



# **Senior Deputy Rector**

**For August 2019**

**Independent Co-educational Day School**

**Senior School: 625 pupils aged 11 -18**

**Junior School: 396 pupils aged 5 -11**

**Nursery: 93 pupils aged 2 - 5**

**Scottish Charity No: SC 016999**

## **The Edinburgh Academy Introduction**

The Edinburgh Academy is an academically selective, independent, co-educational day school for pupils aged 5 -18 years with a reputation for being caring and friendly. The Edinburgh Academy aims to be forward-looking and progressive but also greatly values its long held traditions. The School has a strong reputation for individual attention and excellence in its pastoral care and co-curricular provision. The School consists of a Senior School containing approximately 625 pupils and a Junior School containing approximately 396 pupils, and we have a Nursery department of around 100 pupils. The School is a member of HMC.

### **The School's Place in Edinburgh**

The School was founded in 1824 and has been regarded as a leading educational establishment within the City of Edinburgh and across Scotland ever since. Original Directors included the leading literary names of their age such as Sir Walter Scott. Robert Louis Stevenson and James Clerk Maxwell were also pupils at the School. The Senior School occupies a site in Henderson Row, less than a mile from Princes Street and at the northern limits of the Georgian 'New Town', of which it was designed to be a part.

Further details about the School and its resources can be found on the School website - [www.edinburghacademy.org.uk](http://www.edinburghacademy.org.uk)

### **Classes and Assembly**

7ths (S6) and 6ths (S5) classes are organised by tutor groups studying either Highers, Advanced Highers or GCE A-level. A School Assembly is held at 8.40am each morning, and is attended by the whole school. School Services for the whole school are held on several occasions during the session.

### **Exam Results**

The Edinburgh Academy uses both English and Scottish examination boards. Nearly all subjects now present SQA National 5, Higher and Advanced Higher examinations. Each year, a significant number of our 7ths (S6) hold unconditional and conditional offers at very competitively sought universities on the basis of their Higher results and their Advanced Higher/A-level predictions. Yearly academic results can be found on the School website.

### **Games and Activities**

At the Edinburgh Academy, sport offers opportunities at all levels. The PE curriculum is varied, encompassing a wide variety of team games and individual sports. The School runs teams in a large number of major and minor sports and encourages pupils to represent the School at one or more sports at any age group.

In Music, there are about 20 performing groups including orchestras, choirs, wind bands, a big band and several chamber groups.

In Drama, there are usually three or four main productions each year. There is a fully active LAMDA qualification schedule in acting, reading for performance, mime, public speaking and Musical Theatre in place.

## **Senior Deputy Rector**

This is a crucial and demanding leadership role, of great importance to the life of the School, with a focus on academic ethos and direction in particular. The Senior Deputy Rector sets and maintains the academic focus of the School, working with the Rector in guiding departments in their delivery of the curriculum and advising the Rector over educational developments and examination issues.

The Senior Deputy Rector leads and co-ordinates the Senior School Leadership Team comprising two Deputy Rectors, and deputises for the Rector on Senior School matters as required. The Senior Deputy Rector and the Deputy Rectors have distinct but complementary roles and all three will work very closely together, giving each other mutual support in all aspects of school management and in leading the School's strategic development.

The Senior Deputy Rector is a senior member of the whole School Management Team and sits on the whole school Executive Committee alongside the Headteacher of the EA Junior School and the Bursar. This is led by the Rector. The Senior Deputy Rector will attend meetings of the Court of Directors and selected other committees.

### **Senior Management Team**

The Rector works closely with a Senior Management Team (SMT), which shares the collective responsibility for all aspects of school leadership and management. The structure of the SMT is designed to allow for flexibility in assigning strategic and day-to-day responsibilities.

The whole school SMT consists of:

- Rector
- Senior Deputy Rector
- Deputy Rector (Pastoral/ Personnel)
- Deputy Rector (Learning and Teaching)
- Headteacher of the Junior School
- Deputy Headteacher of Junior School
- The Bursar and Clerk to the Court of Directors
- Director of Development and Alumni Relations
- Financial Controller

The Senior Deputy Rector has a key role in the strategic leadership and management of the whole school, in formulating policy and in writing and implementing the whole school development plan. He/ she will have a focus on curriculum delivery and prioritising aspects of all learning within the School's Development Plan. This post carries overall responsibility for the smooth daily running of the Senior School. The Senior Deputy works closely with the Rector across the whole range of the Rector's responsibilities, holding delegated areas of whole school leadership and is a staff member of the Executive of the Governing Board. Candidates for this role are therefore required to be proven strong leaders with the ability to inspire and motivate high performance and are likely to possess a clear track record of these qualities. Candidates should have extensive knowledge of current curriculum developments and quality standards, with significant experience of dealing with parents and governance matters.

### **Availability**

**The appointment is available from August 2019.**

## Candidate Profile

The Senior Deputy Rector will be interested in, and engaged fully in, the life of the whole school, including the much-valued co-curricular programme, at all times of the week, including Saturdays (when there is an extensive sporting programme and fixture list). The Senior Deputy Rector needs to be highly visible about the site and have a strong presence around the School as a whole, and particularly on special occasions such as concerts, dinners and plays. He/she will be an approachable person and active in encouraging and supporting staff in their own work places, whilst monitoring first-hand the daily running and well-being of the School.

The post would suit someone who would value this experience in aiming to progress to a major Headship after a suitable period at the Academy. As this role incorporates much of the role of a traditional Director of Studies, this post would suit, in particular, someone with a proven track record in this academic area.

This is a very important and demanding leadership role, of crucial importance to the well-being and success of the School. It will require:

- The ability to set, articulate and maintain the highest standards in terms of scholarship, commitment and discipline.
- Vision and skills to deliver the School Development Plan - the ability to formulate school policy in writing and implement this in practical manner.
- Excellent communication, negotiation and advocacy skills, with 'people skills' of the highest order.
- An able communicator with ability to represent the School to the local community and professional bodies.
- Personal qualities that exhibit a compassionate, caring, positive, encouraging and collaborative manner.
- Command respect with a natural authority, through providing academic leadership and by having a strong presence around the School as a whole.

## The Post

The areas of specific responsibility of the Senior Deputy Rector are listed below. The emphasis is not so much on 'doing' each task described but one of 'making sure that it is done', demonstrating the ability to delegate, motivate and reward. The list is not exclusive and the successful candidate will be expected to take on other appropriate tasks as they arise.

- **Smooth daily running**

Has overall and specific responsibility for the smooth daily running of the Senior School, maintaining the Academy's high reputation for a caring, friendly, well-ordered and disciplined environment.

- **Discipline:**

Oversee the tone and discipline of the school, in liaison with the Rector.

- **Academic Policy**

Shares the chairing of the Academic Policy Committee and advises the Rector on new developments and changes to the school academic policies.

- **Curriculum**

Oversees and monitors the school's curriculum for balance and depth. Monitors and advises the Rector on curriculum content, changes and subject choices. Oversees timetable in production of a school timetable. Responsible for the use of the School Database for academic purposes.

- **Timetable**

Oversees the work of the Timetabler in production of the school timetable. Responsible for the the use of the school database for academic purposes.

- **Staffing levels and appointments**

Advises the Rector on staffing levels and assists in the appointment of teaching staff. Assist the Rector and Bursar in the recruitment of all staff employed within the Senior School.

- **Academic Examinations**

Oversees the Examinations Officer and public examinations team who are responsible for the organising of internal/public examinations. Ensures HODs produce appropriate evidence to support Exceptional Circumstance Appeals and Post Results process.

- **Subject Choice and Option Blocking**

Manage, with Year Heads, the information to pupils and parents regarding subject choice. Co-ordinate with Timetabler the subject choice and option blocking.

- **Departments**

Managing academic departments, overseeing departmental handbooks and organising Heads of Department meetings.

- **Parental liaison**

Acts as a key point of reference in liaising with parents over academic matters.

- **School Development Plan**

Responsible for the writing, reviewing and updating the relevant sections of the School Development Plan

- **Admissions**

Support the interviewing of prospective pupils to offer advice regarding their curriculum choices at the school and the assessment for suitable applicants.

- **UCAS oversight**

Provide support to the UCAS team in preparation and submissions of applications.

- **School Inspection**

Co-ordinating the preparations for HMle School inspections. Advising and updating staff and ensuring the appropriate schemes are in place for ongoing self-evaluation.

## **Reporting**

The Senior Deputy Rector will report to the Rector on all aspects of their remit.

## **Remuneration Package**

The Academy pay scale shadows the national scale for teachers and promoted posts, but also offers a special supplement in recognition of the extra contributions made by teachers outwith their classroom duties. The salary for this post will be dependent on the skills and experience of the individual appointed and will be attractive to the right candidate. The terms and conditions will be discussed at interview. The successful candidate will be entitled to join the Scottish Public Pension's Agency's teachers' superannuation scheme. A percentage staff fee remission is available for children of members of staff attending the Edinburgh Academy Senior and Junior Schools, subject to meeting the admissions criteria.

Candidates should complete all sections of the application form, which should be emailed to the Rector's Office. Candidates are welcome, if they wish, to send a copy of their curriculum vitae, including full details of qualifications and experience, and/or a covering letter explaining why they think they are particularly suited to the role and how it may fit in with future aspirations. However, please note that this is entirely optional and the shortlisting for interview will be based on the application form.

Further details are available from the Rector's Office - 0131 624 4911

[rectorsoffice@edinburghacademy.org.uk](mailto:rectorsoffice@edinburghacademy.org.uk)

**The closing date for application is 17<sup>th</sup> December 2018, with interviews happening in January 2019.**

#### **Conditions of Appointment**

The appointment will be subject to satisfactory references, verification of identity and proof of qualifications, and to a satisfactory medical screening.

#### **Child Protection**

The Edinburgh Academy is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and PVG Disclosure Scotland.

#### **Equal Opportunities**

The School is an Equal Opportunities employer, and welcomes applications for this post from appropriately qualified persons regardless of age, disability, gender, race or sexual orientation.

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**Barry Welsh**

**Rector**

**November 2018**