



KIRKHAM GRAMMAR SCHOOL

ASSISTANT HEAD (ACADEMIC)

The Role:

The Assistant Head (Academic) has overall responsibility for the academic life of the pupils at Kirkham Grammar School.

The Assistant Head (Academic) reports to the Associate Head and forms a major part of the Senior Leadership Team (SLT), which consists of the Head, Associate Head, Assistant Head (Pastoral), Assistant Head (Academic), Assistant Head (Systems) and Assistant Head (Head of Sixth Form).

Whilst the main focus of the role is within the Senior School, they will also liaise closely with the leadership team in the Junior, Infant and Pre-School.

Key Responsibilities & Accountabilities:

1. Key Leadership Roles

- Be a member of the Senior Leadership Team (SLT) of the Senior School.
- Foster a culture of academic rigor and achievement across the school, particularly at Key Stage 4 and 5.
- Develop an integrated strategy that encompasses all areas of academic life at Kirkham Grammar School.
- Write and keep updated all relevant sections of the school's inspection self-evaluation form (SEF).
- Teach a significantly reduced timetable in accordance with the duties of a standard teacher as outlined in the general job description and role model outstanding teaching.
- Undertake duties that may be reasonably assigned by the Head.

2. Academic Leadership of the Senior School

- Promote excellence, creativity and innovation in all areas of the curriculum, working with other members of the Senior Leadership Team on the shape of the timetable, curriculum model, and subject range.
- Ensure the curriculum is modern and up to date with educational developments, including AI and the use of technology.
- Ensure high standards of Teaching and Learning throughout all departments.
- Lead a rigorous process for assessment, recording and reporting to ensure that data is constantly being used to inform teaching and learning strategies and to improve pupil progress and achievement.
- Lead a data-driven approach to tracking pupils' progress, working with Heads of Department, Heads of Year and other members of the Senior Leadership Team to ensure all pupils reach their full potential.
- Liaise and communicate with individual and small groups of pupils and parents regarding academic progress when appropriate and necessary.
- Work with the Heads of Department, Heads of Year and Head of Sixth Form on academic tracking and monitoring to ensure that pupils are given appropriate guidance and support when choosing appropriate subjects and courses, both whilst at Kirkham Grammar School and after Sixth Form.
- Line-manage Heads of Departments to encourage innovative teaching practice consistent with the school's vision.
- Ensure internal, external and entrance assessment exams are run efficiently and in accordance with regulations.
- Lead a regular review of each academic department, enlisting other members of the SLT, to ensure standards of teaching and learning, progress and outcomes are high and all pupils benefit from a quality education.
- Liaise and line manage the Learning Support department, ensuring the needs of every child is catered for and quality first teaching is a strength of the school.
- Chair Heads of Department meetings and all other appropriate meetings related to the academic life of the Senior School.
- Prepare and present reports, when appropriate, on the academic life of the school for Governor meetings.
- Ensure ISI compliance in all aspects of the academic and curriculum aspects of the Senior School.

- Lead and/or oversee staff induction and training to ensure compliance and best practice in all areas of the academic life of the school (working in close liaison, if and when appropriate, with the HR Manager, the Junior, Infant and Pre-School SLT and with the Bursar for Governor training).
- Responsibility for the review and upkeep of all relevant school policies within the academic life of the school.
- Work closely with and line manage Heads of Department, alongside the Pastoral Team where appropriate, to ensure excellent pupil conduct, behavioural standards and appearance in the Senior School.
- Work with the Heads of Department to produce termly reports of academic interest for review at SLT and for Governors.
- Manage serious academic issues within the Senior School.
- Ensure as a school that we are compliant with statutory curriculum and academic delivery and policy procedures.
- Line manage the Head of Careers, ensuring all pupils are provided with outstanding guidance and support regarding their subject choices and futures post school. Ensuring the school is compliant with all legal obligations in this area.
- Lead the summer results days, ensuring all pupils/parents receive support and guidance on their next steps.
- Liaise with JCQ with regard to all relevant academic matter within the Senior School.

Direct Reports

- Heads of Department
- Librarian
- Head of Learning Support
- Head of Careers

The Ideal Candidate Will Have:

The successful candidate will be able to think strategically and have outstanding organisational skills with the ability to manage priorities effectively in a complex and dynamic environment. They will be delivery focused with the ability to see tasks and projects through to completion on time and to budget.

They will have:

- An eye for both detail and the bigger picture, allied to an instinctive feeling for what 'works' and what is best for pupils.

- A broad and up-to-date knowledge of national educational trends within the sector.
- Effective working knowledge of all areas of academic life within Kirkham Grammar School.
- High levels of emotional intelligence with excellent communication skills (verbal and written) and the ability to inspire and motivate people.
- A strong self-belief, with a resilient and determined approach.
- Self-awareness, a willingness to accept feedback and desire to keep developing oneself.
- The ability to react calmly and tactfully when under pressure and in their interactions with staff, parents and pupils at all times.
- Humility, a good sense of humour and an enthusiasm for working as part of a close team.

They will be:

- An excellent ambassador; with professional presentation skills and confidence in public speaking.
- An excellent classroom practitioner who leads by example.
- Aware of important educational developments within the sector and keen to innovate for the benefit of the school and its pupils.
- Instinctively evaluative, with an ambition for continual improvement.

All Teachers at Kirkham Grammar School Are Expected To:

- Embody and promote the school's values and ethos
- Demonstrate excellence in subject knowledge and teaching practice
- Make effective use of technology to support and enhance learning
- Provide excellent pastoral support through involvement in the Tutor system
- Commit to ongoing professional learning and reflection
- Contribute to the co-curricular life of the school, including regular involvement in activities or clubs
- Prioritise student wellbeing, inclusion, and safeguarding in all aspects of their work

Salary: Kirkham Grammar School Pay Scale

Closing date for applications: 19/06/2025

Proposed interview date: Week commencing 23 June 2025.

Applications: By application form and supporting letter/CV to:
Mrs A Roberts
HR Manager
Kirkham Grammar School
Ribby Road
Kirkham
PRESTON
PR4 2BH

Or Email: A.roberts@kirkhamgrammar.co.uk

The post is ultimately subject to completion of the school's own application form, two satisfactory references, DBS clearance and verification of qualifications.

Kirkham Grammar School is committed to safeguarding and promoting the welfare of children and young people.

June 2025