



Job Description	
<p>The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>	
Summary of the role:	<p>Job Title: Deputy Head (Academic)</p> <p>Reporting Line: Head Master</p> <p>Hours: Full Time</p> <p>Salary: School's own salary scale, commensurate with experience and qualifications.</p> <p>Role Summary:</p> <p>To oversee all areas of academic management in the Upper School. The Deputy Head (Academic) has overall responsibility for all academic activity within the school, answering to the Head Master for the delivery of high quality academic performance both in and beyond the classroom in accordance with the school strategy and defined targets.</p> <p>The Deputy Head (Academic) is a member of the Core Management Team for the whole school and, as such, has a key role in the overall strategic direction of the school as well as day-to-day delivery of it.</p>
Line management responsibility for:	<p>All Heads of Faculty (who in turn manage other Heads of Department); Director of IB; Librarian; Exams Officer; Head of Academic Planning; Deputies' PA.</p> <p>Also responsible for management of the roles of the Academic Year Heads and working closely with the Director of Teaching and Learning.</p>
	<p>Alongside matters of routine academic management, key areas of responsibility include:</p> <ul style="list-style-type: none"> • Liaising with the Head Master on academic staff recruitment. • Liaising with the Director of Admissions and the Head Master on all aspects of the academic entry process. • Liaising with the Bursar on all Academic budgeting. • Liaising with the Vice Master (Senior Deputy) on matters of staff and child welfare. • Liaising with the Director of Teaching and Learning to ensure staff training needs are met.



	<ul style="list-style-type: none">• Liaising with the Head (and Deputy Head) of the Prep School on issues of common academic interest.• Liaising with parents on all matters pertaining to curriculum, setting and academic choices.• School lead on ISI Inspection.• Line management of all Heads of Faculty.• Chairing Heads of Department and Heads of Faculty meetings.• Monitoring the quality of boy assessment in school.• Oversight of all Gifted and Talented provision within the school.• Oversight of the UCAS process (with the member of staff i/c UCAS) and Oxbridge entry (with member of staff i/c Oxbridge).• Oversight of Timetable (with the Head of Academic Planning) and all setting arrangements.• Oversight of all curriculum development.• Oversight of all academic curriculum options.• Oversight of all academic discipline, and interviewing of boys regarding their academic progress.• Oversight of Parents' Evenings in conjunction with Academic Year Heads.• Management of the reporting process.• Pupil tracking (data collection, management, analysis and application), in conjunction with the Head of Academic Planning.• August exam results process and analysis.• Secretary of the Governors' Academic sub-committee.• Member of the ICT Strategy Committee.• Attendance at all Governors' School Committee meetings.• Expected frequent attendance (as member of management team) at school events in evenings and weekends.• Oversight of the arrangements for public exams, in conjunction with the exams officer.• Administration of academic awards• Publicity of academic achievement
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Review Date: The Deputy Head (Academic) will undergo an annual appraisal during which the job description for the post will be reviewed. In addition, it may be reviewed at other times should circumstances prove necessary.

This job description is not exhaustive and the job holder will be expected to carry out such duties as may be required from time to time and are broadly consistent with the job description. It may, generally after consultation with the post holder, be subject to modification or amendment by Bedford School.



Person Specification The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
	Essential These are qualities without which the Applicant could not be appointed	Desirable Extra qualities which can be used to choose between applicants who meet all essential criteria	Method of assessment
Qualifications	Degree or equivalent qualification Evidence of continued career development		<i>Certificates and Application form</i>
Skills and Knowledge	An inspirational classroom teacher with proven delivery of high quality outcomes An awareness of recent curricular developments nationally An up-to-date understanding of the key elements of university entrance An awareness of current best practice in education, including the use of ICT An understanding of and commitment to the school's ethos and mission to provide an excellent, well-rounded education for boys. Effective communication skills in all contexts and forms	Expertise in the processing and application of academic data Understanding of the impact of mobile learning on 21 st Century education	<i>Application form and interview</i>
Experience	Extensive experience in academic management of staff and pupils Experience in the application of a broad range of ICT in education An understanding of budget management and financial planning	Experience in the delivery of an effective performance management system Management of academic change Experience of the International Baccalaureate programme	<i>Application form and references</i>

Deputy Head (Academic)



Personal Qualities	Capable organiser, planner and administrator Confident communicator with a passion for education Resilient; personable; tactful Natural authority, leadership by example; personal integrity; Energy; imagination; courage to innovate		<i>Application form, references and interview</i>
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