



# Falcons Prep - Richmond

## Job Description



Deputy Head -  
Academic Director  
of Learning & Innovation



The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## Our School

Falcons Prep – Richmond has the capacity to educate 200 boys from ages 4 – 13. The school, which is set in leafy Richmond on the edge of Old Deer Park, combines a warm and nurturing environment with excellent resources, a commitment to teamwork and the professional development of staff.

Falcons is an ambitious school with a strong set of values focused on providing every boy with the opportunity to reach their full potential. Nurturing a love of learning, we ensure that every boy acquires and secures the skills to become effective lifelong learners, fit not only for the world we live in today, but for a future yet to be determined.

Adventure, curiosity, kindness and reflection lie at the core of what we do.



We place equal importance on his social, moral and cultural growth. At all times the boys are expected to uphold the ethos of the school in a positive manner and are proud ambassadors; not only on site but when representing Falcons at outside events, activities and fixtures. We foster a desire to learn by offering a curriculum that has breadth, balance and challenge. Above all, we encourage academic endeavour and that each boy strives, gives of his best, and achieves his goals.

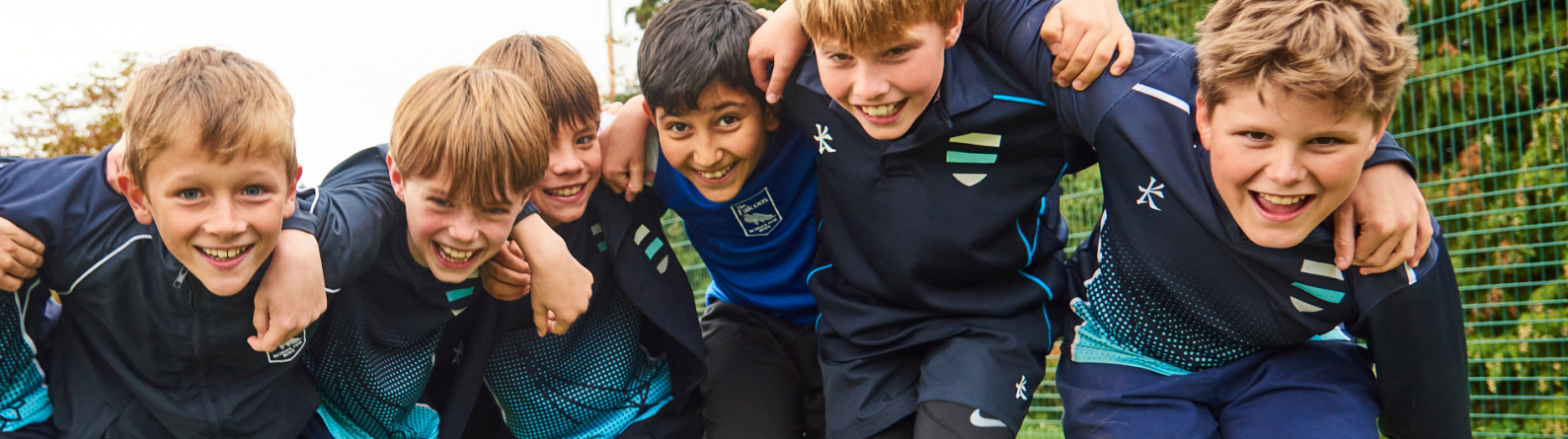
At Falcons we maintain high expectations and place a strong emphasis on acknowledging the positive ways in which the boys conduct themselves and interact with others. Trust, honesty, good manners, a hardworking attitude and respect for the environment and above all, each other, are intrinsic in all that we teach. We place great emphasis on the strength of our community and the boys being considerate, courteous and tolerant of the needs of others. We are a progressive and vibrant school that focuses on raising the aspirations and releasing the potential of every young person in our care. In this environment, they have the opportunity to grow academically, on the sports field, artistically, on stage, and to take leadership responsibilities in many different areas. Life at Falcons Prep - Richmond is a unique experience.

## What we can offer you

- The opportunity to join a very successful team of committed and highly qualified teachers.
- A supportive environment where the work-life balance of teachers is important.
- Outstanding facilities and resources to support learning and teaching.
- A forward-thinking, can do, risk-taking, mistake celebrating community where anything is possible!
- An opportunity to grow as a leader and access further professional development opportunities both in school and within the APG group.
- A bespoke induction and training programme with built-in support and mentoring.
- A strong Staff Wellbeing Programme (bike to work scheme/ additional healthcare support/staff events/breakfasts/socials)
- The opportunity to be part of Falcons Prep at its most pivotal and exciting time.







## The Role

We are looking for a passionate and innovative School Leader who will motivate and encourage our staff and boys to realise their full potential. You will demonstrate the skills, expertise and passion to inspire and encourage the teaching staff and strive for excellence in all areas. As Deputy Head – Academic, you will form a key role in supporting the Headmistress and ensuring the smooth and successful running of the school.

We are committed to creating a curriculum that is adaptive, collaborative, innovative and academically rigorous and developing strategies to improve outcomes and foster independent, lifelong learning. The main focus of the role is to oversee all areas of learning, teaching and innovation at Falcons Prep - Richmond with an emphasis on providing high quality learning opportunities for all. The Director of Learning and Innovation will be expected to act as a pioneer in developing new initiatives and innovative pedagogy.

This is an exciting opportunity for an educationalist who is clear-sighted and a person of integrity. S/he must have a good level of technical skills and where possible, experience using Onedrive and TEAMS. It is a significant role in Falcons' strong and committed community and is line managed by the Headteacher with whom s/he works closely and professionally. An excellent educational understanding of key issues within the learning and teaching of all subjects from aged 4-13 and organisational abilities, efficiency, humour and energy are a requirement of the position.



The ability to effectively track the academic progress of each child and to communicate articulately with parents is essential. S/he understands school protocols and policies, and is willing to make a full contribution to school life. S/he has a good working knowledge of child protection issues and safeguarding and undertakes the appropriate training, as s/he will liaise with the Designated Safeguarding Lead on related and highly confidential matters. S/he must be friendly, approachable, discrete and supportive.

**Reporting Line Manager:** Headteacher

**Line Manager of:** Head of Assessment, Data and Reporting,  
Heads of Department, SENDCo and all teaching staff.



## Main Duties & Responsibilities

### In relation to the leadership of learning & innovation:

- Lead the development of outstanding, innovative learning and teaching and communicate the vision for learning and teaching at FPR in a clear and coherent way.
- Take a major senior role in the leadership of the school and to serve on the Senior Leadership Team and other key committees.
- Be involved in the school decision making process advising the Headmistress and Governors on policy making and development planning.
- Further the awareness of learning and teaching methodologies and strategies.
- Act as a pioneer in developing new initiatives and innovative pedagogy.
- Ensure that inventive use is made of resources, including new technologies.
- Actively promote and embed the schools aims, ethos and learning habits.
- Develop specific learning events / initiatives for boys, staff and parents.
- Work closely with the Head of Marketing and Head of Enrichment and Community Development in the growth of activities with other schools, organisations and services.
- In liaison with the SLT, develop FPR as a learning hub for teachers from other schools.
- Lead the development of assessment with the Head of Assessment, Data and Reporting and to ensure that AfL is fully embedded within the school and is being used to raise standards of attainment/achievement and the overall quality of learning and teaching.
- Take a key role in school-wide self-evaluation.
- Report to the governors in relation to various aspects of learning and innovation.
- Deputise for the Headmistress as required.
- Take a key role in relation to ISI inspections



### In relation to the review and monitoring of learning & teaching:

- Monitor learning and teaching in the school through the use of professional reviews, scrutiny of work, lesson observations and learning walks.
- Have an oversight of all policies which relate to learning and teaching and other academic aspects of the school.
- Participate in the on-going review of the curriculum.
- Liaise closely with the Headteacher and SLT of Falcons Pre-Prep to ensure academic continuity.
- Ensure academic continuity and display a thorough understanding of the expectations for 11+ and 13+ entry.







### In relation to academic administration, assessment, data and reports:

- Line Manage the Head of Assessment, Data and Reporting ensuring:
  - Appropriate use of assessment across the school
  - The effective organisation of internal and external examinations including the administration of the ISEB Pre-Tests, Common Entrance and Scholarship Examinations and other methods of senior school entry
  - Ensure that a clear annual calendar for reporting and data collection (including baseline assessments such as INCAS/MidYIS) is published annually.
  - The timely collection of attainment data for teachers and Heads of Department.
  - All data is collected, processed and analysed effectively to identify progress.
  - Data results and observations are regularly and clearly communicated to staff.
  - Improvements in both electronic and paper methods for reporting student progress to parents.
- Have responsibility for the planning, preparation, construction and administration of the timetable (pupil and staff).
- Provide advice and support to all staff so that they are able to use and analyse data appropriately.
- Guide and support all staff on the analysis of data.
- Develop the use of SIMs in handling data on student progress and achievement.
- Have an oversight of assessments for occasional places from Y3 upwards.
- Ensure reporting systems are straightforward to use and that a clear annual schedule of reporting is published in advance.
- Provide guidance and support to staff on reporting.
- Monitor progress of report writing and take action to ensure deadlines are met.



### In relation to the teaching staff:

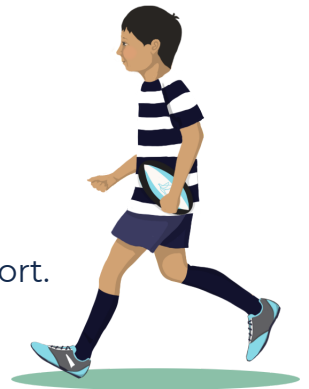
- Have involvement in the selection process of new staff.
- To assist in the organisation and delivery of the Induction Programme for new staff, including mentoring and observations.
- To lead, organise and deliver, where appropriate, the termly INSET days and to assist departments with their own training programmes.
- Advise and help colleagues in appraisals, professional development and lesson observation.
- Arrange and monitor “cross departmental” lesson observations.
- Promote a culture of sharing good practice.
- Have overall responsibility for the monitoring of NQT, PGCE and GTP requirements as appropriate for teaching staff, meeting all legal requirements.



- Have an overview of CPD needs and manage the CPD budget.
- Establish and Chair the (soon to be established) Learning and Innovation Strategy Group.
- Lead and co-ordinate whole school Teacher Learning Communities.
- Have overall responsibility for the Heads of Departments and to chair HoDs meetings.
- Have responsibility for the development of departmental documentation including schemes of work and programmes of study as well as overseeing short and medium term planning and departmental action plans.
- Liaise closely with HoDs and the Head of Enrichment and Community Development to ensure adequate enrichment provision across all year groups.

### In relation to the students:

- Play a key role in monitoring academic performance and levels of attainment on an individual pupil basis.
- Lead on pupil mentoring so pupils take ownership of their academic progress.
- Ensure appropriate provision is available to those students with a deep interest or passion for a particular subject or curriculum area.
- Promote self-reflection and target setting among the students.
- Promote an awareness of enrichment opportunities among pupils, staff and parents.
- Line manage and liaise with the SENCo to ensure the effective delivery of the Learning Support Policy and to monitor the progress and development of students receiving learning support.



### In relation to the parents:

- Where appropriate, meet with parents to discuss their son's academic progress.
- Create opportunities to provide further information and guidance to parents regarding their son's education and progress.
- Communicate key information relating to learning and innovation to parents.







### In relation to pastoral care, social development and safeguarding:

- To inform the Head or DSL of any concerns you may have about any individual or group of children.
- To liaise with the DSL to ensure the safeguarding and security of all children in your care.
- Responsibility for ensuring all staff are adhering to the safeguarding policies of the school.
- Promote and safeguard the welfare of pupils and adhere to and ensure compliance with the school's Child Protection procedures and staff guidance at all times reporting any concerns to the DSL or Headteacher as appropriate.
- Be aware of Health and Safety requirements, including where to obtain expert advice.
- Communicate with the Health and Safety Team any Health and Safety issues regarding the welfare or safety of the pupils or staff.
- Be familiar with the school's fire safety procedures and participate in drills as required.

### In relation to the wider school:

- Attend school events and actively consider ways in which to engage the parent body with their son's learning.
- Assist in the delivery of co-curricular offerings both in and out of school.
- To participate in educational visits and extra-curricular activities.
- To carry out other supervisory duties as required.
- To participate in meetings, training and professional development as required.
- To provide cover for colleagues as required.
- To undertake such other reasonable duties that may be required from time to time.



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All applications to be submitted via APG Portal.

Deadline: 12pm, Monday 19 April 2021



THIS JOB DESCRIPTION IS CORRECT AT THE TIME OF ISSUE BUT IS SUBJECT TO CHANGE IF AND WHEN REQUIRED BY THE HEAD.



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