



## JOB DESCRIPTION

### Deputy Head (Academic)

#### About Stonar

Stonar School is a vibrant co-educational day and boarding school for students aged 3 – 18. As one of over 50 schools worldwide in the Globeducate Group (<https://www.globeducate.com/>), Stonar has a global educational perspective, yet it is located in stunning grounds in the Wiltshire countryside just eight miles from the centre of the city of Bath and within easy reach of the M4 corridor.

Students regularly achieve excellent results, which are beyond expectations both academically and personally. We are proud to offer small class sizes that are led by dedicated and imaginative teachers. Stonar also boasts outstanding equestrian facilities and has a British Horse Society approved Equestrian Centre.

In addition to the term time day and boarding offering, Stonar also runs short courses during the school holidays, primarily for overseas and boarding pupils.

#### The Role

Job Title:	Deputy Head (Academic)
Responsible to:	The Head

The Deputy Head (Academic) will serve on the Senior School Management Team. The Deputy Head (Academic) will contribute to the out of hours cover as required on a rota basis, in and out of term time.

The Deputy Head (Academic) will work under the direction of the Head, to maintain and further develop an exceptional academic programme in an environment where pupils are always the primary focus. The Deputy Head (Academic) will promote an environment where pupils thrive and flourish in surroundings that encourage them to bring out the best of their individuality, whilst maintaining high standards in all aspects of teaching and academic outcomes.

The role of Deputy Head (Academic) will be to take primary responsibility for the academic programme of the school.

February 2020

## Purpose of Job

Lead the academic programme through effective planning, teaching, communication and management of resources and organisation of the curriculum by:

- Supporting the Head and Deputy Head in the daily running of the school, deputising for the Head as required. Also assisting the Deputy Head in working to ensure that high standards of behaviour are maintained and the school aims and values upheld.
- Fostering among the staff community a strong commitment to the ethos, aims and values of the school, promoting a culture of excellence across all areas of school life.
- Ensuring that the subjects meet the curriculum requirements both for the school and the examining boards, whilst maintaining the highest possible standards of achievement and personal development by developing, monitoring and overseeing the academic provision.
- Keeping abreast of developments in the curriculum and encouraging worthwhile innovation.
- Supporting the broad programme of activities and events throughout the school.
- Contributing and participating positively in discussions on departmental and school development plans, objectives and budgets.
- Placing the safety and security of all pupils at the heart of the school's day to day practices, ensuring that the highest possible level of care for the mental and physical health and wellbeing of all pupils and staff is provided.
- Analysing the results of public examinations for the Head and contributing ideas for improvements.

## Job Skills Required

- *Demonstrates leadership and personal responsibility* by motivating, raising awareness, showing drive and determination, organising work with little or no supervision, fostering team-building and getting commitment, being adaptable and showing good judgement.
- *Works effectively with other people* by allocating and delegating work fairly and according to people's strengths and weaknesses; treating people equally and sensitively, developing good working relationships, sharing knowledge and information, supporting and encouraging, being a good team member, appraising people fairly and managing conflict where it arises.
- *Demonstrates a passion for School Improvement* by being a self-driven leader to enable pupils to learn and develop to their maximum potential. Leadership will include a combination of cognitive and emotional understandings allied to the school's aims and values and key strategies of the individual and school.

- *Manages resources effectively* such as time, people, equipment, IT, information knowledge, money and accommodation.
- *Communicates clearly* by getting across the message effectively, listening carefully and responding to feedback, representing the school professionally, persuading and influencing, interviewing fairly and negotiating to achieve the best outcome.
- *Has experience in change management* by applying judgement about the timing and nature of change and prioritising the change strategies in the school according to their diagnosis of need in relation to purpose and context.
- *Has conversance with current research areas in secondary and tertiary education* an excellent knowledge of education topics that are not restricted to that of GCSE and A level but qualifications that can be further tailored to the needs of pupils.
- *Has experience in managing budgets and controlling costs* by preparing for curriculum changes to effectively plan full-time equivalent (FTE) staffing figure, and/or a shift in subject staffing.
- *Has a keen focus on pupil well-being, achievement and confidence-building* by providing a safe, consistent environment. Experience in mental health initiatives in schools and whole school approaches to aid promotion of social, wellbeing and good mental health.

## **Main Tasks**

1. Oversee the curriculum, ensuring that lessons provide appropriate academic challenge for all learners and that lessons are acceptable to all pupils and to also work in conjunction with the Head of Learning Support
2. Promote the love of learning and our culture of academic aspiration throughout Stonar. Promote best practice in research based teaching and learning and to develop, maintain and implement our Able and Talented Policy whilst maintaining awareness of current research and innovative approaches in education, nationally and internationally, making optimum use of technology in learning and teaching.
3. Oversee data tracking to promote pupil progress; overseeing assessment, reporting on pupil performance and progression; overseeing Alis, Yellis and MidYIS testing and value added tracking.
4. Build constructive and workable relationships with local and feeder schools; work with the Director of Marketing and Admissions to ensure our academic work is appropriately communicated to the wider world; oversee academic aspects of admissions; support admissions events and meet prospective pupils and parents; report to the Advisory Board on academic matters.
5. Recruit academic staff; manage teaching staff induction; allocate teaching, in consultation with Heads of Department, CPD – arranging training, internal and external, for academic staff; arrange lesson cover; line manage Heads of Department; monitor the quality of teaching and learning.

6. Manage the budgets for teaching salaries and for teaching costs; update and monitor the implementation of academic policies; maintain inspection-readiness in all academic matters; complete academic sections of School Development plan and SEF (self-evaluation document); use the Globeducate Platinum evaluation framework to drive teaching and learning improvement; report to parents on academic progress; produce academic materials (e.g. GCSE/Sixth Form booklets); manage internal and external exams; assist in the organisation of Speech Day.
7. Support colleagues and the Heads of Department by covering absences, developing new courses and teaching methods, offering ideas, sharing experience and assisting with general administrative or other reasonable tasks.
8. Assist in maintaining the discipline, neat appearance, good behaviour, health and well-being of pupils on and off school premises by implementing school policies.
9. Support events outside normal school hours, e.g. ISODE, concerts, open mornings.
10. Oversee the School's Professional Staff Development for Teaching Staff programme.

*The duties and responsibilities shown above are not intended to be exhaustive and the Deputy Head (Academic) will be expected to be flexible and to take on new responsibilities as necessary to meet the changing needs of the school.*