



PUTNEY
HIGH SCHOOL



Brief for the position of
Deputy Head (Academic)
Putney High School, GDST

April/September 2018



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Background

One of the UK's leading schools, Putney High School has a reputation for excellence and providing the challenge of a rich and exciting education to 976 bright girls aged 4–18. Established in 1893, the School is a member of the Girls' Day School Trust and enjoys a picturesque setting in leafy, tranquil grounds close to the heart of Putney and the River Thames. A spirit of intellectual agility and engagement is at the heart of the school's ethos, with pupils stretched, challenged and supported inside the classroom and beyond. Teaching is designed to develop curiosity, creativity, confidence, critical thinking, independence of mind, enterprise and resilience. A centre for research in teaching, the school values academic excellence alongside wellbeing, innovation and opportunity. The latest ISI inspection graded the School 'Excellent' in all categories with a grading of 'Exceptional' for pupil achievement. The full report can be found [here](#).





The School

Academic Excellence

The school's core values include:

- We are inquisitive, intellectually curious and love learning
- We are ambitious, bold and unafraid of excellence
- We are innovative and genuinely open to new ideas
- We are a collaborative and democratic community

Staff are passionate about their subjects and keen to nurture the same spirit of academic curiosity and intellectual enquiry in girls. Students are encouraged to think for themselves, to learn independently and to have a voice, articulating their ideas with boldness and spirit. The school cultivates an open-mindedness and an openness to new ideas. It creates a culture of inspiration, innovation, energy and creativity in teaching, with this character shaping the learning of pupils.

As well as its rich and vibrant curriculum, the school offers a vast number of opportunities for students to engage with academic challenge beyond the classroom, with initiatives from Writers in Residence to an annual one-day event to celebrate wonder and knowledge.

All students have their own iPads from Year 4 upwards, and the school is a Tablet Academy, sharing best practice in the UK and internationally. It recently hosted a conference on VR in education.

2017 Academic Results

A Level

- **62% achieved A* or A grades**
- **Over a quarter or all entries were at A***
- **91% at A* - B**
- Strong performances in subjects across the board—in both English and Mathematics for example, almost two thirds of students achieved A8 or A grades, whilst in Modern Foreign Languages, almost three quarters or all entries were A* - A.

GCSE

- **61% of all entries achieved A8 grades**
- **93% secured A* or A Grades**
- Almost one quarter of the year group achieved nine or more A* grades, with 11 students earning 10 A* grades.
- In English Literature, 85% or results were at A*.
- In Maths IGCSE almost three quarters of entries earned A*.
- In the Sciences, 93% or entries achieved A* or A grade. All students at Putney High School take GCSEs in all three separate sciences.
- Languages were equally impressive with 82% A* or A grades.

Destinations

The school has a World Class Universities programme, with students securing places at the best universities both in the UK and globally. The US Universities Coordinator offers dedicated support for the growing number of students interested in studying in the States.

The School

Wellbeing

One of the school's core values is:
We act with integrity, kindness and a sense of moral purpose.

As important to the School as academic excellence is the wellbeing of the whole PHS community. The School's excellent pastoral system underpins every aspect of life and focuses on knowing the needs of the individual.

The school is a leader in character education. It is pioneering the Positive Schools Programme in classrooms to promote wellbeing, emotional literacy and resilience. It works alongside other initiatives including mindfulness, coaching and peer mediation.

Opportunity

Students benefit from unrivalled opportunities within Art, Design, Drama, Music and Sport as part of a vibrant co curricular programme. On average, girls at PHS take part in 8 – 10 hours of such activities outside the classroom each week.

The School is committed to offering opportunities to all girls, whatever their interests or abilities. In addition, PHS supports able performers, through a thriving scholarship programme as well

as with initiatives such as the Elite Sportswoman Programme.

Opportunities range from coding and debating to Orchestra in Residence programmes and rowing.

First-class facilities

PHS is rightly proud of the first-class facilities in which the girls learn. The GDST continues to invest to ensure the school can continue to deliver the best teaching and learning environment for students and staff.

The Performing Arts Centre boasts professional sound and lighting; a grand piano, retractable raked seating; stand-alone lecture theatre and mezzanine floor with viewing platform, audience reception area and terrace.

As part of the GDST, the School has its own boathouse on Putney embankment.

The School's world-class Sixth Form Centre is matched only by the teaching that takes place within it. The multi- million pound purpose-built and student-designed centre has two cafés, a rooftop terrace and a lounge with views over London as well as a professionally equipped Fitness Centre.





Junior School

The Junior School enjoys close links with the Senior School, sharing ideas and best academic practice. The Junior School piloted an innovative iPad project, the success of which led to the introduction of iPads for all students from Year 4 upwards. Philosophy and debating are introduced into the curriculum to help develop critical thinking skills. Every girl from Years 1 – 6 has a timetabled thinking and learning lesson to model and teach the learning dispositions which will help her to thrive: resilience, resourcefulness, creativity, perseverance and tenacity.

The Junior School is equipped with a hall, specialist Science facilities, an Art Studio, Music Room, a large ICT suite and library.

The Girls' Day School Trust (GDST)

PHS is part of the Girls' Day School Trust, a charitable trust and leading group of independent girls' schools, with over 4000 staff and 20,000 students in 26 schools. As part of the GDST network, schools benefit from central fees collection, as well as HR, procurement, IT and legal advice. There is also a large central estates department supporting and advising schools on building projects and maintenance. Members of staff at all levels receive training, share best practice and participate in formal and informal networks across the 26 schools.

Further information on Putney High School and The Girls' Day School Trust can be found at: www.putneyhigh.gdst.net and www.gdst.net

Role

Job Role:

Deputy Head (Academic)

Job purpose:

To ensure the effective day to day running of the School in support of the Headmistress and alongside the Deputy Head (Pastoral)

To deliver the highest standards in teaching and learning at Putney High School through strategic leadership and the effective implementation of forward-thinking initiatives

The Deputy Head (Academic) will be a member of the Senior Leadership Team and an integral part of the Strategic Planning Group as well as of the Combined Leadership Team with the Junior School.



Accountabilities

While the specific duties of the Deputy Head (Academic) will evolve to suit the particular strengths and interest of the successful candidate, they will include most, if not all of the following:

School Leadership

- In conjunction with the Deputy Head (Pastoral) to deputise for the Headmistress in her absence and to take on leadership of any management issue or project that the Headmistress might give to them.
- Strategic planning and implementation, working alongside the Headmistress, the Senior Leadership Team and the governing body
- To lead on and work with the Deputy Head (Pastoral) to ensure readiness for Inspection.
- To assist the Headmistress in staffing matters including appointments (internal and external) and staffing requirements.
- To work closely with the Junior School.
- To oversee the budgets of the academic departments, working closely with the heads of department and the Director of Finance and Operations.
- To liaise with the Director of Finance and Operations as appropriate concerning financial, domestic and maintenance issues which affect the School.
- To lead on and support the core values of the school, including supporting school activities and functions—plays, concerts, sports matches etc.

Teaching and Learning

- To be responsible to the Headmistress for academic policy and the quality of teaching and learning at Putney High School.
- To work closely with all HoDs to monitor standards of teaching and learning within departments and to ensure progress against departmental targets and strategies.
- To be innovative and encourage colleagues to be so too; to develop and implement initiatives which enable continued development of teaching and learning.
- To lead the continued development of ICT within Teaching and Learning in a pedagogy that embraces 1:1 devices.
- To line manage Head of Digital Learning
- To chair key meetings such as the Academic Board and to line manage key members of staff.

Staff Development

- To be responsible for staff development and training to ensure the highest teaching standards. This includes responsibility for Inset, the internal training programme, new staff welcome programme and also responsibility for the NQT programme.
- To lead, manage and develop the Performance Related Pay programme for teaching staff.
- To foster positive links with all staff and maintain an oversight of their welfare.

Curriculum Management

- To line manage the Director of Curriculum Studies to ensure that the curriculum and timetable enables students to learn effectively. To maintain strategic oversight of school curriculum.
- To keep abreast of national changes in curriculum policy and examination reform, and to advise the headmistress on how to respond to changes.
- To work with the Gifted and Talented coordinator to ensure that there is appropriate support for G&T pupils and to develop a vibrant academic co-curricular programme.

Assessment and Monitoring

- To line manage the Director of Assessment to ensure that assessment, recording and reporting procedures support the needs of the school and allow for accurate assessment of progress and identification of targets. To maintain strategic oversight of school assessment and monitoring procedures.
- To work with the Director of Sixth Form and World Class Universities coordinator to maintain strategic oversight of the process for applications to Higher Education.

Admissions, Communications and Marketing

- Promote the school's academic vision and activity through conferences, blogs, social media and representation at key events.
- Work with the Registrar and Director of Communications and Marketing to ensure appropriate levels of academic rigour in admissions process. Work with Director of Communications and Marketing to oversee scholarship application process for internal and external applicants.



Person Specification

- An Honours degree and teaching qualification from well recognised Institutions.
- Proven track record of success in a relevant and significant role where senior leadership and management skills were developed.
- Experience as an outstanding classroom practitioner and a commitment to developing the highest standards or teaching and learning throughout the school.
- Ability to formulate and express an independent view whilst working collaboratively as part of a team.
- A calm and efficient approach and the ability to work under pressure.
- Optimism and capability to inspire confidence in colleagues, pupils and parents, and skill as an effective public speaker.
- Excellent communication skills, oral, written and in the use of IT.
- Ability to form good relationships with colleagues, parents, governors, the wider community and pupils in and outside of the classroom.
- Outstanding organisation and administration skills.
- An eye for detail and an appreciation of the legislative and compliance framework for independent schools.
- Awareness of the nature of the school and willingness to commit to its all-round ethos, co-curricular activities and pastoral approach.
- Outstanding problem solving skills and a capacity for hard work.
- A commitment to on-going personal and professional development.



How to apply

Application

Please apply sending a covering letter addressed to Mrs Suzie Longstaff, Headteacher of Putney High School, and completed application form to recruitment@put.gdst.net. CVs are not accepted without a fully completed application form.

The closing date is : **Friday 29th September 2017**

Initial interviews will take place on: **Friday 6th October 2017**

Final interviews will take place on: **Wednesday 11th or Thursday 12th October 2017..**

Candidates who are invited to interview will be required to bring an original identification document (e.g. passport) and if applicable proof of eligibility to work/reside in the UK as well as documents confirming educational and professional qualifications. A confirmation of your address within the last three months is also required.

Putney High School and the GDST are 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 the Disclosure and Barring Service.

Additional information

Any candidate wishing to seek additional information should contact:

Helen Batchelor, HR Manager

Email: h.batchelor@put.gdst.net

Tel: 020 8266 3939



PUTNEY
HIGH SCHOOL

Senior School



Key:

- | | |
|--|---|
| 1 Science Department | 8 Sports Hall |
| 2 Performing Arts Centre | 9 Classics, Sports Hall, Viewing Gallery, FOPHS Fitness Centre |
| 3 Cromwell: Headmistress' Office, Main Reception | 10 Lockley: Resistant Materials, Drama Studio, Language Lab, ICT suites |
| 4 Senior Library | 11 Galbraith: English, Geography, Maths, Modern Foreign Languages |
| 5 Sixth Form Centre | 12 Junior School |
| 6 Long Corridor: History, RS & Textiles | |
| 7 Homefield: Art and Music | |





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