

The Royal Masonic School for Girls



Academic Deputy Head

Information for Prospective Candidates

September 2017



THE ROYAL MASONIC SCHOOL
FOR GIRLS

AT RICKMANSWORTH PARK SINCE 1934

www.royalmasonic.herts.sch.uk

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The School



RMS has an exceptional and distinguished history. One of the oldest girls' schools in the country, the School was founded by Chevalier Ruspini in 1788 with the purpose of educating the daughters of Freemasons who were unable to support their families through death, illness or disability. The School started with fifteen pupils and a matron in Somers Place in East London and moved twice within London until it finally settled in the magnificent grounds of Rickmansworth Park in 1934. With 200 acres of stunning grounds, Rickmansworth Park once surrounded a stately home. The School was purpose built on its site, making the most of its generous land. With over 3000 trees, rolling grassland and exceptional facilities, the staff and students are indeed blessed to live and work in such a beautiful place.

The School became an open fee paying school in 1978 and accepts girls from all backgrounds and faiths. The majority of families associated with the School have no links with Freemasonry, with our name now largely being a reference to our past.

RMS is a day and boarding school, attracting day girls from across Hertfordshire, Buckinghamshire, Middlesex and North London, and boarders from all over the world. It is located within easy reach of Central London (30 minutes by train/underground), and is just under a mile from Junction 18 of the M25 motorway.

The School



The School comprises Ruspini House Pre School for boys and girls aged 2 to 4, Cadogan House Pre Prep and Prep Department for girls aged 4 to 11, the Senior School, and Hind House Sixth Form Centre.

The School currently has 930 pupils, of whom 62 are in the Pre School, 236 are in the Pre Prep/Prep Department, 466 in the Senior School and 166 in the fully comprehensive Sixth Form.

The School also welcomes boarders from both the UK and overseas, who are housed in three comfortable boarding houses.

Entry is by examination/interview at 4+, 11+, 13+ and 16+, with a few girls joining us at other times if places are available.

Our public examination results are consistently impressive, with 82% of A level grades at A*-B in 2016, and our value added performance is exceptional. 99% of girls leave RMS to take up places at university, 92% at their institution of first choice.

The School



Alongside the achievement of consistent academic success, the School is well known for its exceptional pastoral care, the wealth of extra-curricular opportunities it offers, and its commitment to a values-based education.

RMS strives to enable each and every pupil, regardless of background, to develop to the full their academic, personal and creative potential. We offer a nurturing, inclusive and supportive environment where each child is esteemed as an individual, capable of success. Education here is founded on core moral values that encourage pupils to be compassionate and tolerant; to do their personal best; to grow in integrity and responsibility, and to approach adulthood with inter-personal skills that reflect both empathy and self-confidence.

Our most recent inspection reports concluded that our provision is outstanding in all areas, and *“Pupils make excellent progress in reaching high academic standards that are enhanced by lively and encouraging teaching”* (ISI Report). The report also commends the school on *“the excellence of pupils’ personal development (which) demonstrates the School’s achievement of its aim to provide a culture that celebrates personal success and values qualities such as courtesy, dignity and kindness”*.

Please explore our school [website](https://www.royalmasonic.herts.sch.uk) and social media accounts for further for more information about life at RMS.

www.royalmasonic.herts.sch.uk

Job Description



Job Title: Academic Deputy Head

Responsible to: Headmaster

Main Purpose of Job:

The Academic Deputy Head (ADH) is a member of the RMS Senior Leadership Team. She/he will be a key player in the future success and development of the school. She/he will be committed to the success of pupils across the ability range, and to showing outstanding attention to learning and pedagogy. We are looking for a candidate of suitable experience who can bring much to this important post.

The ADH is responsible to the Head for all aspects of the management and provision of the academic life of the school. This includes overseeing all academic matters, the school curriculum, pedagogy, learning, examining, all systems of assessment and reporting, academic budgets, staffing and facilities, although naturally other senior colleagues and teachers support the ADH in some of these areas. The ADH should aim to ensure a vibrant academic life in the school which engages and stretches all.

The ADH must accept a responsibility to carry out general management and leadership functions elsewhere in the school (as would befit any senior leader concerned with the well-being and success of a leading school), or as reasonably requested by the Head.

Job Description



Further details of the post and responsibilities are contained in the job description below. The list is not exhaustive, but indicates the main areas of responsibility.

Responsibilities:

The Academic Deputy Head will have **responsibility for curriculum delivery**, including:

- managing, leading and working closely with Heads of Department to ensure the effective delivery of the curriculum;
- keeping the school informed about current educational issues and developments, including national changes in curriculum and public examinations, and reviewing the RMS curriculum and provision in light of these;
- chairing academic committees and working groups to review and develop academic policy, and to enhance learning and teaching at the school;
- management of pedagogy leaders and academic co-ordinators such as the PALS team, and those with responsibility for Interested and Able students;
- participating in the management and delivery of curriculum-based information to parents and pupils;
- responsibility for the academic content in all prospectuses and documents relating to curriculum choices.

Job Description

Responsibilities:

The Academic Deputy Head will have **responsibility for academic quality**, including:

- supporting and directing Heads of Department in ensuring high standards of teaching;
- annual reviews for all academic departments;
- overseeing the implementation of whole-school pedagogical initiatives; the development and promotion of a clear learning agenda;
- development of the academic culture of the school, through intellectual and subject based societies, talks and related events, operating outside of the formal curriculum;
- responsibility for the appropriate staffing and recruitment of all academic areas of the senior school, working closely with the appropriate Heads of Department to establish staffing needs;
- working closely with the Head of Assessment, and Assistant Head Operations on timetabling matters and staffing;
- responsibility for the monitoring/managing of performance and, if applicable, matters of competence and discipline;
- responsibility for the monitoring/managing of parental complaints about teaching according to the standing school policies.

The Academic Deputy Head will have **responsibility for pupil progress and achievement**, including:

- working closely with the Head of Assessment to ensure that effective systems are in place for assessment and reporting;
- working closely with Heads of Department to ensure that the systems are used extremely well;
- ensuring that our systems improve learning, and that pupils, parents and colleagues understand how our systems work to improve learning.

General:

- As a member of the SLT, support the Head with the day-to-day running of the school, its effective and harmonious operation.
- All staff should be aware of the key policies at RMS, and implement as appropriate.
- In particular, all staff employed by The Royal Masonic School for Girls are expected to take responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact.
- Some teaching will be required, in accordance with the Job Description for teaching staff and at a level set by the Head, expected to be approximately 20%.
- This job description does not define in detail all responsibilities, and the responsibilities and activities in the job description may be varied to meet the changing demands of the school at the reasonable direction of the Head.

Person Specification

ESSENTIAL

Qualifications and Attainments

- A strong academic background
- Qualified Teacher
- A commitment to self-improvement and evidence of continuing professional development

Experience and Knowledge

- Significant experience of working successfully in a senior or middle leadership capacity
- Up-to-date knowledge of current educational issues and challenges
- Significant experience of leading a team successfully
- Proven track record of successful change management
- Evidence of a successful teaching career; a superb classroom practitioner
- Experience of dealing with challenging situations
- Substantial experience of working in a secondary school, and an excellent understanding of the issues and pressures on girls within this age group
- A vision for the ways in which technology can best support pedagogy and learning

Skills and Qualities

- Exceptional people skills, with the ability to communicate effectively to different audiences, both orally and in writing, for a range of purposes
- Ability to speak confidently in front of people, whether at large school events and public occasions or face-to-face
- Ability to work at a strategic level, creating a vision for the academic side of school and for the future development of the school
- Ability to work extremely well collaboratively
- Ability to be flexible, to maintain high professional standards, and to remain calm under pressure
- High-level organisational skills, including the ability to manage a demanding workload
- Ability to problem solve
- An innovative thinker who can promote and implement new ideas and initiate change by influencing and motivating others
- Strong ICT skills and capable of managing the technical requirements of the role
- Possesses enthusiasm and stamina, with a positive outlook and attitude

Values and Ethos

- Commitment to child protection and the promotion of a safe environment for children and young people
- Commitment to the School's support and promotion of Equal Opportunities
- Has an understanding of, and an empathy with, the aims and ethos of The Royal Masonic School for Girls
- Understanding of and commitment to it being 'all about the pupils and all for the pupils'

The Benefits



RMS is dedicated to maintaining a trusting and challenging environment. We are pleased to provide our teaching staff with numerous benefits in addition to a generous salary scale. These include:

- a committed CPD programme
- final salary pension scheme (Teachers Pension)
- accommodation if appropriate and available
- enhanced grading structure
- personal accident insurance
- death in service scheme

RMS also offers generous holiday entitlements, a range of work-life balance policies, and opportunities for continued professional and personal development. Other benefits and discounts include:

- preferential rates for membership of the School Sports and Fitness Centre, and swimming pool
- School fee discount – subject to terms and conditions of the policy
- free car parking
- free lunch time meal

The Application Process



Please complete our Application Form (which can be downloaded from our website www.royalmasonic.herts.sch.uk) and a covering letter outlining your suitability for this position.

Applications would be welcome as promptly as possible and the closing date for applications is 9.00am on Monday 13th March 2017. Please note that CVs are not accepted.

Interviews will take place on Tuesday 21st March 2017. Candidates who are successfully short-listed from the first day of interviews will be invited to a final interview on Wednesday 22nd March 2017.

Applications (via email, post or fax) and any enquiries should be addressed to:

Miss Tyler Lawton
HR Administrator
The Royal Masonic School for Girls
Rickmansworth Park
Rickmansworth
Herts WD3 4HF
Fax: +44 (0)1923 725762
Email: hrrecruitment@royalmasonic.herts.sch.uk

The Royal Masonic School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be asked to apply for enhanced disclosure.

The Royal Masonic School for Girls is an equal opportunities employer. The Royal Masonic School for Girls is a Private Limited Company, Registered No 1339867 England, Registered Charity No 276784



The Royal Masonic School for Girls

Rickmansworth Park

Rickmansworth

Hertfordshire

WD3 4HF

Tel: 01923 773168

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