



JOB DESCRIPTION

Deputy Head (Academic)

Required from September 2019

Line Manager: Headmaster

Role

The Deputy Head (Academic) leads on all aspects of the academic strategy, curriculum and assessment for pupils aged 3-18 years of age. The role also involves being a proactive and supportive member of the Senior Management Team, which currently consists of the Headmaster, the Head of the Junior School, the Bursar, the Senior Deputy Head, the Deputy Head (Staff), the Registrar and Head of External Relations, and the Head of Sixth Form. The role is wide-ranging in its scope and requires both an ambitious vision for the academic aspirations of the School, as well as an absolute attention to detail at all times. The successful candidate will inspire others, lead by example, delegate effectively and be fully committed to improving teaching and learning through the use of dynamic and innovative pedagogy.

Deputy Head (Academic) responsibilities include:

- Leading preparation and implementation of the academic section of the School's Strategic Development Plan
- Leading curriculum development in the Senior School in line with the aims of the School and its policies relating to academic matters and in the light of national developments and changes to public examinations
- Preparing items for discussion, chairing the Curriculum Committee and Heads of Departments meetings and writing minutes.
- Overseeing and implementing the School's policy on assessments and reports
- Overseeing baseline testing of pupils on entry into Years 7, 8, 9, 10 and 12
- Having overall responsibility for the academic School database and academic set list
- Tracking pupil performance in line with the School's policy through MidYIS, Yellis, ALIS and internal examination results
- Chairing meetings that review pupil progress and overseeing action points, including compiling the September resit timetable
- Monitoring the progress of pupils who hold academic awards and advising the Headmaster on any underachievement
- Monitoring academic standards and analysing departmental performance in public examinations, including leading on Department Performance Review meetings and writing to Heads of Departments
- Reporting on academic issues to Governors and staff, and providing academic data to support the work of the Development Office
- Overseeing Heads of Years in the School's study skills programme; including independent learning opportunities (First Form projects, Second Form Independent Learning Week, Fourth Form Thinking Skills/Futures), as well as study leave arrangements for pupils in the Fifth and Sixth Forms
- Line managing the Heads of Departments, Academic Enrichment Co-ordinator, External Exams Officer, Internal Exams Officer, Head of Learning Skills and Librarians

- Setting up the annual departmental audit process and meetings
- Conducting Heads of Department lesson observations and annual appraisals, as well as induction training of new staff, as directed by the Deputy Head (Staff)
- Leading the School timetabling team; whilst having specific responsibility for the overall timetable structure, staffing, lesson allocations and the timetabling of rooms, and liaising with the Junior School Director of Studies and Head of Junior School on timetabling and staffing
- Advising the Headmaster on staffing requirements and being involved in the appointment of new staff
- Organising the GCSE options evening and ensuring that pupils and parents are well advised with appropriate information when making GCSE, Sixth Form or other curriculum choices
- Overseeing academic arrangements for transition into the Sixth Form for internal and external candidates; including Sixth Form Academic scholarships, Taster Lessons and the Sixth Form Information Evening
- Being part of the team that assess 11+ and 13+ Common Entrance scripts and interviews
- Supervising the commendation system; including Combat of the Pen displays and preparing academic progress awards for the end of term Headmaster's Assemblies
- Overseeing the awarding of Speech Day scholastic, progress and non-academic prizes
- Managing the academic detention process
- Creating the prep timetable in collaboration with Heads of Year
- Supporting new teaching and learning initiatives, including those involving the use of ICT
- Co-ordinating Senior School department arrangements for Open Days and supporting the Deputy Head (Pastoral) with non-department arrangements
- Leading Heads of Year and Senior School teachers on academic matters at Parents' Evenings
- Supporting the Development Office by advising on academic matters
- Working collaboratively with STEAKS and other relevant external organisations to raise the academic profile of the School with the wider community in relating to STEAM subjects
- Establishing term dates, compiling the termly Calendar and chairing Calendar Co-ordination meetings
- Teaching an approximately 0.5 timetable; with associated planning, marking, feedback and report writing
- Working collaboratively with the other members of the Senior Management Team in supporting non-teaching staff colleagues, Middle Managers and SMT in both the Senior School and Junior School in all aspects of the daily running of the School; attendance at School events and attending Governors' meetings as required

Person specification

Qualifications and Experience:

The role would be suited to current Heads of Departments, Directors of Studies and Assistant Heads in the independent or maintained sector. A strong academic profile, is required, which is likely to include qualifications from respected Higher Education institutions and post-graduate study. Experience of timetabling, MIS, curriculum change and academic data analysis would all prove useful. No subject specialism is sought.

Desirable personal qualities:

- Able to work under pressure, plan and prioritise own workload remaining professional at all times
- Able to deliver high standards, accuracy and attention to detail, meeting all deadlines
- Strong people skills; including a personal warmth, good sense of humour and a calm demeanour at all times
- A love of teaching and working with young people
- A sympathy with the Christian ethos and values of the School
- Excellent personal organisation, time management and administrative skills
- Ability to work well independently, and in a team, as well as to lead others

- Able to develop solutions and problem-solve
- Ambitious to make one's own mark on the academic attainment of the School
- Keen to support the wider life of the School

The Selection Process

Applications are to be made using the School's application form, available from the School website. Any queries regarding the application process should be directed to the Deputy Head Staff at j.collins@thekingsschool.co.uk

Salary

The King's School offers its own salary scale, details of which can be discussed at interview. The salary will be commensurate with the significance of this role in a leading HMC school and will depend on qualifications and experience.

Benefits

- Teachers' Pensions contributory pension scheme
- Generous fees remission for staff children
- Lunches
- City centre parking
- Tablet device for professional use, if required

Candidates should apply by completing the application form and a letter of application. A CV is not required. Applications should be addressed to:

The Headmaster, The King's School, Gloucester, GL1 2BG.

- **Closing date is Monday 25th February at 9am, with longlist interviews taking place on 5th and 8th March and shortlist interviews taking place on 14th March**
- **e-mail: k.woodcock@thekingsschool.co.uk**
- **Website: www.thekingsschool.co.uk**

The King's School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post including: references from previous employers, a Disclosure and Barring Service check at the enhanced level, as well as eligibility to work in the UK (in compliance with UK immigration regulations). Interviews will be conducted in person, and they will explore candidates' suitability to work with children.