



Rossall

INSPIRING EXCELLENCE

# *Deputy Head Academic*



APPOINTMENT BRIEF

September 2021



# ABOUT ROSSALL SCHOOL

Founded in 1844, Rossall is a co-educational boarding and day school with an illustrious history and a clear strategic vision for the future. Situated on the Fylde Coast, the majestic backdrop of the Cumbrian Peaks and the Irish Sea provide a spectacular environment within which a community of some 780 boys and girls are inspired to fulfil their potential. The School provides a unique educational experience underpinned by a strong commitment to academic excellence and co-curricular participation. Successive generations of Rossallians have made a profound impact in fields as diverse as medicine, literature, music, politics and technology.



Academic results are superbly strong. The School has an IBDP average of 35 and this year over 60% of A level grades resulted in an A\* or A. Almost two thirds of our Upper Sixth progress to Top 20/Russell Group universities. Additionally, this year, three students won full sports scholarships to the US whilst others are proceeding to top universities in Paris, Milan and Hong Kong - to name but a few. Rossall is an inclusive school with an intellectually dynamic culture that encourages young people to embrace the highest of aspirations.

Regionally, Rossall has now reclaimed its place as one of the top performing independent schools in the North West. Perhaps most importantly, it is a school community with a huge heart and this manifests itself in happy and confident children and a staff body committed to providing the very best context within which young people may live, learn and play.

The student roll has grown very significantly in recent years and this is reflective of the School's outstanding reputation both regionally and nationally. Student numbers are very healthy and the school has emerged from the recent pandemic in a strong position financially. This position has become available due to Dina Porovic's promotion to the role of Senior Deputy Head.

In 2019, the School embarked upon an ambitious development plan which placed a strong emphasis upon the provision of outstanding teaching and learning. The School is committed to ensuring that Rossall is recognised regionally and nationally as a progressive and aspirational School community committed to the professional development of all staff. The establishment of a thriving Leadership Academy is reflective of the growing number of aspirant educational practitioners who have decided to develop their careers here at Rossall.



This September, we have become an All-Steinway School and launched an International Piano Academy. The newly refurbished Pre-Prep School was opened at the end of the Summer Term and work will soon commence on our Science Building.

We strive to develop in our pupils a lifelong love of learning, a sense of moral purpose, and a belief in their own power to do good in the world. We prepare them to lead successful personal lives and productive professional lives. Our students are confident and compassionate. Increasingly they assume responsibility for their own learning and they are encouraged to be both critically reflective and resilient. We have the highest aspirations for our boys and girls and, as an IB World School, we endeavour to ensure that our pupils are intellectual risk-takers, open-minded and persuasive communicators. We desire for them to develop an intrinsic interest in the subjects that they are

studying and to view the formal curriculum as constituting a starting point as opposed to an end in itself. Opportunities for academic enrichment abound and pupils are able to benefit from involvement in activities such as the Model United Nations and subject specific societies.

It is an inclusive and diverse School community with a roughly even split between day pupils and those who board. The internationally-minded nature of the School is as defining an aspect as its architectural beauty and fascinating history. In 2021, we had a full ISI compliance inspection. **We were judged to be compliant in every regard. In 2019, an educational quality inspection deemed the quality of pupil's personal development to be excellent.**

The School is a liberal and progressive community and we are committed to ensuring that our provision is outstanding in every regard. Student voice and our mental health provision are key focuses within our development plan and it is our ambition to be sector leaders in this.



The School is ranked number one in the UK for golf and our growing football academy is one of the standout provisions in the country. Both our boys and girls First XI hockey teams progressed to the final eight of national competitions in 2020. We are in the process of launching an International Performing Arts Academy and a Girls' Elite Football Programme in partnership with England and Chelsea footballer Millie Bright, and Fleetwood Town Football Club.

We recognise that parents expect the best for their children; therefore we continue to invest significantly in our expansive campus to provide a modern, comfortable location where boys and girls from 3 months to 19 years of age will find a safe, yet stimulating environment with all they need, in school as well as during leisure and social time, to get the most from their stay with us. Our holistic vision of education is predicated upon excellent personal relationships with our families.



Popular with overseas and British pupils alike, our school has a unique identity and a strong sense of community spirit. Here, boarders from around 50 countries mix with British pupils to create an environment within which children are able to develop a truly international perspective and forge lifelong friendships with others from around the world.

Ours is a community based on trust, mutual respect and compassion, and we expect every member of our school to uphold these values, on and off the campus.

Rossall is an inspiring place to live, learn and work; we are fortunate to attract fantastic students and staff to join us on our beautiful campus by the sea!

## MEET THE ROSSALL TEAM

### ROSSALL'S LEADERSHIP EXECUTIVES

Leading the school is Headmaster, Mr Jeremy Quartermain, and four fellow Leadership Executives. They are joined by the extended Senior Leadership Team.



Mr Jeremy Quartermain  
*Headmaster*



Mrs Emma Sanderson  
*Bursar*



Ms Dina Porovic  
*Senior Deputy Head*



Mrs Emma Williams  
*Deputy Head (Boarding  
& Safeguarding)*



Mr Matt Turner  
*Head of  
Preparatory School*

# DEPUTY HEAD ACADEMIC

The Deputy Head (Academic) is responsible to the Head for all academic matters. They are responsible for ensuring the highest standards of teaching, learning and academic attainment across the School. They will work very closely with the Director of Studies and Director of the International Baccalaureate Diploma Programme, Heads of Department and other senior staff to ensure the effective development and delivery of the academic curriculum and the efficient management of academic departments.

The **Deputy Head (Academic)** reports directly to the Head.

Below, are detailed the key areas of responsibility. The list is not intended to be exhaustive and the post holder may be expected to assume additional responsibilities as reasonably requested by the Head. They will keep the Head informed of significant issues relating to the academic curriculum or the academic progress of pupils. The Deputy Head (Academic) will work alongside the Head, the Senior Deputy Head and the Deputy Head Pastoral in leading the strategic direction of the School. They will be expected to deputise for the Head, as required.

## Key Areas of Responsibility

### 1. Strategic Development

- To develop and implement the School's vision, aims, and objectives
- To oversee the School's academic strategy, in line with agreed educational priorities, and where appropriate, in liaison with senior staff in all sections of the School (0-19)
- To recommend to the Head future academic priorities in order to ensure that the curriculum fully caters for the diverse needs of our students
- To represent Rossall School at the relevant Governors' Committee meetings - most notably the Education and Welfare Committee, reporting on results and significant academic matters

### 2. Leadership

- To be a core member of the Leadership Executive, representing the interests of the academic life of the School
- To work with members of the Leadership Executive and, where appropriate, senior colleagues to develop, refine and implement the School's policies and procedures (particularly those with an academic focus)
- To lead on all academic areas of the School Development Plan
- To lead the Heads of Department in setting and meeting agreed academic targets
- To be an excellent role model, in the classroom and beyond and in his or her role as a senior leader within the School
- To take a lead responsibility in promoting the ethos of academic rigour, engagement and perseverance in the pursuit of academic excellence within a warm and supportive environment

### 3. Curriculum

- To ensure that curriculum planning, development and delivery meets the needs of all pupils within the School
- To oversee the School timetable, working in conjunction with the Director of Studies
- To manage the timetable, staff allocations and subject options
- To ensure that the provision of Careers and Higher Education is ambitious, high quality, wide-ranging and age appropriate
- To inform the Head and Leadership Executive of current research, trends and issues relevant to the academic life of the School to facilitate future planning

**4. Staffing**

- To assess academic staffing requirements, recruitment and deployment
- To oversee support staff (including recruitment) relating to academic departments
- To oversee staff cover, including supply cover
- To conduct staff appraisals as agreed with the Head

**5. Quality of Teaching**

- To ensure that the quality of teaching and learning is consistently excellent
- In conjunction with the Director of Studies, to foster a positive culture of professional reflection and the sharing of good practice
- To have oversight of academic line management and the continual improvement of academic departments
- Working in conjunction with the Head of Sixth Form and Heads of Department to ensure that all pupils are supported and prepared well for university admissions

**6. Pupil Performance**

- To further develop effective systems for monitoring and evaluating the progress of pupils together with appropriate strategies to support pupil progress
- To oversee the reporting of pupil progress with the Director of Studies
- To analyse public examination performance in relation to individual pupils, academic departments; the School as a whole and nationally, reporting to Governors and senior staff on strategies for improvement

**Joint Areas of Responsibility**

**With the Deputy Head (Pastoral):**

- Contingency planning, planning for inspection and regulatory compliance
- Major School events including Prize Day, Remembrance and full school assemblies

**As a member of the Leadership Executive**

- To line manage key members of the senior management team and Heads of Department, as directed by the Head, including Examinations and Learning support
- To lead on ISI inspection preparation
- To lead on the submission of the annual returns to the DFE, ISC and ISI
- School Development Planning
- Leadership/membership of working groups as directed by the Head
- Disciplinary issues and responding to pupil and parental concerns relating to academic and other matters and oversight and maintenance of the School's complaints log
- Support for School routines and events, including speaking at assemblies and parents' evenings

**With the Director of Studies**

- Oversight of organisation of internal and external examinations
- Recording, publication and analysis of examination results
- Identification of and follow up action on pupils whose examination performances is a concern
- Review of A Level grade predictions for UCAS applications
- Analysis and internal publication of value added data

## With the Registrar

- Leading on admissions testing at all entry points, including scholarships and transfer from Rossall Preparatory School
- Academic assessment of all applications
- Oversight of academic scholarship applications
- Involvement in the interview and selection process of prospective pupils to the School

## Meetings

The Deputy Head (Academic) will attend meetings, including:

- Leadership Executive Meetings
- Heads of Departments Meetings
- Governors' Education and Welfare Committee Meeting
- Curriculum Development Committee

## Budgets

The Deputy Head (Academic) will be responsible for setting (in conjunction with the Head and Bursar) the budgets assigned to academic departments.

*If you would like to discuss the post in more detail then do please contact:*

Dina Porovic (Senior Deputy Head) [d.porovic@rossall.org.uk](mailto:d.porovic@rossall.org.uk) or

Jeremy Quartermain (Headmaster) [j.quartermain@rossall.org.uk](mailto:j.quartermain@rossall.org.uk)





# PERSON SPECIFICATION

## **The successful candidate will be expected to have:**

- A strong academic background, with at least a good honours degree
- An awareness, understanding and experience of issues relating to safeguarding the health, welfare and safety of children
- Evidence of successfully leading and managing change, ideally at strategic level
- The ability to take the initiative, to seek advice where necessary and to work effectively as part of a team
- Well-developed knowledge of issues relating to the academic curriculum, timetabling, teaching and learning and educational management
- A good awareness of recent trends in curriculum content, aims, objectives and assessment
- Well developed managerial skills and the ability to lead and inspire staff
- Outstanding time management, problem solving and organisational skills
- The ability to use and to encourage, a variety of teaching and learning styles
- Highly developed interpersonal skills, and the ability to work effectively and productively with pupils, staff, parents and governors.
- Excellent written and oral communication skills and the confidence to make effective presentations to audiences of pupils, parents and staff
- The ability to chair meetings in an effective and inclusive manner
- A high degree of motivation to work with children and young people
- The ability to form and maintain appropriate relationships and personal boundaries with children and young people
- A good eye for detail
- Flexibility and resilience
- High standards and outstanding levels of personal and professional integrity.
- Enthusiastic for change and a well-informed educationalist with the capacity to inspire great learning and outcomes; a person who recognises the international perspective of contemporary education and the importance to young people of gaining access to world class universities.

A track record of success in running an academic department within one or more good schools is highly desirable but, for the right candidate, not essential.

No specific academic subject specialism is required of the successful candidate, who will be expected to teach a significantly reduced timetable.

## **Safeguarding:**

To be committed to the safeguarding and promotion of the welfare of young people. To demonstrate this commitment in every aspect of this post. To adhere to, and ensure compliance with, the School's Child Protection Policy at all times. You are required to report any safeguarding or child protection concerns to your line manager or the School's Child Protection Officer.



## BENEFITS OF SERVICE

In addition to providing a great place to work, we offer a generous remuneration package to colleagues which includes:

**Pension:** The successful candidate will be eligible to join the Teachers' Pension Scheme or a Defined Contributions Scheme.

**Accommodation:** Depending on personal circumstances, staff accommodation may be available (up to and including a four bedroom house)

**Salary:** Rossall School offers a competitive package of benefits and a salary commensurate with the senior nature of the role

**School Fees:** Rossall School offers fee remission of 50% to the children of employees (except the Nursery).

## APPLICATION PROCESS

To apply, please complete the application form available on the School website, ensuring that your referees include your current or most recent employer.

Your letter of application should be addressed to the Headmaster. It should be no more than two sides and clearly outline your suitability for the role with reference to the Job Description and Person Specification. You should also explain clearly why you want to work at Rossall.

Send your completed application to the Headmaster c/o Mrs Stephanie Capstick (Head of HR and Compliance).

### POST:

Mrs Stephanie Capstick  
Head of HR and Compliance  
Rossall School  
Broadway  
Fleetwood  
Lancashire FY7 8JW

### EMAIL:

[hr@rossall.org.uk](mailto:hr@rossall.org.uk)

### KEY DATES:

**Deadline for submission of applications 4 pm Friday 24th September**

Selected candidates will have a first-round interview during the week beginning Monday 27th September. Second round interviews are expected to be held during the week beginning Monday 4th October.