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**Appointment of**

**Deputy Head (Academic)**

**from September 2019 or January 2020**

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Provided as a separate document:

* Application Form

**School Information**

**What sort of a school is Birkdale?**

Birkdale is a very successful and friendly day school of 810 + pupils: boys 4 – 18 with a co-educational Sixth Form.  Since its foundation in 1904 it has grown and flourished with academic, pastoral and extra-curricular developments being underpinned by an ambitious programme of physical development across its three sites in south-west Sheffield : the 11-18 (Y7 to Y13) Senior School, the 4-11 (Reception to Y6) Prep School, and the playing fields.  The School has a strong Christian ethos.  Birkdale is the only HMC (Headmasters' and Headmistresses' Conference) school in South Yorkshire and the Head Master is also a member of the Society of Heads.  The Head of the Preparatory School is a member of IAPS (the Incorporated Association of Preparatory Schools).

**Why teach in Sheffield?**

Visitors to Sheffield frequently comment on its greenness: there are in fact more trees per person here than in any other English city. Birkdale is located in an inner suburb close to the Universities, 1½ miles from the city centre and 4 miles from the Peak District National Park. Indoor and outdoor leisure facilities of all kinds - from theatres and restaurants to sailing and hill walking - could hardly be closer at hand, making the quality of life very good indeed.

**Why teach in an independent school?**

There are undoubtedly particular advantages enjoyed by independent schools and their staff. A survey of newly qualified teachers revealed five main attractive features of teaching in an independent school: the more disciplined environment, the opportunity for teachers to express their passion for their subjects, good resources, smaller class sizes and greater professional freedom. In common with most independent schools, Birkdale offers a fully accredited statutory NQT induction programme.

**What are Birkdale's academic standards?**

The expectation is that nearly all pupils, having entered the school at various ages, will progress through to A level. The GCSE pass (9-5) rate is consistently around 99%, with the proportion of 9-7 grades around 60%. Twenty-eight A level subjects are offered. Most students start with four academic subjects in the lower sixth leading on to three or more A levels in the upper sixth. A level students can also take a wide range of unexamined enrichment courses or the Extended Project Qualification. The A level results are very good with around 90% of entries resulting in A\*-C grades. Setting is extensively employed at both Prep and Senior Schools.

**What happens outside the classroom?**

The school's academic emphasis, although important, is not exclusive. The extracurricular activities programme caters for most interests; sports, music, drama and outdoor pursuits flourish. All members of the teaching staff are expected to contribute to the wider life of the school beyond their academic commitment, with many activities occurring in the evenings and at weekends.

**Does Birkdale offer the opportunity for teachers to develop professionally?**

A coherently constructed appraisal scheme exists partly to enable teachers to think about and develop their careers: as teachers develop, so does the school. There is a generous annual budget for staff training and development.

**What makes Birkdale special?**

The Christian ethos of the school manifests itself in the particularly friendly and supportive atmosphere. A good proportion of the staff are committed Christians, although as a community Birkdale is open to all, whatever their religious beliefs. The school is strongly committed to the care of its pupils and staff.

**Appointment of Deputy Head (Academic)**

This role is a new position within Birkdale following the promotion of the current Director of Studies to senior Deputy Head (Pastoral) at the school. The change in title to Deputy Head (Academic) reflects the breadth and scale of responsibility commensurate with this post. We therefore seek to appoint for September 2019 or January 2020 an individual to join the Senior Management Team and be active in leading the academic development of the school.

An attractive salary is on offer. A generous remission of fees scheme is available for children of staff. The school is a member of the Teachers’ Pension Scheme.

**Job Description**

The list below is a good guide of responsibilities, but it is not exhaustive as the successful candidate will need to be flexible and able to adapt to the changing needs of the school.

**The academic curriculum and life of the school**

* To lead, develop and implement the educational philosophy of the school within the academic curriculum.
* To keep the Head Master informed, together with all who have curricular responsibility, about academic issues, and develop links with other educational organisations.
* To update handbooks setting out the curriculum at each stage of the Senior School and academic policies.
* To teach around 25% of a timetable.
* To promote and encourage departmental initiatives and to attend relevant departmental meetings.
* To liaise with Senior School parents and Heads of Section on academic matters.
* To attend SMT meetings and contribute to the strategic direction of the school.
* To attend Policy Committee meetings.
* To attend Governors’ Committee Meetings as necessary.
* To contribute to the extra-curricular life of the school.

**Staff management**

* To lead and manage the Heads of Department, encouraging, supporting and challenging them to raise the already high standards and expectations.
* To chair meetings of Heads of Department.
* To assist in the appraisal of members of staff
* To assist in the selection of new staff.
* To monitor the quality of teaching and learning within the school.
* To assist the Head Master with the annual review of examination results.
* To oversee the work of Learning Support, including the screening of new pupils and arrangements for Gifted and Talented pupils.
* To oversee the distribution of public examination results.
* To oversee the work of the Examinations Officers (internal and external) and assist with re-marks and the follow-up of results and certificates
* To line manage a number of departments and conduct regular meetings with the Head of Department

**Timetable**

* To oversee the allocation of staff in consultation with the Head Master
* To plan the timetable structure
* To oversee the work of the member of staff responsible for constructing the timetable.
* To produce the necessary timetable documentation including staff, room, form and homework timetables and set lists for each year group.

**Administration**

* To oversee the arrangements for S3, GCSE and A Level options choices
* To oversee the arrangements for Grades and Reports
* To oversee the organisation of internal examinations.
* To work with the Registrar and the Head of Lower School to oversee the arrangements for entrance examinations and entrance procedures.
* To oversee the arrangements for the Sixth Form Scholarship programme.
* To oversee the administration of baseline assessments (MidYIS, Yellis and ALIS), monitoring of pupils’ progress and target setting.
* To liaise with the Prep School and attend meetings of the Liaison Committee.
* To support the Deputy Head in organising the annual carol service and prizegiving evening.

**Safeguarding**

* To act as the Deputy Designated Safeguarding Lead

**Person Specification**

* Have a good honours degree, a teacher training qualification and a proven track record of successful teaching in the 11-18 age range.
* Have a good track record of leading and managing staff; envisioning, encouraging, supporting, monitoring and challenging colleagues and innovating in organisation and in classroom practice to raise educational standards, probably as a Head of Department.
* Be committed to the strong Christian ethos of Birkdale School.
* Be able to work within organisational procedures and meet the required standards for the role.
* Be able to work collaboratively and supportively with colleagues within Birkdale School and with colleagues in other organisations.
* Be able to relate effectively to parents and to pupils.
* Be able to communicate clearly and effectively orally and in writing and demonstrate good ICT skills.
* Have a clear understanding of excellence in teaching and learning.
* Be patient, determined, enthusiastic and well-organised with a good eye for detail.
* Be committed to continual personal and professional development and be reflective and able to learn from past experience.
* Be resilient and demonstrate an ability to work well under pressure.
* Display commitment to the protection and safeguarding of children and young people.

Application Procedure/Interview arrangements

**Timetable:**

* Monday 24th June noon                           Closing date for applications
* By Thursday 27th June                            Shortlisted candidates contacted
* W/C 1st July                                 Interviews

**Applications:**

* should be sent to:

Peter Harris, Head Master, Birkdale School, Oakholme Road, Sheffield S10 3DH

* and should contain **all** of the following:
* A completed application form (available from our website [www.birkdaleschool.org.uk](http://www.birkdaleschool.org.uk)).

* A brief, covering letter of application no longer than one side of A4
* Contact details for two referees: ideally with e-mail, telephone and postal details. References will normally be taken up prior to interview for all shortlisted candidates.

**Interview arrangements:**

The Interview day is likely to require an early start and we will be happy to arrange overnight hotel accommodation as necessary at our cost for the evening before the interview. The process will include: a tour of Birkdale’s facilities, interviews with Senior Staff, a presentation to the Head Master and a selection of Governors, an in-tray exercise and a lesson.

**Pre-employment checks:**

Current legislation applying to this post includes the The Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) (England and Wales) Order 2008 and the Asylum & Immigration Act 1996.  Therefore, the successful candidate will be required to prove their eligibility to work in the UK and undergo appropriate criminal record checks, including an application for an Enhanced Disclosure from the Disclosure and Barring Service.   Details of the documentation etc needed in connection with all the above requirements will be sent to the shortlisted candidates. Prior to taking up appointment, we will then request a declaration about medical fitness, and proof of qualifications from the successful candidate.