

NOTTING HILL PREPARATORY SCHOOL

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Job Description: Deputy Head (Academic)

Responsible to: Head and Governors

Line Manager: Head

Responsible for: All Heads of Department, teachers and TAs

General areas of responsibility

- To promote and safeguard the welfare of pupils
- To comply with the School's safeguarding & child protection policy and ensure that any concerns relating to the safety or welfare of children are reported immediately to the Designated Safeguarding Lead (DSL) or the Head
- To keep up to date with pastoral care policies of the School and remain sufficiently aware of any personal problems of individual pupils
- To comply with the School's Code of Conduct
- To read other policies or guidance as and when required to do so by the DSL, Head or other member of the Senior Leadership Team
- To act consistently, in a calm and supportive manner with colleagues
- To attend staff and departmental meetings, open days, briefings, assemblies, INSET days, parent consultations and other School events, as required
- To communicate in a timely and appropriate fashion with parents, as and when necessary
- To participate in any arrangements that may be made for teacher reviews
- To carry out supervisory duties, including playground and lunch supervision, as directed by the Deputy Head (Operations)
- To undertake other specific duties which may, from time to time, be reasonably requested by the Head
- To cover for absent colleagues, when required, as organised by the Deputy Head (Operations)
- If notified in advance, to take games and school teams as required by the Director of Sport
- To take part in residential trips, if necessary and reasonable
- To complete risk assessments and/or follow correct School procedures for any class trips/events/visiting speakers organised
- To meet all deadlines for the efficient running of the School (e.g. reports, planning etc.)
- To maintain an orderly and purposeful atmosphere in the classroom and around the School and to check the attendance of pupils
- To ensure good management, sense of order and tidiness of the classroom so that the children may develop a sense of responsibility and pride in their classroom
- To ensure that all pupils adhere to the School rules
- To notify the School about personal absence due to illness and gain permission from the Head for any intended absence
- To be responsible for his/her personal punctuality and wearing of appropriate dress

Specific Areas of Responsibility as Member of SLT

To champion the School's ethos and aims to colleagues, children, parents, and the wider community.

- **Academic:** To strive to improve academic outcomes of NHP children
- **Pastoral:** To monitor the pastoral, social and emotional wellbeing of NHP children
- **Safeguarding:** To ensure the safe and smooth daily operations of the School
- **Admin, Operations and Future Planning:** To attend SLT meetings and take action as required
- **Staff:** To lead and support the staff within your responsibility/review group and, alongside the Deputy Head (Pastoral) and Deputy Head (Operations), deputise in the Head's absence.
- **Parents:** To communicate with, and support, the parents within your responsibility/review group
- **Governors:** To attend Education Committee meetings to update Governors on educational matters relating to the School
- **Policy and Compliance:** To write and review policies in order to keep our portfolio up to date and the School compliant, and to help to lead the School through inspections in order to preserve, and enhance, the reputational strength of NHP
- **Finance:** In conjunction with the Head and Bursar, to maintain appropriate staffing and expenditure levels to deliver the best education for NHP children in a context of affordability for our parents
- **Recruitment and Retention/Human Resources (HR):** To support the recruitment process in order to appoint the best possible staff to ensure the future good health of the School

Specific Responsibilities as Deputy Head (Academic)

Curriculum:

- To lead the structure, content and delivery of the curriculum and reflect changes in Teaching and Learning
- To ensure that Learning Progression Documents (LPDs) are in place for all subjects to enable the curriculum to be delivered successfully and in an age-appropriate way
- To monitor teacher planning to ensure that Medium Term and Weekly Lessons plans accurately reflect the LPDs of each subject
- To ensure that these schemes of work, taken as a whole, accurately and appropriately reflect the demands of the National Curriculum, the demands of 11+ examinations, and the Common Entrance syllabus
- To ensure a coherent curriculum framework is planned and implemented to give our children the best possible chance of winning places at their preferred senior schools, and that this framework is effectively communicated to children, parents and teachers
- To ensure the School's Curriculum Handbooks articulate the school's education clearly to parents at each step of their child's journey and that the contents are regularly updated to accurately reflect the School's education programmes
- To keep abreast of national changes in education policy and to lead on any changes within the School.

Timetable:

- To produce a yearly Curriculum Map which reflects the School's curriculum objectives, detailing lesson allocations for each year group and the teachers required to deliver those lessons, to enable a coherent timetable to be built
- To teach a minimum of 20% of the timetable

Planning:

- To review LPDs with Heads of Department, and set timeframes for LPD review

- To monitor the production of MTP and WLP and ensure they reflect the objectives laid down in the LPDs
- To contribute towards the School Development Plan with specific responsibility for the curriculum and Teaching and Learning

Assessment:

- To work with the Deputy Head (Operations) and Assessment Coordinator (AC) to set the framework for whole-school assessment, ensuring that assessment reflects the curriculum laid down in the LPDs and is beneficial to children, parents and teachers in improving outcomes for the children
- To track achievement and attainment across the School
- To further develop tracking systems to monitor and evaluate pupil progress across the School
- To ensure children's academic data is responsibly stored and deleted at appropriate times in accordance with the School's Data Retention Policy
- To track children's academic progress throughout their NHP careers, using assessment data effectively to this end, sharing what you learn with staff to enhance teaching and learning

Departments:

- To monitor the work of individual departments (including SEN) to ensure the children are getting well-planned and effective teaching
- To monitor, where appropriate, Heads of Department annually to maintain a high standard of professional practice, leadership and teacher development
- To plan and lead regular Head of Department meetings to promote a joined-up approach to NHP education across all subjects
- To track the spending of every department to ensure they are resourcing the School effectively and responsibly

Training:

- To put in place a coherent programme of staff training and INSET which meets the objectives of the Academic Action Plan and puts teacher/TA development at its heart

Action Plans and Policies:

- To write and review the annual Academic Action Plan to ensure the coherent evolution of NHP education
- To write and review all academic policies on an annual basis to ensure NHP policy and practice remain in step

Future Schools:

- To liaise with senior schools about the 11+ and 13+ assessment process
- To write references
- To keep updated on school entrance requirements at 11+ and 13+ and ensure the NHP Curriculum enables our children to be well-prepared for exams and tests which lead them to exit
- To liaise with Heads of Department and teaching staff to ensure full knowledge and understanding of the 11+ and 13+ destination school requirements and assessments
- To liaise with School SEN Department to monitor the academic progress of pupils on the SEN register and to ensure any exam concessions are adhered to or communicated for the 11+ and 13+ exam assessments at senior schools or internal examinations.
- To advise parents on 11+and 13+ school choices helping them to form a coherent strategy for their child's exit from NHP
- To maintain a comprehensive programme of [senior school] exam and pre-test preparation which is effectively communicated to children, parents and teachers

Staff:

- To maintain a high standard of teaching practice throughout the School, and ensure the practice is regularly reviewed and enhanced to promote best outcomes for the children
- To annually review the teachers and TAs within your review group
- To work alongside SLT to regularly review and update the professional review process
- To create a programme of CPD which meets the medium and short term training needs of the school (as expressed in Academic and Pastoral Development Plans)
- To promote the 'Thinking School' ethos throughout the School

Parents:

- As directed by the Head, to conduct 11+ and 13+ future Schools' meetings with parents, reporting back to parents and relevant staff to action points agreed in those meetings
- To lead and participate in future schools' and 11+ and 13+ clinics for parents

Governors:

- To prepare the academic report for the Governors' Education Committee and, in conjunction with the Head, to be accountable for the performance of the academic departments
- To prepare an agenda for the Governors' Education Committee which showcases the School's current and developing education plans, and present at those meetings as required
- To attend Governors' Communications Committee meetings and action tasks allotted in meetings

Policy and Compliance:

- To review policies allocated by SLT and join with SLT in reviewing all policies written by colleagues
- To share policy content and policy updates with relevant colleagues
- To work with other SLT members to ensure the School remains compliant, especially in the vital areas of Child Protection and Safeguarding
- To have a very good working knowledge of ISI requirements and work with SLT in preparing the School for successful inspection/s
- To input all academic data onto the ISI School portal, with the support of the AC

Recruitment:

- In consultation with Head and other members of SLT, to take part in the recruitment of Heads of Department and other teachers who are within the review group
- To work alongside SLT and HR Manager in carrying out other aspects of the recruitment process including regular review of the School's Safer Recruitment Policy and procedures.

Meetings:

- Head and Deputy Head (Operations) (weekly)
- Heads of Learning Support (weekly)
- Heads of Department (once every half term)
- SLT (weekly)
- Assessment Coordinator (weekly)
- SMT (fortnightly)
- Section meetings (weekly)