



Job Description for Deputy Head (Teaching and Innovation)

Introduction

The Deputy Head (Teaching and Innovation) is a member of the Senior Management Team (SMT), which meets regularly to discuss matters of routine and general school policy, in an atmosphere of confidentiality and collective responsibility. Members of the SMT are expected to have a knowledge of relevant issues affecting schools nationally (and within the independent sector), and to contribute to discussions relating to planning and the development of policy.

As a Deputy Head, the post-holder may be called on to deputise for the Head during term, or during school holidays (as arranged with the Head). Furthermore, the post-holder may be asked to advise on any matter of school policy, procedure or routine beyond the remit of this Job Description, and to inform the Head of significant developments, problems or opinions on any matter from any relevant source. In this role, the post-holder has broad operational and strategic responsibility for the management of the School, and for its development.

The Deputy Head (Teaching and Innovation) has overall responsibility for ensuring that there is continued excellence, reflection and development amongst the teaching staff as a body of educational professionals; they also have overall responsibility for ensuring that the School's educational provision is consistent with emerging needs, including the use of technology to support teaching and learning, the development of a broad base of skills amongst the pupil body (to foster employability, as well as progression to university), and the curriculum (including, as required, curriculum reform). They will have co-ordinate work undertaken across the SMT to implement and review the Strategic Plan.

The Deputy Head (Teaching and Innovation) has line management responsibilities for the following staff: Director of Studies, Heads of Department (one cluster group), Head of Careers, Timetabler.

This Job Description should be seen as enabling rather than restrictive, and will be subject to regular review.

Specific Responsibilities

The specific responsibilities of the Deputy Head (Teaching and Innovation) include the following:

Educational Innovation

- Ensuring that the School's educational provision is consistent with emerging needs, as articulated in (though not restricted by) the School's Strategic Plan;
- Developing strategies for the use of technology to support teaching and learning (and chairing the School's Digital Strategy Group);

- Developing technological (and other) strategies to enhance the quality of assessment and feedback;
- Considering the 'employability agenda' and how this can best be pursued within the School;
- Embedding age-specific educational links with the City of London School for Girls (and the City Family of Schools, as appropriate);
- Keeping the curriculum under review, and leading on the matter of curriculum reform;
- Overseeing the implementation of strategies relating to the above (including through the construction of the timetable).

Developing Teaching and Learning

- Developing and maintaining a school-wide commitment to excellence and innovation in the classroom, and celebrating and sharing good practice;
- Leading research-based initiatives amongst teaching staff, supporting the dissemination of knowledge and understanding;
- Creating opportunities for staff to develop their skills in teaching and learning, and in their roles as leaders and managers.

Strategic Plan

- Retaining oversight of the implementation of the School's Strategic Plan, including through the development and monitoring of annual development plans;
- Co-ordinating the reporting of progress towards the Strategic Plan, as required (including to the Board of Governors).

Staff Development

- Overseeing the appraisal process;
- Co-ordinating the induction of new staff and the mentoring of trainee teachers (including the RQT programme);
- Overseeing staff CPD, including the programme for Staff Days and the co-ordination of TeachMeets.

Teaching Standards

- Undertaking departmental reviews (with the Head and Director of Studies);
- Co-ordinating the School's approach to lesson observation, work scrutiny and the sharing of good practice;
- Leading the School's response to concerns and complaints relating to teaching, learning and the curriculum.

Academic Leadership

- Chairing meetings of Heads of Department (in rotation with the Director of Studies);
- Initiating and leading on strategies to ensure that the School exemplifies best academic practice in the sector;
- Overseeing the line-management of Heads of Department.

Staffing Needs

- Working with the Director of Studies, advising the Head of staffing needs and supporting the recruitment of teaching staff.

Academic Administration

- Working with the Director of Studies to ensure the smooth running of all academic policies and procedures within the School, including the construction of the timetable, exams, reporting and parents' evenings.

General Responsibilities

As a member of the SMT, the post-holder is also expected to undertake the following general responsibilities.

- Be part of the interview team for new members of the teaching staff (as directed by the Deputy Head (Teaching and Innovation) or the Director of Studies), and, as required, new members of support staff (as directed by the Bursar).
- Contribute to the Admissions process, including all assessment days, Open Days, offer-holder days, Prospective Parent Meetings, induction and familiarisation events.
- Manage and/or investigate processes under relevant school policies (e.g. Complaints Policy, Capability Policy, Probation Policy), at the direction of the Head.
- Attend School to support pupils on Results' Days.
- Attend school events (including concerts, fixtures, plays, recitals, assemblies).
- Provide relevant contributions for the School's Strategic Plan, annual Development Plan and inspection documentation.

In line with all members of School staff, the post-holder is also expected to undertake the following general responsibilities.

- Work towards and support the School's vision and objectives, as outlined in the School's Strategic Plan.
- Support and contribute to the School's responsibilities for safeguarding pupils.
- Work within the School's Health and Safety Policy, to ensure a safe environment for all staff, pupils and visitors.
- Maintain high professional standards of attendance, punctuality, appearance and conduct, and maintain positive and courteous relationships with staff, pupils and parents.
- Engage actively and positively in the performance review process.
- Undertake other reasonable duties, as directed by the Head, as required from time to time.

The post-holder must adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, he/she must report those concerns to the DSL or to the Head immediately.

Reporting Lines

The Deputy Head (Teaching and Innovation) reports to the Head.