



## Deputy Head (Academic)

### The Role

We are seeking to appoint an outstanding, suitably qualified and experienced person to this senior leadership position.

The Deputy Head (Academic) leads the Teaching and Learning of the school, works closely with the Heads of Department and oversees the curriculum, reporting and the public examination results. The Deputy Head (Academic) reports to the Headmaster and works alongside the Deputy Head (Staffing and Co-curricular) and the Deputy Head (Pastoral).

### Person Specification

The successful applicant will possess many or all of the following attributes:

- Personal integrity, wisdom, intellectual acuity and agility and emotional intelligence;
- A commitment to teamwork, flexibility and generosity of spirit and the ability to forge working relationships with all members of the school community;
- A sense of humour and proportion and the ability to self-manage successfully, especially under pressure;
- Courage, energy, optimism, imagination, resilience and stamina;
- A meticulous eye for detail, as well as the ability to see the 'big picture';
- Highly numerate and at ease analysing and presenting educational data;
- A passion for developing Teaching and Learning;
- A good degree;
- QTS and successful teaching experience;
- A proven track record of leadership;
- The ability to inspire confidence and respect amongst colleagues, pupils and all relevant audiences;
- A very high level of administrative efficiency and the ability to communicate clearly in various contexts and media;
- An unwavering desire to support the values and aims of the School and the needs of its pupils and staff;
- An interest in the Co-curricular life of the School.

### Closing date for applications

Thursday 01 October 2020

### First round interviews

Week beginning 05 October 2020

### Second round interviews

Week beginning 12 October 2020

# **Role and responsibilities of the Deputy Head (Academic)**

Whilst this job description gives an indication of the range of responsibilities, it should not be regarded as definitive and may be subject to change.

## **Strategic Management**

- To deputise for the Headmaster in his absence
- To be a member of the SMT and, as such, to participate in all areas of policy development and the strategic management of the school
- To be responsible for the review and evaluation of sections of the school's strategic plan
- To report to the Governing Body on academic policy and academic performance as may be required
- To develop, communicate and implement a vision for the Teaching and Learning within the School

## **Academic Policy and Management**

- To lead the development of academic policy
- To manage and develop the curriculum and to chair the relevant committees
- To liaise with the Headmaster over staffing
- To lead on the administration of option choices
- To lead the Departmental Development Planning cycle
- To lead on Academic Data, Assessment and Reporting
- To develop and refine the process of academic budgeting
- To develop academic liaison with the Junior School
- To collate Predicted Grades and produce exam prognosis
- To serve on ICT Steering Committee and Governors' Education Committee

## **Leading Staff**

- To assist with the process of selection of new staff
- To advise on the deployment of members of the teaching staff
- To provide support and advice to members of the Teaching Staff and to play a role in their appraisal
- To lead the continuing improvement in standards of teaching and learning through the Heads of Department and other staff committees
- To provide support and advice to Heads of Department and to lead Departmental Review
- To oversee the work of the Examinations Officer and Learning Support
- To respond to concerns raised by parents, pupils and staff along with other members of the SMT

## **Leading pupils**

- To oversee and advise on contact with parents about general academic progress; to respond to parental concerns as appropriate

- To review and write comments on Reports; to provide guidance to Form Tutors
- To be available from the day before public examinations Results Days and thereafter to advise/interview pupils and parents.
- Routinely attend school events including Information Evenings, concerts, exhibitions etc.
- To teach around one-third of a normal timetable

### **Operational Management**

- To ensure arrangements are all in place for the papers for the Entrance Examination
- To assist with day to day management as necessary