



KING
EDWARD'S
SCHOOL
BATH



Applications are invited for the post of

DEPUTY HEAD (ACADEMIC)

Permanent, Full time

from September 2024

The Role

The Deputy Head (Academic) is a key member of the Senior Management team and leads on all matters relating to the academic life of the School, reporting directly to the Headmaster. This is an exciting opportunity to lead and to help shape teaching and learning at this successful, ambitious but grounded school.

Whilst certain aspects of this role may ultimately be tailored to the specific strengths and interests of the successful candidate, which can be discussed at interview, it is envisaged that potentially the main responsibilities of the postholder will include:

Strategic and day to day

- Responsibility for Teaching and Learning at the School, leading the Teaching and Learning strand of the School Development Plan, which currently includes sections on: Developing Teaching and Learning; Reporting review (this is scheduled to begin in the academic year 23-24); Curriculum review; Developing Teaching and Learning links with the KES Junior School; Behaviour in lessons focus; Library and Resources review; Careers; Higher Education and UCAS Review (this is scheduled to begin in the academic year 23-24).
- Overall responsibility for maintaining the highest standards of teaching and learning, ensuring that every pupil can make excellent progress and achieve their best, and that teachers work with ambition, purpose and skill.
- Oversight of the management of the Teaching and Learning (classroom craft) Champions (there are currently 2 of these, appointed May 23 on a fixed term basis for two years).
- Oversight of the development of the use of technology in the classroom and beyond; leading, line managing, developing and directing the Teaching and Learning (Technology)

Champions (there are currently two of these, appointed in May 23 on a fixed term basis for one year, though there is the potential for this to be extended in order to allow the new postholder to review the team).

- Responsibility for developing and implementing the digital strategy of the Senior School as it relates to teaching and learning. Working closely with the Junior School Academic and Digital lead/s on whole school planning and development.
- Working closely with the IT Manager and, where appropriate, the Deputy Head (Curriculum and Information Systems) to develop digital learning systems that will enhance the teaching and learning at KES. Chairing regular meetings of an ICT Teaching & Learning group and working with the Senior Deputy Head and Digital Content Coordinator to organise appropriate staff training.
- Working closely with the Headmaster and the Deputy Head (Curriculum and Information Systems) on the overall management of staffing allocations. The management and decision-making around options schemes, pupil choices and events are currently the responsibility of the Deputy Head (Curriculum and Information Systems)
- Overview of whole-school assessment methodology and implementation, working closely with the Deputy Head (Curriculum and Information Systems) who has oversight of the management of pupil tracking and data.
- Working closely with the Deputy Head (Curriculum and Information Systems) on Reporting and tracking. This includes close liaison with the Head and Deputy Head (Academic) of the Junior School to enable and develop cross-phase tracking opportunities.
- Oversight and management of academic budgets.
- Working closely with the Senior Deputy Head and Headmaster on staff appointments, taking responsibility for placing adverts, confirming role requirements, writing copy and interviewing as required.
- Working closely with the Headmaster, the Registrar and Admissions team and the Heads of Sector on pupil admissions, working to the Headmaster to review and develop the awarding and tracking of Academic Scholarships.
- Engagement with pupils and parents on any and all academic matters arising, such as gathering feedback or investigating concerns or complaints.
- Working closely with the SENCo and Heads of Sector on special academic requests, including final sign-off responsibility for requests for curriculum adjustment.
- Leading and chairing half termly meetings of the Heads of Departments, setting agendas and direction and monitoring departmental progress and work.
- Attending a selection of departmental meetings each term and/or as requested or required.
- Working closely with the Assistant Head (Events) on public facing academic events, such as the annual Prizegiving and Entrance Examination.

The Deputy Head (Academic) has line management responsibility for

- A group of Heads of Department. The line management of HODs is shared by the Deputy Heads on a day to day basis, but the Deputy Head Academic has full responsibility for long-term planning and direction.
- The Teaching and Learning (classroom craft) champions and the Teaching and Learning (Technology) champions as above.

- The Digital Content Coordinator, who is responsible for maintaining the VLE (Currently Firefly) and organises teaching staff ICT training.
- Careers.
- UCAS and Higher Education: this is currently the line management responsibility of the Deputy Head (Academic) but is under review.
- The Librarian: this post is currently jointly line managed by the Deputy Head (Academic) and the Bursar.

The Deputy Head Academic also has responsibility for a suite of academic policies, such as: Assessment; Curriculum; Reporting; Homework; Able, Gifted and Talented. It is expected that this portfolio will grow.



The Deputy Head (Academic) contributes, as all members of the leadership group do, to

- The smooth daily running of the School, through the running of duty teams, visible presence around School, and daily problem solving.
- New staff induction.
- ISI Inspection readiness, including taking a lead on academic matters prior to and during an Inspection.
- Governors' Committees, in particular Education, which meets termly.
- Whole School and Senior School INSET, CPD and training.
- KES Professional Review (Appraisal) as a reviewer of a selection of middle managers and/or departments.
- The wider extra- and co-curricular life of this flourishing, busy and vibrant school.
- Whole school events such as Open Day, Founder's Day, etc, including expected attendance at and support of a range of school events such as plays, concerts, fixtures etc.

It should be noted that responsibility for the timetable is not currently held by the Deputy Head Academic, although s/he does of course liaise closely with the Deputy Head (Curriculum and Information Systems) under whose remit this falls.

The postholder is expected, as all members of the leadership group are, to take undertake any other tasks as reasonably directed by the Headmaster or his Deputy.

This Vacancy

The successful candidate will:

- show outstanding leadership credentials and have a demonstrable record of personal and team success; is likely to have been an Assistant Head, Head of Department or Sector, or Housemaster/mistress;
- be a dynamic, pro-active communicator, able to motivate academic and administrative professionals to strive for continuous improvement and innovation;
- be an excellent team player with an engaging personality who will swiftly build meaningful and effective relations within the School
- have energy, patience, a sense of humour and a commitment to the ethos of the School
- teach a significantly reduced timetable in line with the responsibility of this role; any subject specialism can be considered.

This senior management position in this highly successful school is likely to appeal to candidates with ambitions to progress to Headship in the future. Salary will be commensurate with the qualifications and experience of the successful candidate and will reflect the significance of the post.



SALARY

Salaries at the School are based on our own KES Salary Scale and will take into account the qualifications and experience of the successful candidate. The KES Salary Scale is enhanced above the National State Qualified Teachers' Scale.

All staff are in a position of trust and have a duty to keep children and young people safe and to protect them from neglect and physical and emotional harm. This duty is in part exercised through the development of respectful caring and professional relationships between staff, children, and young people. Staff are expected to be familiar with the local child protection

arrangements and understand their responsibilities in order to safeguard and protect children and young people.

King Edward's School is committed to safeguarding and promoting the welfare of children and young people and applicants must be willing to undergo safeguarding screening including checks with past employers and a DBS disclosure in accordance with the DBS Code of Conduct. All appointments are made subject to satisfactory DBS clearance. The suitability of all prospective employees or volunteers will be assessed during the recruitment process in line with this commitment.

Further details and an application form can be obtained from our website or from the School's HR Department at HR@kesbath.com.

Applications should be made in writing, using the supplied application form **and** with a letter outlining the applicant's suitability for the post, including their relevant experience.

These should be received as soon as possible and no later than **9am on Friday 12th January** and should be sent to:

Mr M J Boden, Headmaster,
King Edward's School,
North Road,
BATH BA2 6HU
e-mail: HR@kesbath.com

Please note that we are unable to give feedback to applicants not invited for interview.