



LOUGHBOROUGH
Grammar School

The foundation of a rewarding career

THE LOUGHBOROUGH SCHOOLS FOUNDATION





THE
LOUGHBOROUGH
Schools Foundation

We believe, with some justification,
that there really is nowhere
quite like the Loughborough
Schools Foundation.



LOUGHBOROUGH
Amherst School

Boys & Girls 4 - 18 years



LOUGHBOROUGH
Nursery

6 weeks - 4 years



LOUGHBOROUGH
Grammar School

Boys 10 - 18 years



LOUGHBOROUGH
High School

Girls 11 - 18 years



We are a progressive, charitable Foundation comprising a Nursery, two complementary Prep Schools and three high achieving Senior Schools; The Grammar School for boys, The High School for girls and Amherst School, a non-selective, co-educational School, all sharing exceptional resources and one beautiful, extended campus in the heart of Loughborough.

Our Schools family embraces some 2,000 pupils and 750 staff engaged in giving and receiving an education to cherish.

An education where academic achievement is balanced by moral guidance, happiness, courtesy, opportunity and a tangible kindred spirit within which everyone is known, understood and valued.

Should you choose to apply for this important position, we look forward to welcoming you and helping you to discover more about the Foundation, its history and its future.



LOUGHBOROUGH
Schools Music



FAIRFIELD
Prep School

Boys & Girls 3 - 11 years





LOUGHBOROUGH Grammar School

Loughborough Grammar School is one of the oldest independent schools in the country, able to trace its origins back to 1495.

While we are proud to be able to look back over 500 years of educational achievement, we are anything but old school in the opportunities, facilities and teaching we provide as an independent boys school of international renown.

Academic achievement will always be our focus, as examination grades open doors. However, our ambition is much broader: Grammar School boys are intellectually curious, self-motivated and acutely aware of their responsibilities towards others. Our boys are equally at home in work and play and acquire the

moral compass they require to become not only successful professionals, but perhaps more importantly, empathetic colleagues, friends and partners.

In this, our seventh century of teaching, we continue to pursue all that is best from what we have learned over so many generations of educating boys.

It is, we would hope, not only a wonderful place to spend your school days but an equally rewarding and stimulating place in which to work. The two are inexorably connected, relying as we do on the very best teaching staff to inspire and guide boys to become the very best version of themselves.

If you have the skills, experience and ambition to contribute to that very worthwhile goal, we do hope you will consider joining us in our endeavour.

Loughborough and the East Midlands

Loughborough is a thriving university town of about 65,000 people (supplemented by 17,000 students in term-time) with a feel of a much larger conurbation. It has a strong sense of community and is very well provided for with amenities including two cinemas, museums, parks and a very wide range of shops and restaurants and a popular market on Thursdays and Saturdays. The three cities of the East Midlands (Leicester, Nottingham and Derby) are all half an hour away by car – less by train, and all include outstanding cultural and sporting venues. The town itself is surrounded by picturesque villages in the rolling Leicestershire countryside.

The East Midlands are extremely well connected to the rest of the country through an excellent network of transport links. Loughborough is 75 minutes by train from St Pancras in London, and the M1 lies only 3 miles from the town centre. East Midlands international airport is just to the North of the town. In addition, this is one of the rare regions in England where property prices remain at a relatively affordable level for teachers with young families.



LOUGHBOROUGH GRAMMAR SCHOOL



Deputy Head (Academic)

The Post

The Deputy Head (Academic) is one of two Deputy Heads and is responsible to the Headmaster for the academic life of the school. This includes responsibility for the quality of teaching and learning, assessment, curriculum development, and oversight of the timetable. The mentoring and performance management of Heads of Department is an important part of the role. In this task, and indeed on the totality of the job description below, s/he is assisted by an Assistant Head.

The Deputy Head (Academic) will have a personal passion for best practice in teaching and learning and pedagogical research. S/he will be committed to ensuring that all boys can achieve and show intellectual curiosity: a love of learning for its own sake. In addition, the successful candidate will ensure that data and processes support the vision for driving forward academic excellence.

Loughborough Grammar School is therefore seeking an inspirational teacher and ambitious leader who is committed to improving academic performance, developing innovative teaching practice, and who is unafraid of making and carrying through tough decisions. S/he will also demonstrate a holistic approach towards education, and the ability to bring together a wide range of staff in pursuit of common goals.

The successful applicant is likely to have had success either at Assistant Head level or as Head of a large department in an academic school, and will be able to provide evidence of raised standards in his/her area. S/he will also have experience of working on whole-school or cross-curricular initiatives and applicants should refer to such experiences in their letters of application. Furthermore, experience in more than one school is likely to be an advantage. It is likely that the successful candidate will progress to Headship within 4-6 years.

The Deputy Head (Academic) is a member of the Senior Leadership Team (SLT), and s/he will lead the Academic Management Team and chair the Heads of Department Committee. The successful candidate will teach approximately one-third of a full timetable, although the appointment will be made without reference to the subject specialism of the candidate.

The Context

Loughborough Schools Foundation is a charitable foundation of four independent schools in the heart of Loughborough, educating children from 3 to 18 years. It comprises Loughborough Grammar School (boys, 10–18 years), Loughborough High School (girls, 11-18 years), Loughborough Amherst School (Co-educational 4-18 years) and Fairfield Prep School (Coeducational 3-11 years). In addition, the Loughborough Nursery (6 weeks – 4 years) is our day nursery which opened in 2016. The Schools are situated on neighbouring campuses close to the town centre and enjoy an excellent reputation for their academic, cultural and sporting achievements and for the quality of their pastoral care.

Person specification

- Experience in successfully managing, leading and developing a team
- Evidence, as a middle or senior manager, of creating a culture of high achievement
- Capable of taking the initiative, challenging unsatisfactory conduct or performance and leading and managing change
- Demonstrates resilience, commitment, enthusiasm and optimism
- A sense of gravitas, with excellent oral and written communication skills
- Evidence of ability to think and plan strategically; and the flexibility to adapt his/her skills as the school's needs dictate
- Is a skilled and sensitive communicator, capable of persuading others to accept and adopt different methods and approaches, if needed
- Creativity in resolving difficulties
- Evidence of recent (ie last 3 years) professional development (e.g. achievement of, or working towards a leadership qualification)
- Detailed knowledge of current initiatives in education, especially in raising standards and achievement
- A highly credible subject teacher
- Awareness of the economic, social and political framework in which independent schools are operating.
- A commitment to the highest standards of safeguarding.

Job Description

The bullet points below are indicative. The Deputy Head (Academic) is responsible for the day-to-day academic life of the school and should therefore expect to have to respond to changing demands and circumstances.

Leadership and Management

- Line management of Heads of Departments (the Assistant Head Academic takes this role with certain HoDs – by agreement)
- Oversight and implementation of the performance management framework for departmental attainment.
- Line management of the Director of Studies
- Development of a HoDs' handbook and training programme
- Liaison with counterparts at the other schools of the Loughborough Schools Foundation on academic matters
- Involvement in whole-school and Foundation policy making and decision making.

Teaching and Learning

- Day-to-day management of all academic matters .
- Ensuring that learning and assessment are excellent across the school, specifically through lesson observation and work scrutiny.
- Developing, leading and managing effective strategies to improve standards of teaching across the full age range of boys. This will involve working closely with the Teaching and Learning Committee.
- Ensuring that the school's educational provision is consistent with emerging needs including the use of technology and development of a broad base of skills.

- Developing and implementing strategies to raise academic standards and to deliver excellence in relation to teaching and learning.
- Responsibility for Quality Assurance measures, including departmental review and target setting, lesson observation and work scrutiny.
- Co-ordination of the assessment calendar, establishing when grades and reports are written for each year group
- Tracking of pupil achievement and effort grades, working with Assistant Head (Academic)
- To develop further the use of data to drive school improvement and to support Heads of Department and Heads of Year in doing the same
- To ensure that appropriate interventions are employed to support under-achieving students
- Developing the annual INSET programme in collaboration with senior colleagues
- Promotion of creativity, innovation and the use of emerging technologies in learning and teaching, in liaison with the Foundation Director of Digital Strategy
- Responsibility for the school's Teaching and Learning policy: its monitoring, review and evaluation.
- To oversee the production of department development plans that fulfil the aims of the School and Foundation development plans.

Working with staff, parents, pupils and governors

- Advising the Headmaster on staffing requirements: both in terms of future planning and reactive response to short-term issues.
- Responsibility for the recruitment of teaching staff and for the production of recruitment information, such as job descriptions, in liaison with the HR Department.
- Oversight of all aspects of the school curriculum including the production of the timetable, in liaison with the Director of Studies (timetabler).
- To work with the Director of Digital Strategy and Director of Network Services on wider IT plans for the school.
- Overseeing the production of academic Key Performance Indicators for Governors.
- To advise parents and boys on subject options and to work with the Assistant Head (Sixth Form) and Head of Careers in supporting the students' transition from GCSE to A level and beyond.
- Responding to reference requests as required (pupils and staff).
- Creating the agenda for and chairing Heads of Department meetings.
- Leadership of the Academic Management Team.
- Encouraging and maintaining good relations with parents, prospective parents, members of the governing body and members of the Loughborough Schools Foundation.
- Communicating with parents on academic matters, seeing them individually or speaking to groups as required.
- Preparing reports for governors as required on academic/curriculum matters.

Admissions and Development

- Supporting the Director of Admissions in making decisions on the academic suitability of prospective pupils
- Responsibility for the quality of academic papers being used for admissions (day pupils and boarding applicants)
- Co-ordination of Year 11 pupil retention into Sixth Form in liaison with the relevant Head of Year.

General Responsibilities of a Member of SLT

- Represent the agreed values and vision of the Senior Leadership Team to the school community and be seen to be translating our vision and values into practice
- Demonstrate and role model constructive leadership behaviours
- Promote, contribute to, and lead any staff INSET or induction as may be required
- To support and encourage staff at all levels and have concern for their welfare
- Lead school assemblies as required
- Organise, attend and assist with major school events as required
- Support the co-curricular programme by attending plays, concerts, matches etc.
- Contribute to school marketing and publications
- Help to maintain standards of pupil dress, punctuality etc.
- Performance Management of staff (including the leadership of appraisals and other official processes as required)
- Contributing to the school development plan, implementation and review
- School holidays on call rota and working during school holidays as required to fulfil one's responsibilities
- Undertaking any other duties which fall within his/her capabilities and which may reasonably be required by the Head

Interview Arrangements

If they so wish, prospective candidates may arrange, prior to application, a conversation with the Headmaster, Mr Duncan Byrne, by contacting his PA, Mrs Kiran Rajput on 01509 233233.

It is anticipated that there will be two rounds of interviews. The deadline for applications is Wednesday 25 November. First round interviews will take place remotely via Microsoft Team. The second round of interviews will take place during early December when lockdown arrangements allow.

Terms and Conditions / Benefits:

- Salary will be commensurate with the level of seniority
- Working on a green and comfortable campus
- Car parking
- Use of leisure facilities
- Complimentary refreshments during the working day
- A complimentary lunch during term-time (dependent on your working hours)
- Discounted school fees are available for your children
- Cycle to work scheme
- Employer contributing pension scheme (the Foundation is currently holding a consultation about replacing the Teachers' Pension Scheme with a Defined Contribution scheme from Sep 2021).
- Employee Assistance Programme
- Subsidised private medical insurance (taxed as a benefit in kind)

Loughborough Grammar School has a very diverse pupil community and applications are particularly welcomed from candidates of an ethnic minority background.

Loughborough Schools Foundation 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 & Barring Service.

Loughborough Schools Foundation is a Company Limited by Guarantee No.4038033.
It is also a Registered Charity No.1081765



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