



IBSTOCK PLACE SCHOOL



DEPUTY HEAD (ACADEMIC)
SENIOR SCHOOL

25 August 2021



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The Position

Following the promotion of the current incumbent to Headship, we are now seeking an exceptional professional to lead the academic development of the Senior School. Reporting directly to the Headmaster, the successful candidate will play a key role in developing the strategic vision of the School and in delivering on its ambitious agenda, with a particular emphasis upon its commitment to scholarship, pedagogical innovation and high academic achievement.

This is an exciting opportunity for an energetic and talented educator, most likely with considerable experience of academic leadership within a school environment to join both the School Executive and Senior Leadership Team. The role may suit someone seeking to move to Headship after a period of service to the School.

The post holder is also required to fulfil the terms of the general post description for all teachers at IPS and will teach an apportionment of lessons as determined by the Headmaster.

All members of staff have a pastoral role within the School and are required to participate in its co-curricular programme, thus enabling them to share their skills and expertise in areas not covered within curriculum time.

The School

Ibstock Place School, founded in 1894 in Kensington as one of the first kindergartens in the country and the Demonstration School of the Froebel Institute, has been located at Ibstock Place in Roehampton since 1946. The School, occupying a ten-acre site on both sides of Clarence Lane, has grown considerably and is now divided into two departments, the Preparatory Department, 4-11 years (including the Pre-Prep, catering for children 4-6 years), and the Senior School 11-18 years.

Developments in the School have been significant since the opening of the Senior Department in 1976 and over the last sixteen years, construction has included a Sports Hall, New School, a significant building housing a new library, science laboratories and numerous classrooms, and a Theatre completed in December 2015. The new Refectory opened in December 2019 and includes significant Study Areas for the Sixth Form.



Underpinning our approach to the promotion of effective learning is a belief that pupils learn best when they actively process what they are learning. This approach aims to build pupils' understanding, and teachers work with ambition and ingenuity to develop ways to support our pupils in their endeavours. In this sense, our approach to teaching and learning is constantly evolving, taking as its frame of reference the latest findings in psychological and pedagogical research and also from the longer view of history and its venerable dialogue on the makings of a 'good education'. Talented teaching staff seeking reward and an opportunity to realise ambition can contribute to our vision through participating in initiatives such as the School's 'Learning Excellence Forum' which aims to find and disseminate innovative ideas and practice in this area. Our CPD programme is extensive and regularly monitored for its effectiveness. The School places great value on the professional training for its staff and the School's commitment to it, is supported by a generous budget.

All staff are required to display to their pupils significant knowledge and expertise in their subject area and to demonstrate high levels of planning and preparation. The staff are fully supported in their roles; the learning environment throughout the School is one of nurture, academic stimulation and the facilitation of the highest standards in all that the School is involved.

Ibstock Place School is over-subscribed; entry is by assessment at the age of four for Kindergarten (Reception) and entry thereafter is designed to identify those children who are able to take advantage of the Ibstock Place School experience. The entrance examination is competitive for all pupils at the age of eleven and so Prep School pupils compete with external candidates. Prospective pupils are attracted by the School's friendly and happy ambience. It is a distinctive school where pupils have breadth of opportunity and respect for the diversity of achievement. In the younger years the School supports a local population and from the age of 11, the catchment area extends.

The academic dimension of the School, and our outstanding A Level and GCSE results can be seen on our website, is balanced by a most supportive pastoral environment. The School's House system allows for its Housemasters to have oversight of its vertical tutorial bases (S7-10) and each Tutor Group has an academic and pastoral tutor. In PVI (Pre-Sixth) and above, Tutor Groups diminish in size to approximately 12 pupils and these are led by an experienced team of Tutors. The Head of Sixth has a significant role in the managing of the teams.

The School offers a rich co-curricular programme in which all staff are involved. The Ibstock Place School community is notable because of staff's outstanding contribution to a broad range of activities and being members of the strong House tutorial teams.

"Ibstock Place has many strings to its bow beyond academic prowess. Executive Chef Josh Stevens ensures pupils and staff are well-fed on delicious, seasonal and sustainable fare." Tatler Schools Guide 2020

"clubs cater for every interest: 3-D printing, beekeeping and investing are on the roster as is the Equality Society, which was founded by pupils." Tatler Schools Guide 2020



"Mind-expanding activities include senior school subject-related clubs ('Make' - takes things apart and rebuilds – and 'Why?' – your questions answered) and lots of debate, with year 8 geographers attempting to solve famine in Somalia in UN-style committee meeting (English Speaking Board qualifications offered from prep school upwards)." Good Schools Guide 2020

"School is in top five per cent for progress, assisted by low pupil to teacher ratios (one to nine in seniors), plus zest to uncover pupils' strengths. 'My child has transformed into a completely different creature,' said parent." Good Schools Guide 2020

Our Values

Ibstock Place School expects all members of the School community to work together and to display tolerance, compassion, enthusiasm, resilience and personal integrity.



Our Aims

We aim to challenge and inspire our pupils, helping them develop qualities which will lead to successful and fulfilled lives. Essential to our success is our co-educational environment, close links with parents and the provision of up-to-date facilities.

Our goals for the pupils are three fold:

- ✂ **Intellectual:** an inquisitive and imaginative mind which gives pupils the confidence to think for themselves, to challenge ideas and to make well informed decisions about their present and future
- ✂ **Personal:** healthy, resilient young people with the determination, ambition and self-confidence to pursue excellence in all they do
- ✂ **Social:** honesty, integrity, a genuine sense of tolerance, courtesy and respect

We do this through:

- ✂ challenging and inspirational teaching across a broad curriculum
- ✂ extensive co-curricular opportunities
- ✂ a pastoral programme which monitors each pupil's development
- ✂ a social awareness programme at home and abroad
- ✂ preparation for higher education and the world of work

Governance

Ibstock Place School has seven Governors who are drawn from a variety of professions. The Governors are responsible for the two departments of Ibstock Place School and these departments have agreed and shared objectives as indicated in our strategic intent.



POST DESCRIPTION

Post Title: Deputy Head (Academic)

Responsible to: The Headmaster

Ibstock Place School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Key Responsibilities

The Deputy Headmaster (Academic) has a jurisdiction which covers all parts of the School's operation with a particular emphasis upon its academic life. In addition to line managing the Heads of Faculty and other colleagues whose work impacts directly upon the academic progress of our pupils, the role contains a significant strategic dimension, most particularly in matters relating to the curriculum, teaching and learning and staffing. The position includes membership of the Senior Management Team, the Primary Management Team and the School Executive. S/he will competently manage and further develop key systems and processes and will thereby make a meaningful contributions to IPS's wish to consolidate and develop further its position as a leading UK independent school. Alongside the Deputy Head (Pastoral), the Deputy Headmaster (Academic) is designated to undertake the professional duties of the Headmaster in his absence.

The post holder is also required to fulfil the terms of the general post description for all teachers at IPS and will teach an apportionment of lessons as determined by the Headmaster.

This job description is a broad outline of the duties and responsibilities involved and may be amended.

Strategy

1. To assist the Headmaster and, by extension, the Governors in setting appropriate medium and long term strategic goals for the Senior School in all aspects of its work and in devising, disseminating, monitoring and evaluating the ways in which these goals might be achieved
2. To lead on the production and periodic review of the School's Self Evaluation Form and to work with relevant senior colleagues so as to ensure that it is as accurate and as penetrative as possible such that it can inform cogent decision-making about the School's strategic goals and priorities
3. To write, in consultation with the Headmaster and other senior colleagues, the School's annual School Development Plan, drawing from best practice in this area across the UK and international education, and to disseminate, monitor and evaluate the progress of this plan and its implementation



Leadership and Management

1. To lead and manage the Heads of Faculty in all aspects of their role and to mentor and coach them so that they are better able to discharge of their duties in middle management to the advantage of the School and its pupils
2. To devise and publish the annual schedule of Heads of Faculty meetings and to prepare the agenda for these meetings, making a significant contribution to their conduct and follow-up
3. To line manage the following colleagues: The Master i/c Teaching and Learning, the Gibbins Tutor, the Examinations Officer, the Librarian, the Teacher i/c Careers, the Head of Sixth Form (shared with Deputy Head (pastoral)) and the Sutherland Tutor
4. To conduct routine, day-to-day lesson observations of Senior School teaching and to feedback as appropriate to subject teachers, Heads of Faculty and other relevant stakeholders
5. To be responsible for the quality assurance of all faculty departmental handbooks and schemes of work and to commission their review on an annual basis, or as appropriate

Curriculum

1. To be responsible for the formal academic curriculum in S7-UVI and to review, annually, the School's Curriculum Policy, developing it so that it best suits the aims and objectives of the School and the evolving needs of our pupils, now and in the future
2. To maintain an up-to-date knowledge and understanding of curricular issues relevant to a UK independent school as discussed and debated nationally and internationally and to use this understanding to develop the IPS Senior School curriculum
3. To work in concert with the Deputy Head (Pastoral) so as to ensure that the IPS Senior School curriculum meets the School's statutory and non-statutory responsibilities in terms of the SMSC agenda
4. To ensure, at a departmental and subject level, that Senior School courses are age-appropriate and meet our pupils' educational needs, adapting and developing them as required
5. To liaise regularly with the Headmaster and Deputy Head (Academic) of Prep School so as to ensure cross-phase continuity in terms of the taught curriculum at IPS
6. To ensure that the Senior School curriculum best serves the needs of the most able pupils in the School, S7-UVI and that high-quality provision is made for them both inside and outside of the classroom
7. To liaise with the Headmaster, the Director of Operations, Heads of Faculty and other colleagues so as to ensure the creation and maintenance of a timetable which best meets the curricular ambitions of the School
8. To be responsible for IPS's policy and practice with relation to public examinations, most particularly in terms of the qualifications offered, the Examining Bodies with whom the School deals and the choices of syllabus and specification made at departmental level
9. To ensure that the School responds appropriately to the ongoing process of national public examination reform and to lead, inform and counsel Heads of Faculty, pupils and parents on this area as appropriate



10. To oversee the process of language options at the end of Senior 8 and subject options at the end of Senior 9 and to ensure that pupils and parents are suitably apprised such that they can make their choices advisedly
11. To liaise with Heads of Faculty, pupils and parents on matters relating to setting in the Senior School
12. To organise the scheduling and execution of Senior School Parents' Evenings S7-PVI through the year and to be present at these evenings
13. To lead on all matters relating to the assessment of our pupils' academic progress across our taught curriculum and to liaise with our Heads of Faculty and subject teachers thereupon
14. To lead on all matters relating to the reporting to parents on each pupil's academic progress and to liaise with the Data Manager, the Director of Operations and others so as to ensure the successful execution of this part of our work
15. To lead on the annual analysis of public examination results, working with the Data Manager and the Director of Operations, directing the Heads of Faculty as appropriate and advising the Headmaster, the Governing Body on matters relating to them
16. To work with relevant colleagues including Heads of Faculty, the Senior Master and others so as to ensure the adequate resourcing of the curriculum, including the annual administration of textbook costs



Staffing

1. To assist the Headmaster with the recruitment of teachers and other relevant staff when required
2. To play a significant role in the induction of new staff
3. To lead the Senior School's arrangements for the appraisal of its teaching staff, overseeing and periodically reviewing the Policy, training appraisers and quality assuring the work which is undertaken across the School in this area
4. To manage the work of the Master i/c Teaching and Learning who has day-to-day responsibility for the School's involvement in Initial teaching Training and in the Induction Arrangements for Newly Qualified Teachers
5. To monitor staff absence in the Senior School, to advise the Headmaster thereof and to liaise with the Director of Operations so as to ensure effective cover arrangements are in place
6. To oversee the School's commitment to externally-provided Continuous Professional Development, co-ordinating applications from staff to attend courses, keeping records relating to such courses and identifying appropriate opportunities for relevant staff so as to best meet the School's objectives
7. To oversee the programme of internal Continuous Professional Development which is run by the Master in charge of Teaching and Learning, to ensure that it is contiguous with the School's Development Plan and to contribute to the programme as appropriate
8. At the direction of the Headmaster, to contribute to the disciplinary and capability process for staff when required
9. To liaise with the Headmaster and other relevant colleagues on matters relating to staff welfare
10. To demonstrate exemplary professional standards in all aspects of his/her work and to ensure that all members of the Senior School staff do likewise with reference to manner, appearance, behaviour and other aspects of their work
11. To oversee and administer the rota for supervision duties before, during and after school, and to monitor its operation on a daily basis, ensuring that gaps in provision are adequately covered and that the rota best fits the needs of the School as it develops



Other

1. To play a significant role in preparing the School and its staff for Inspection, including the preparation of documentation for ISI and arrangements for the visit of inspectors and other relevant parties
2. To play a significant role in leading the School's response to inspection, both during and after the event; this will include meeting with inspectors, providing further documentation as requested by inspectors and responding to the inspectorate's findings, both immediately and in the longer term
3. At the direction of the Headmaster, to investigate and to co-ordinate the School's response to both formal and informal complaints from parents and/or other relevant parties
4. To create, in concert with an appropriate partner, the annual edition of the IPS Teachers' Planner and to develop its features as necessary
5. To plan and co-ordinate the annual PVI Summer School in concert with the Head and Deputy Head of PVI, the Data Manager and other relevant colleagues
6. To assist the Headmaster in terms of liaison between the School and the Parent Teacher Association, including attendance at its meetings and, where necessary, its events
7. To administer, in concert with the Director of Operations and Heads of Faculty, academic awards through the Senior School
8. At the request of the Headmaster, to report, both in writing and in person, to the Governing Body on all aspects of school life in which s/he has involvement
9. To liaise, in concert with other senior colleagues, with relevant bodies and organisations (including HMC, ISC, PixL Club) so as to promote the interests of the School, its staff and its pupils
10. To oversee all matters relating to academic discipline amongst the pupils
11. To undertake, in concert with the Deputy Head (Pastoral), the professional duties of the Headmaster in his absence





Person Specification

The Deputy Head (Pastoral) must have a genuine interest in the evolving needs of young people and the ability to command respect amongst all members of the School community.

Personal qualities should include:

- empathy, enthusiasm and organisational ability
- a sense of humour
- the capacity to work hard

The successful candidate should possess:

- a good honours degree from a respected university
- a sound teaching record, in any academic discipline
- Experience of academic responsibility, possibly as an Assistant Head or a Head of Faculty/Department
- experience of middle (or senior) management, whether academic or pastoral



Terms and Conditions

Salary is according to qualifications and relevant experience. Ibstock Place School has its own generous salary scale and also has its own contracts of service. Teaching staff are automatically enrolled into the Teachers' Pension Scheme.

Ibstock Place School is a "registered body" under the provisions of the Police Act 1997 because employment here involves access to children under the age of 18. This post will require an enhanced certificate from the Disclosure and Barring Service (DBS) before we can confirm an offer of employment. Former members of staff who re-join the School also require fresh disclosures unless less than six months have passed between their leaving and their re-employment date.

The post is also subject to receipt of written references which must be satisfactory to Ibstock Place School and documentary evidence of qualifications.

Successful applicants will need to provide confirmation of permission to work in the UK. Please note that under the Immigration Asylum and Nationality Act 2006, Ibstock Place School has an obligation to ensure applicants have the right to work in the UK prior to commencement of employment (this is carried out at interview stage; if applicants fail to produce the required original documents prior to commencement of work for the School, or if it is found that those documents do not meet the legal requirement, an offer of employment will be withdrawn).

Child Protection Guidelines

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with our Child Protection Policy statement at all times.

Health and Safety

All staff are required to refer to their individual responsibilities as defined in the IPS Health and Safety Policy and ensure they are competent to implement them and agree to abide by them. Staff health, safety and welfare at work are protected by law. Ibstock Place School has a duty to protect staff and to keep them informed about health and safety. Staff have a responsibility to look after themselves and others. If there is a problem, employees are expected to discuss it with their line manager, or with the Bursar or the School's Estates Manager.

Application and Interview Procedures

Please submit an application (by post or email) using the form provided on the School's website, along with a covering letter addressed to the Headmaster, Mr Chris Wolsey. Applications should be received by the School no later than 12 noon on **Friday 5 February**. Please note that email applications will not be considered, nor those which do not include names, addresses, telephone numbers and email addresses of two professional referees.



IBSTOCK PLACE SCHOOL
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