

Colfe's Junior School

Academic Deputy Head: Job Specification

September 2019

The Academic Deputy Head will –

- Take a lead role in promoting and developing a challenging, excellent and relevant curriculum across the school and be responsible for its quality and effectiveness
- Maintain, review and develop the framework of assessment, recording, tracking and reporting across the Junior School. Monitor and regularly review the framework for bench-marking data in order to measure and improve the school's performance
- Formalise how we track pupils in core subjects and monitor this data
- Summarise data annually for Governance
- Oversee coordinators and ensure they are checking termly plans for quality across the year groups
- Oversee the provision of holiday homework
- With Director of Teaching and Learning analyse pupil data and support staff on its usage
- With the Director of Teaching and Learning work alongside the SMT to develop, monitor and evaluate the role and responsibilities of the Subject Leaders
- Work alongside the Head of Junior School and staff to develop a robust and effective programme of monitoring and School Self Evaluation
- Ensure that all actions/action plans are aligned with the school's values and ethos and the whole school vision
- Keep abreast of educational developments in the independent and state education systems and possess a thorough and up-to-date working knowledge of the Independent Schools Inspectorate requirements, preparing inspection documentation as required
- Enable and promote academic liaison between the EYFS, KSI, KS2 & KS3
- Design a timetable which benefits the children and works to the strengths of teachers
- Monitor teachers' planning, marking and assessment to ensure it is carried out, meets requirements and is saved correctly on the shared system
- Be proactive and interested in keeping the school up-to-date over the latest educational issues, attending courses and conferences as appropriate
- As a lead teacher, maintain effective relationships and channels of communication between school, home and external agencies
- Lead the curriculum committee and coordinate meetings and minutes
- Liaise with the Club Leaders to ensure that a wide range of clubs is offered
- Develop the school portal and keep information up to date on it
- Test candidates for entry at various points of the year
- Contribute to the life of the school in ways agreed with the Head of Junior School, in order to enhance the educational opportunities for all children, and to create a happy, well-organised and stimulating

environment. This will include attending and supporting social and fund raising events, in order to foster and develop good relationships with the wider school community

- Plan and deliver high quality learning and teaching in line with the school's ethos and policies
- This role has around 30% teaching commitment
- Other duties as directed by the Head of Junior School.

This job description should not be seen as exhaustive and will be adapted to suit the skills and qualifications of the successful candidate.

Application procedure

The recruitment process will require applicants to complete an application form, accompanied by a letter of application, current CV and details of two referees, who will be contacted prior to interview, in accordance with the School's Safer Recruitment procedures. There will be interviews, lesson observation and a task for short listed candidates.

The application may be submitted either electronically or by post, to:

Post:

Mrs A Ross
Human Resources
Colfe's School
Horn Park Lane
London SE12 8AW

Electronic:

recruitment@colfes.com

Applications should be sent **as soon as possible** and by **Noon, Thursday 21 February** at the latest. Colfe's reserves the right to appoint to this post before the closing date if necessary.

Colfe's School is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo child protection screening, including checks with past employers, prohibition from teaching and the Disclosure & Barring Service.

Jan 2019