



WEST BUCKLAND
SCHOOL

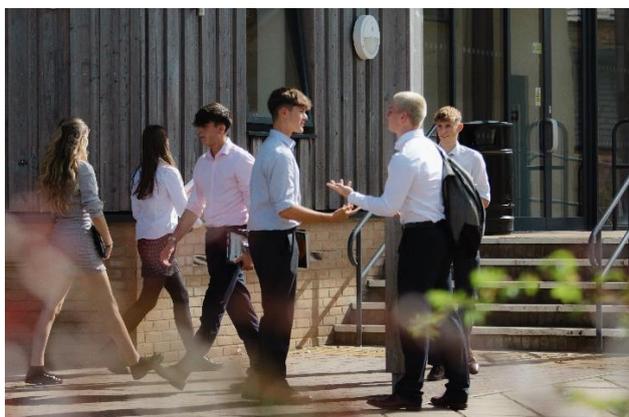
Join Our Team

WE'RE HIRING

**Deputy Head
Academic**

"An outdoorsy, inclusive and happy school that provides a genuinely holistic education in a wonderful setting."

GOOD SCHOOLS GUIDE



Founded in 1858, our intention is to offer an excellent education based on Christian values.

Standing in almost 100 glorious acres of North Devon biosphere, close to the surfing beaches and surrounded by countryside.

The area is listed World Class by nature and we count ourselves a school offering a world class education.

WE THINK YOU'LL LIKE IT HERE.

West Buckland School, Barnstaple, Devon EX32 0SX +44 (0) 1598 76000

Email: recruitment@westbuckland.com www.westbuckland.com Reg. Charity No: 1167545



Our 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. More recently, the school has built 'The Hub', a centre for personalised learning and development, Café 58 sixth form dining and social space, as well as Potbury studio theatre.

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 150 in the Sixth Form and 150 weekly and full boarders. The school has its own co-located Preparatory School and Nursery, for 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. A-level results are typically around 75% A* to B and at GCSE around 50% of grades are A* and A. Perhaps, more importantly, we prize most what our students become, not what they get. There is excellent university guidance and considerable emphasis on extracurricular activities at the school, with a proud record in Sport, Drama, Music, the Combined Cadet Force, Outdoor Education and the Duke of Edinburgh Award Scheme.



HELP MAKE A DIFFERENCE.



Job Description

Deputy Head Academic

The strategic decisions of the school currently on focus on delivering excellence in four key areas: Technology, Sustainability, Internationalism, Character. West Buckland's vision of a personalised, innovative and excellent learning experience is realised through its flexible and dynamic curriculum. We offer a range of subjects including GCSE, iGCSE, CNAT, BTEC, CTEC, A-levels and IB.

Embracing technology, the curriculum is delivered through innovative teaching and learning with all staff and pupils using Microsoft Surface Devices. The school's character values of kindness, honesty, respect, resilience, and curiosity are being embedded into the curriculum along with the school's leading approach to sustainability. The rich diversity of our pupil body and focus on personalised learning as well as value-added is an important feature of a West Buckland education and our pupils achieve well.

The role 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 Deputy Head Academic is a senior member of the School Leadership Team (SLT) and is responsible to the Head for all matters relating to the academic vision of the Senior School.

Values held by the School Leadership Team:

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

Responsibilities shared with other members of the SLT include:

- Upholding and promoting the school's aims and ethos
- 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
- Teaching approximately a 30% 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
- Heads of Departments
- Timetabler
- Examinations Officer

- Head of Careers
- Head of Academic Extension Group

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
- Responsible for the quality of teaching and pupil academic outcomes
- Keep abreast of developments in technology in education, and work closely with the Head of Digital
- 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 Head 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 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 their development plans
- To induct new Heads of Department on academic matters
- To work with the 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 timetable
- Oversight of academic outreach and involvement in pupil recruitment.

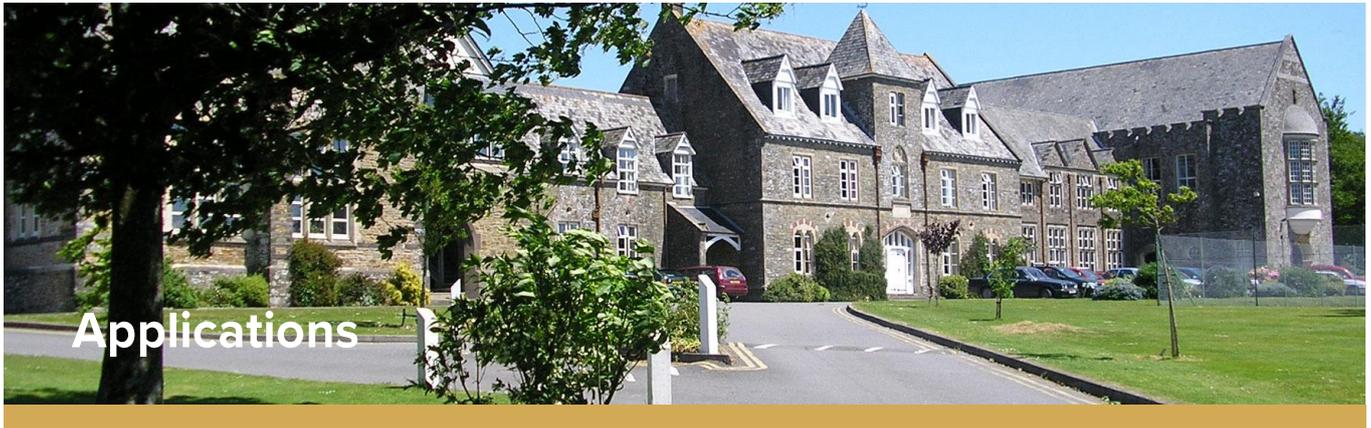
Academic Matters

- 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 academic scholars, 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.

Salary, working hours 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 their children that attend the School. Other benefits include: access to the fitness suite and swimming pool, free meals when on duty, Cycle to Work scheme and free car parking.

This is a full-time post with working hours as required across Teaching & Learning and management duties. The role is a senior leadership position and, as such, the post holder is expected to work the hours required to fulfil the 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 school holiday periods. The successful candidate will be expected to contribute to the wider life of the school and its community; this will be discussed at interview.



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

The deadline for receipt of applications is 10.00am, Friday 11th October 2024.

Candidates should complete their application form electronically and email it together with a covering letter, which should be addressed to the Head explaining their reasons for applying. Please email your completed application form and letter, both as PDF files to: recruitment@westbuckland.com. Requests for any additional information may be addressed to this email address. All applications will be acknowledged by email.

Interviews will take place on Friday 18th October 2024.

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.

Safeguarding Policy Statement

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 the school's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the school's Designated Safeguarding Lead or to the Head.

West Buckland School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including reference checks with past employers and the Independent Safeguarding Agency.

This post is identified as being within the scope of Regulated Activity and requires a cleared Enhanced Disclosure from the Disclosure and Barring Agency. As such all previous criminal convictions deemed to be expired under the Rehabilitation of Offenders Act are required to be declared, this may not negate the applicant from being appointed.

In line with KCSIE guidance the school will conduct an internet search of short-listed candidates on Google and Social Media and limited to the information provided on the application form. Any information that is publicly available online and relevant to safeguarding or your suitability to work with children might be discussed at interview.

Equal Opportunities

West Buckland School is committed to equality of opportunity for all staff and applications are encouraged from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships. In line with KCSIE guidance the school will conduct an internet search of shortlisted candidates on Google and Social Media and limited to the information provided on the application form. Any information that is publicly available online and relevant to safeguarding or your suitability to work with children might be discussed at interview.

Data Protection

The school is registered under the Data Protection Act 1998. The information you supply when requesting a job pack will be held in electronic format for monitoring and evaluation purposes and in connection with any future contact. We keep applications from unsuccessful candidates for a period of six months from the closing date after which they will be destroyed. If you do not wish your application to be retained during this period please indicate this in a covering letter with your application