



# **St Edmund's School Canterbury**

Pre-Prep | Junior | Senior

**(HMC & IAPS, CSA, Co-educational, Boarding & Day)  
(Church of England Foundation)**

## **Appointment of DEPUTY HEAD (ACADEMIC)**

(from September 2018)

### **THE SCHOOL**

St Edmund's School is a co-educational day and boarding school with c. 570 pupils from the ages of 3 to 18. The school is officially designated by the DfE as "a school of religious character". The Choristers of Canterbury Cathedral, who are full members of the Junior School, were incorporated into St Edmund's in 1972. The Head is a member of the Headmasters' and Headmistresses' Conference (HMC) and the Master of the Junior School is a member of the Incorporated Association of Preparatory Schools (IAPS) and of the Choir Schools' Association (CSA).

Until August 1996, the school was owned and governed by the Clergy Orphan Corporation and was originally founded to educate the sons of deceased clergymen of the Church of England and the Church in Wales. The school still maintains this role to a small extent. Furthermore, the Archbishop of Canterbury is Patron of the school. From September 1996, the school has been completely independent. Its assets, including its properties and trust funds, are owned by an independent charitable company, limited by guarantee. The directors of this company are the school Governors.

The Pre-Prep, Junior, and Senior schools are on the same site and are closely integrated, using the same Chapel, music and art facilities, dining hall, science laboratories and sports hall. The school prides itself on its friendly, family environment where every pupil is known and valued.

Although the majority of children are day pupils, one quarter of the school's pupils are boarders, from a wide range of backgrounds. The school operates a five-day teaching week, but also runs a Saturday morning activities programme which is optional for Senior School day pupils. All boarders participate in both Saturday and Sunday activities programmes.

The school adjoins the University of Kent and is able to make use of many of the university's facilities: the Templeman Library, the Gulbenkian theatre and the public lectures amongst others. London's West End is within easy reach. Further information about St Edmund's may be found on the school's website: [www.stedmunds.org.uk](http://www.stedmunds.org.uk)

## **JOB DESCRIPTION**

The Deputy Head (Academic) is responsible to the Head and is a key member of the school's Senior Leadership Team.

### **KEY RESPONSIBILITIES**

#### **Strategic**

- Provide advice and support for the Head on academic issues and strategy
- Member of the Senior Leadership Team
- Oversee the delivery and development of the Senior School curriculum
- Take responsibility for updating and implementing the school's Curriculum Policy and related academic policies
- Contribute to the whole school development plan
- Give presentations to the Senior Leadership Team and the Governing Body as required
- Ensure 3-18 consistency of academic provision in conjunction with Junior School and Pre-Prep
- Play a leading role in the school's preparation for ISI Inspections
- Oversee the strategic development of academic ICT

#### **Teaching & Learning**

- Oversee the day-to-day implementation of the school's Curriculum Policy
- Work with the Head to establish St Edmund's School as a centre for excellence and innovation in educational practice
- Manage the construction of the school timetable in conjunction with the Head of Operations and Research and the Junior School Director of Studies
- Oversee academic department budgets and the annual departmental development planning process
- Ensure the school maintains the highest possible standards of teaching and learning
- Champion the effective use of ICT in lessons
- Chair the half-termly Heads of Departments meeting
- Oversee baseline testing, target setting, progress tracking and the analysis of examination results

- Review annual examination reports from academic departments and present the annual report on academic achievement to the Education & Staffing Committee of the school's Governing Body
- Keep the school community informed regarding developments in educational research, the regulatory environment and national education policy
- Deal on a daily basis with pupils, parents and staff on academic issues
- Manage the annual subject options process and allocation of pupils to classes, providing advice to pupils and parents
- Liaise with the Head and the Head of Admissions on the suitability of applicants for school places including oversight of entrance testing
- Manage the reporting of academic progress to parents

## **Staff**

- Take collective responsibility for maintaining the school's ethos and standards
- Manage the staffing of academic lessons, providing advice on staffing to the Head
- Advise and line-manage the Heads of Department, the Head of Additional Educational Needs, the Examinations Officer, the Database Manager, the Attendance Officer and the School Librarian
- Provide ongoing support and advice to all teaching staff as required
- Play a leading role in Senior School teaching appointments
- Lead the appraisal and continuing professional development of teaching staff
- Regularly observe academic lessons and promote the peer observation programme
- Oversee staff INSET and the corresponding budget
- Involvement with formal complaints, disciplinary and grievance procedures

## **Pupils**

- Oversee all issues relating to pupil academic progress
- Advise pupils and parents on academic matters
- Advise and support all staff in dealing with pupils and their parents
- Interview prospective pupils as appropriate

## **Teaching**

- Teach no more than 12 lessons per academic week (35 minute lessons)

## General

- Undertake additional duties that are appropriate to the role as directed by the Head
- To act as the school's Data Protection Officer working closely with the Bursar and the Database Manager
- Assist in the organisation of key school events such as Parents' Evenings, Open Day and Sixth Form Open Evening
- Manage the production of the termly school calendar
- The Deputy Head (Academic) will be expected to have regular meetings with the Head, Bursar, Deputy Head (Pastoral), Head of Operations and Research, Head of Sixth Form, Assistant Head (Co-Curricular), Housemasters and other key staff

## PERSON SPECIFICATION

Essential	Desirable
Good Honours degree	Whole school academic management experience
Commitment to the pastoral ethos of the school and the safeguarding of pupils	Qualified Teaching Status
Awareness of developments in educational research, national education policy and trends in the independent and maintained sectors	Further degree in educational management/leadership
Successful experience in academic management as a Head of Department or similar	Change management experience
Proven expertise and experience as a classroom teacher	Experience of delivering staff INSET and appraisals
Empathy, sensitivity and approachability	ISI Inspection experience
A diplomatic and supportive approach to resolving problems	Confident public speaker
A commitment to school improvement	
Strong IT skills	
Exceptional organisational abilities	
An understanding of, and commitment to, the 24/7 nature of boarding school life	
The highest standards of personal integrity and professionalism	
Commitment to personal professional development	

Applicants should describe in their application how they meet these criteria.

## CONDITIONS OF SERVICE

The school is a member of the Teachers' Pension Scheme and it is assumed that all staff will join or continue as members of this pension scheme unless they inform the school otherwise. Fee remission of 50% of the day fee is available to full-time members of staff subject to pupils satisfying the normal entrance criteria and spaces being available.

St Edmund's School Canterbury is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo safeguarding screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

Personal information provided by candidates will be kept on a secure file in the school and will not be released to third parties outside the school without the permission of the person concerned, except where there is a legal requirement so to do.

## APPLICATIONS

Applications must take the form of a completed Teaching Staff Application for Employment Form, a full curriculum vitae, and a covering letter (of no more than two sides) outlining the candidate's suitability for the post. The names and contact details (including email addresses) of two referees (one to be the current employer) are required.

The deadline for receipt of applications is **5.00pm on Thursday 30th November**. Applications should be addressed to the Head, Mrs Louise Moelwyn-Hughes, and emailed to:

Liz Ottaway  
Head's Personal Assistant  
head@stedmunds.org.uk

**St Edmund's School Canterbury, Kent, CT2 8HU**

Tel: (01227) 475600

JD/DH(Ac)/Sept18