growth of Seniors.

### Skills and attributes

- Strong leadership skills, with the ability to inspire and motivate both staff and students.
- Exceptional interpersonal and communication skills, with the ability to build rapport and convey ideas effectively.
- Strategic thinker with the ability to plan and execute long-term initiatives aligned with the school's vision.
- Skilled in managing change and adapting to the needs of a growing school.





## HALLFIELD SCHOOL

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### Terms & conditions

- Competitive Salary: L5 - L9 Hallfield pay scale dependent on qualifications, skills and experience.
- Employer contributing pension scheme
- Death in service benefit
- Free parking
- Free lunch for all staff all year round
- Generous fee discount for staff children
- Salary Sacrifice Cycle to Work and Tech Scheme available
- Free and confidential Employee Assistance Programme (EAP)
- Long service recognition
- Free onsite gym
- Professional development opportunities including generous CPD policy

### Application process

For further information or to download an application pack please visit the School's website at [www.hallfieldschool.co.uk/vacancies](http://www.hallfieldschool.co.uk/vacancies)

Completed application forms should be sent for the attention of Mr Keith Morrow, Head Master to [hr@hallfieldschool.co.uk](mailto:hr@hallfieldschool.co.uk)

Closing Date: Monday 24th February 2025 (10am). We reserve the right to close this vacancy early.

### Interview dates

First round interviews to take place on Monday 3rd March 2025

Final Stage: Successful candidates taken through to the final stage will be assessed via in depth interview, observed lesson and presentation on Friday 7th March 2025.



## HALLFIELD SCHOOL

# Safeguarding & Child Protection

The school is committed to safeguarding the welfare of children and young people and expects all staff to share this commitment and all posts are subject to rigorous pre-employment checks, to ensure the suitability to work with children.

These checks include full references and an online check for all shortlisted candidates prior to an interview.

This position is exempt from the Rehabilitation of Offenders Act 1974 and involves regulated activity, and therefore successful candidates will also be subjected to an enhanced Disclosure and Barring Service (DBS) certificate and including barred list check. Identity and qualification checks, verification of the right to work in the UK and any other relevant checks with statutory bodies will also be undertaken.

## Equal Opportunities

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

