**The Role of Deputy Head (Academic) at Box Hill School**

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The Deputy Head Academic (DHA) is a key member of the Senior Leadership Team (SLT), responsible to the Headmaster for jointly ensuring the smooth running of the school, and for all academic matters. To achieve this he or she will oversee academic colleagues in teaching and learning and support them in their dealings with students and parents.

The SLT consists of the Head, the Deputy Head Academic, the Deputy Head Pastoral, the Director of Marketing and Communications, Head of Boarding, Director of Admissions/Curriculum and the COO.

Although a significant proportion of this job description outlines the managerial and administrative tasks expected of the DHA, it must be noted that the DHA is primarily a leadership position. The DHA will inspire, motivate, and direct staff, students and parents. The position demands teamwork, good humour, loyalty and commitment to the values of the school.

The job specification is as follows:

Responsibility to the School

* Uphold at all times the aims and objectives of the school
* To uphold all Child Protection procedures and ensure the protection and safety of all students in the school at all times
* To represent the Headmaster as necessary to all stakeholders
* To ensure quality teaching in every classroom
* To support excellent behaviour in every classroom
* To ensure that school-parent partnership is a priority of all

Academic matters: To provide Leadership for the:

* Assistant Head (Academic)
* Heads of Department (HoDs)
* Academic Staff
* Year Heads, through the Assistant Head (Academic)

Leadership and Management

* To be responsible for the academic running of the school, and pupil achievement.
* Direct the work of the Assistant Head (Academic) who in turn leads the year heads, and to work collaboratively with the Curriculum Manager and other relevant SLT.

* Heads of Department (HoDs); To produce the agenda and chair regular, minuted, meetings with the HoDs to ensure the smooth management of all academic matters.
* To ensure that each HoD produces in September an exams analysis and action plan for the department. This should be discussed individually with each HoD, particularly with regard to the department’s development and continuing improvement.
* To monitor and develop teaching and learning to make Box Hill a school committed to constant academic improvement; oversee the work of the Assistant Head Acadmeic, to promote the use of data, ensure that every department is demonstrably doing its best to add academic value to each student. To monitor, check, inspire and advise HODs on the delivery of the above.
* Line Manager for the SENCO; To meet at least fortnightly with the SENCO and to drive forward the development of the Learning Support Department and its interaction with all teaching staff to ensure the fullest integration of the Learning Support Department within the school.
* Curriculum development: Monitor the curriculum in all areas; to encourage innovation; encourage the development of independent learning in the school; encourage cross-curricular initiatives, in conjunction with the Curriculum Manager and Assistant Head Academic.
* Curriculum management: Keep abreast of changes to the curriculum externally driven; to encourage change, where desirable, within the school; to advise the Head, and other members of SLT, of newly published educational documents (thus the appointee must keep up to date with current trends).
* Professional Development: To monitor the academic professional development of the teaching staff as a whole and for individuals; to drive the review/appraisal process; to manage the INSET budget and to organise professional development sessions during the year as relevant, as well as any professional development required during term time (this in conjunction with other senior colleagues).
* Staffing: Advise the Head on all academic staffing matters and to be involved in all academic staff appointments where appropriate; organise cover arrangements on a daily basis.
* To liaise with external agencies/individuals over teaching practices, visits to the school.
* During times of Inspection (especially the full ISI inspections of schools) to act as the main co-ordinator of operations and to oversee the smooth running of the logistical process of welcoming inspections to the school (including working with relevant staff to co-ordinate paperwork and ensure the visit is successful). In this respect to work to be inspection ready in teaching and learning and also to support the Headmaster in ensuring the school has evidence to meet inspection requirements.
* Administration: The tasks required include the following, but this list is not necessarily exhaustive:
  + to ensure examination results are widely and appropriately disseminated to all HoDs;
  + oversee the administration of all internal examination results - analysis, publication and dissemination;
  + work with the Curriculum Manager over the option processes for students in Years 9 and 11;
  + oversee the production of any academic curriculum brochures (e.g. GCSE courses for the next year); ;
  + oversee the completion of statistical returns for ISIS; DCSF, SHMIS etc;
  + oversee the school calendar management

(Please note that many of the above tasks can be delegated.)

* Examinations: Liaise with the school’s Examinations Officer over public examination entries; in liaison with the Examinations Officer, ensure the production of all internal examination timetables (this also includes staff cover) well in advance.
* Feeder schools: To develop good channels of communication with feeder schools on curricular matters.
* Public relations: To attend all Parents Evenings, Open Mornings, School at Work Days; to attend as required, other school exhibitions; some overseas travel (for recruitment) may be required.
* Cover: To oversee the administration of cover
* Meetings: Attend SLT meetings as appropriate; meet with HM on a regular, weekly, individual basis; attend parents’ evenings as appropriate and any Governors’ meetings as required.
* Governors: To be a member of the Education Committee of the Board, and to produce any documentation as requested by this Committee to further its work. To be a member of any other Governors’ Committee as requested by the Chairman.
* Speech day: oversee the internal logistics together with other senior staff
* Anything else as may be reasonably requested by the HM.

The DHA will meet separately and formally with the Head each week to discuss academic matters, although the expectation is that there should be very frequent contact on an informal basis every day, sometimes including weekends.