



WEST BUCKLAND
SCHOOL

DEPUTY HEAD - ACADEMIC





WELCOME FROM THE HEADMASTER

Thank you for your interest in West Buckland School; it is a most extraordinary school in a stunning setting. This document and our website set out our vision and provide helpful information about the School and its purpose; but, they might not completely convey the 'heart' of our school; perhaps you might permit me to try.

This is a school and community 'that keeps children younger for longer', my wife commented a few months after we arrived and it is true: the pupils are outdoorsy and determined and, in fact, so are the staff. It is a school enjoying considerable success and popularity, a school prepared to evolve and be forward thinking. It is a school that prizes what people become, and this is underpinned by strong Christian values.

The improved results and increased pupil roll testify to the fact that we are doing something right and that 'something' is to build a foundation based on support, opportunity, exploration and open-mindedness. It is a school brimming with possibility that deserves and demands exciting leadership. I look forward to introducing you to West Buckland School.

THE OPPORTUNITY

The Good Schools Guide summed up their view of West Buckland School as 'a gem of a school in an exceptional location. West Buckland is an impressive all-rounder school with excellent facilities, great teaching and a real sense of community. Children work hard, get lots of fresh air and don't grow up too fast. Best of all, they seem to have a whale of a time while they're at it'.

This exciting opportunity arises with the retirement of the Director of Studies and a review of the school's strategic direction. The Deputy Head Academic position is suited to someone with a strong background in excellent teaching and a vision for what an effective and exciting curriculum should look like.

The Governors' Strategic Vision is to be the School of choice in the South West peninsula for day and boarding, 3–18 co-education of local, regional and international students. West Buckland is a forward-thinking school, it has clear ambitions for academic development and an Estate Development Vision to complement the overriding Vision 2022.



STRATEGIC AIMS

The Governors and Senior Leadership are committed to developing and maintaining a sustainable business and educational model and have agreed the following overarching aims:

- To facilitate excellent teaching and learning in a safe and secure environment
- To facilitate the best academic results that each student is capable of achieving
- To develop quality academic staff within a culture of continual improvement
- To maintain excellent financial management to support the School's future educational and estates development
- To ensure that the Governing Body and Senior Leadership Team deliver first rate governance and leadership, displaying a clear direction
- To increase the balanced UK and international student roll throughout the school
- To develop an excellent boarding offer and extra-curricular activities for all ages, maintaining our reputation for excellent pastoral care
- To maintain and develop supportive relationships in the local community to provide exemplary Public Benefit
- The Governors and Senior Leadership Team are currently developing links to launch West Buckland School on-line at the start of Autumn term 2021. The Deputy Head Academic will play a central role in the delivery of this project.

ACADEMIC LIFE

West Buckland's vision of a personalised, innovative and excellent learning experience is realised through the flexible and dynamic curriculum. Our character values, identified as the seven C's are Confidence, Critical Thinking, Creative, Courage, Commitment, Caring & Curiosity. These characteristics lie at the heart of what it means to be an effective learner, and this is encouraged through close relationships, individual attention, and high expectations. We care about what they become and recognise that each individual journey is different. The support network in place makes a West Buckland education unique and bespoke and yet it is far from traditional. A scheme to ensure all pupils have a school-owned Microsoft Device arrives in 2022 after several years of building staff expertise and experience teaching with technology.

Academic results are strong. The school consistently achieves over 75% A*-B at A-Level with many individual successes and a very high value-added score. A large majority of our pupils go onto first class universities with Bristol, Bath and Exeter among the top regular destinations.

All pupils joining West Buckland in Year 7 complete the CAT 4 standardised tests and are placed in mixed ability groupings. They experience the full range of subjects before selecting 9 subjects at (I)GCSE. Currently we expect all pupils to take at least two sciences and encourage all to take at least one language from French and Spanish. We offer a mix of A-Levels and BTECs in the Sixth Form and the Sixth Form Diploma recognises and celebrates the quality and breadth of their rich experience at school. A full breakdown of the curriculum is available on the website or by request.

We have recently restructured the day to provide one-hour lessons which are completed by 15.55 and leave just over an hour at the end of the school day for activities.



VISION, ETHOS AND AIMS

At West Buckland, we are developing a vision that steers pupils and parents through a changing and challenging educational landscape to give them the best possible chance in a future of global fluidity. Charting a way through choppy waters requires the confidence to find solutions by thinking critically as well as creatively. We instill our students with the courage to act with a generous heart when making decisions, committed to doing what is right while caring for others and their community.

Built on philanthropy, and Christian spiritual foundations, West Buckland has continued to be supported over the years by a strong alumni, parents and the wider community.

OUR LOCATION

West Buckland School, founded in 1858, aimed to provide an excellent education based on Christian values. It stands in nearly 100 acres of grounds, surrounded by farmland. At 220 metres above sea level, it benefits from being near the western fringes of Exmoor and eight miles from Barnstaple. Being within the UNESCO biosphere and near the outstanding Atlantic coast, its rural location is outstandingly beautiful.

The school is now a leading, multi-cultural community for boys and girls across North Devon and beyond. The campus carefully blends modern and historic buildings alongside extensive sports grounds, creating a safe and secure rural environment conducive to learning.



THE SCHOOL

The school's buildings and facilities have developed steadily throughout its history and, in recent years, over £14m has been invested in outstanding facilities. These include an excellent sports complex, including the Jonathan Edwards Sports Centre, and the award-winning 150 Building, which includes the Art and Design & Technology Departments and a Theatre. Parker's, a seventy bed, Sixth Form boarding house and The Michael Morpurgo Library, a state-of-the-art building comprising of study facilities, library and resource centre, opened in autumn 2015.

The school is fully co-educational and has grown considerably in recent years. In total there are just under 650 boys and girls aged, 3 to 18 years, with 140 in the Sixth Form. There are also over 140 boarders and, following the substantial investment, there has been an increased demand in this area. The school has its own co-located Preparatory School and Nursery, with pupils aged 3 to 11.

Academic standards at the school are high and, for many years, West Buckland has been one of the most consistently high-performing schools in the South West at GCSE and A-level. Recent performances for A-level results typically exceed 75% A* to B and 50% A* to A at GCSE. There is considerable emphasis on extracurricular activities at the school, with a focus through five pillars in Outdoor Education/CCF, Performing Arts, Academic Extension, Sport & Service.

The school's forward-thinking tag is well founded, and we have exciting plans for further development in International on-line school partnerships, IT, teaching and learning, character development, and environmental sustainability as well as ambitious estate plans.

PUPIL CARE

At West Buckland School students thrive in an environment where they are well-known and cared for by staff and where they feel happy and confident.

The welfare and well-being of all students at West Buckland underpins all aspects of school life as we guide pupils through the challenges of adolescence and help them to make sensible and informed choices.

The Good Schools Guide praised the school's house system and the strong sense of community evident within it.

The most recent ISI report references "Pupils of all ages are keen to contribute very positively to the lives of others"

This sense of community is created through an integrated House system and tutor programme, strong and purposeful extra-curricular programme, with personalised pastoral care systems. Boarding is an important and enriching component of our school, accounting for 30% of the pupils but, as with much of the wider school ethos, West Buckland becomes a home for many.

The school chaplaincy plays a crucial role in developing and supporting pupils of any faith and none.



KEEPING THE BALANCE

Our ECA (extra-curricular activities) schedule has been significantly extended and improved in recent years, developing a vision that steers pupils and parents through a changing and challenging educational landscape, giving them the best possible chance in a future of global fluidity.

Focused very much on developing the characteristics that make up the school ethos – the 7Cs – our extra-curricular strategy incorporates Sport, Drama, Music, Dance, CCF, Outdoor Learning, Service and Academic Extension. The intention is for students to develop their knowledge and interests, enabling them to open doors in life with ability and confidence.

As part of each student's Record of Achievement, students in Years 7-11 are encouraged to commit to an activity of some kind each day and it is part of the tutor's role to monitor a pupil's involvement in activities, keeping a balance between being busy and being exhausted. In the Sixth Form, this starts to focus on leadership, management, and independence with students working towards their Sixth Form Diploma.

Further information about the many activities available in a school, perched on the edge of two National parks and 20 minutes from some of the best surfing beaches, is available on our website.

THE POSITION

The Deputy Head Academic is a member of the Senior Leadership Team (SLT) and as such is responsible to the Headmaster for all matters relating to the academic vision of the Senior School and West Buckland School Online.

The SLT, comprising Headmaster, Prep Headmaster, Senior Deputy Head, Deputy Head Academic, Deputy Head Pastoral and Bursar, are responsible for forming and realisation of the school's vision and strategy. We meet twice a week to consider, cooperatively, the needs for the smooth running of the school as well as contribute and report on the school's strategy. Each member of the SLT meets the Headmaster weekly or more often as required and is responsible for inspiring and leading.

Values held by the Senior Leadership Team:

- Supporting others' success
- Creative problem solving
- Trust and accountability
- Enabling excellent teaching



Responsibilities shared with other members of the SLT include:

- Creating and updating policy documents
- Professional development of staff through the appraisal system
- Responding to problems, requests and visitors
- To advise the Headmaster on the selection and interview of applicants for all academic posts
- Induction of new staff and governors
- Teaching approximately a 40% timetable
- Providing SLT holiday cover on a rota
- Full awareness of Safeguarding, Equality, and GDPR matters in a School

Direct Reports:

- Head of Sixth Form
- Head of Middle School
- Teaching and Learning Leads
- Head of Digital Strategy
- Heads of Departments
- Timetabler
- Examinations Officer
- West Buckland School Online Course coordinator (if appointed)

Academic Vision

- Responsible for the vision and delivery of the academic curriculum at West Buckland School
- Keep up-to-date with national developments in education
- Work with the Teaching & Learning leads through CPD and INSET to ensure teaching staff provide education of the highest quality
- Keep abreast of developments in technology in education, and work closely with the Head of Digital Education
- To report to the Governors Education sub-committee with reference to academic strategy and results
- Regularly review the academic provision at West Buckland and apprise the Headmaster of possible improvements

Academic Leadership

- To take overall responsibility for the performance of the Heads of Departments (HoDs) and by working closely with them, take an overview of the performance of all academic subject teachers. This necessitates a close working relationship with the HoDs to advise, help and guide them in the better performance of their duties and through them, the performance of their department teams
- To line manage the Examinations Officer
- To lead in the appraisal of the HoDs, including an assessment of them as leaders of their teams and helping them to develop in that role
- To guide HoDs on target setting for their departments including a review of the development plan for the department
- To induct new Heads of Department on academic matters
- To enable Head of Sixth Form and Head of Middle School to have effective oversight of academic tracking, performance, reporting and grading
- To work closely with the Deputy Head (Academic) in the Prep School
- To ensure the efficient allocation of staff and pupils within the school timetable and oversee implementation by the timetabler



Academic Matters

- Together with the Head of Sixth Form and Head of Middle School have overall responsibility for the procedures by which pupils and parents make subject choices
- Working with the Bursar, responsible for the academic department budget allocation & management
- Chair HoD's meetings
- To ensure that the academic concerns of the school satisfy requirements for ISI inspections
- Take overall responsibility for the progress of students in different groups, i.e. SEN, EAL and Higher Starters, and liaise regularly with the staff with specific responsibilities for those groups
- Inspecting the departmental documentation, including handbooks and schemes of work
- Reporting and analysing public examination results and value-added data
- Ensure that HoDs work with the Examinations Officer to keep a precise schedule of coursework key dates
- Work alongside the Head of Sixth Form and Head of Middle School with regard to academic intervention, internal examinations and subject choices

Other Duties

- Responsible for all academic rewards and sanctions including Saturday detentions
- To represent the school at meetings of Academic Deputy Heads
- To attend school functions and events as often as possible and to support pupils and staff in their activities and endeavours

West Buckland School Online

- Coordination and oversight of the course delivery for up to 12 classes of West Buckland School Online across three year-groups
- Annual visit to partner schools to familiarise with campus, facilities, staff, and pupils
- Responsible for quality assurance of admissions onto the course
- Plan the calendar around West Buckland School and Chinese term dates
- Weekly liaison with Chinese course coordinator
- Quality assurance across all subjects and year-groups
- Coordinate termly reporting and parent consultations
- Appoint a course tutor to ensure:
 - Regular tutorials with pupil and staff, conducted before the school day (0800-0900)
 - A programme of learning is developed during the holiday period
 - Full responsibility of the two-week residential camp
 - Provide suitably University guidance
 - Responsible for all exam entry requirements



TERMS AND CONDITIONS OF EMPLOYMENT

SALARY AND BENEFITS

Commensurate with skills and experience, a competitive salary will be offered based on the School's own **leadership salary scale** and a choice of pension schemes. The post holder will be entitled to receive 50% fee remission in respect of his/her children that attend the School. Other benefits Access to the fitness suite, staff swimming sessions, free meals when on duty, Cycle to Work scheme. On site accommodation might be available.

WORKING HOURS

This is a full-time post with working hours as required across Teaching & Learning and management duties. The role is a senior management position and, as such, the post holder is expected to work the hours required to fulfill the exigencies and duties of the post, over and above the normal working week. The appointee will be expected to work such hours as are required to fully perform his or her duties, which for the avoidance of doubt, may include evenings and weekends and on-call Leadership Team cover during holiday periods.

Teaching is nominally 40% of a full timetable.

A formal contract detailing the terms and conditions will be drawn up on appointment.

HOW TO APPLY

Interested candidates are invited to contact the **Headmaster** to arrange a confidential discussion ahead of application, if required via HM@westbuckland.com.

The deadline for receipt of applications is 10.00am, Thursday 4th March 2021.

Candidates should complete their application form electronically and email it together with a covering letter, which should be addressed to the **Headmaster** explaining their reasons for applying.

Please email your completed application form and letter, both as PDF files please, to: recruitment@westbuckland.com.

Requests for any additional information may be addressed to recruitment@westbuckland.com

All applications will be acknowledged by email. If you have not received **acknowledgment** that your application has been received within two working days of sending it, please contact via 01598 760189

Preliminary (long list) interviews will take place on-line on 10th and 11th March 2021

Short List interviews will take place at West Buckland School in the week 15th March 2021

The appointment is subject to satisfactory pre-employment checks in accordance with DfE guidance, to satisfactory references, enhanced level clearance from the DBS, proof of identity and qualifications, right to work in the UK and confirmation of fitness to undertake the role via a medical declaration.