

DEPUTY HEAD

(Please note the job description will be tailored for the successful candidate and it is likely that the role shall involve whole school responsibilities, both from a pastoral and an academic perspective)

This job description and Seaford College's employment policies, terms and conditions for teaching staff set out the terms upon which you will be employed by The Johnson Trust Limited at Seaford College.

Seaford College is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

This job description may be amended at any time following discussion between the Headmaster and member of staff, and will be reviewed annually as part of the performance management process.

RESPONSIBLE TO: Headmaster and Governing Body

REPORTING TO: Headmaster

PURPOSE: The Deputy Head is to assist the Headmaster in ensuring that the College's academic management is effective, integrity of the data is resilient and supports the College's aspiration to provide outstanding teaching and learning for its students.

KEY RESPONSIBILITIES

The Deputy Head will work with the Senior Management Team (SMT) in the effective management of the school, including all academic matters. The Deputy Head will be a member of the SMT. The Deputy Head will be responsible for the curriculum offered, the quality of teaching and learning and the standards of academic achievement at Seaford College through the high-quality use of data.

The Deputy Head will undertake the following whole school responsibilities:

- Assisting in managing the development of the school across all areas
- Participation in the collegiate management style of the SMT
- Work with the (SMT), Directors, and Heads of Year (HoY) in monitoring of students' academic progress, educational outcomes, pastoral and other support needs and behaviour
- Line manage the Assistant Head – Teaching and Learning and the Assistant Head – Director of Studies
- Liaison with HoY, tutors, staff (to intervene where necessary) and parents is an integral part of this role
- Departmental links and other line management responsibilities including the review of department examination results and development plans
- Senior Management Team duties
- Overview of examinations and line management of Examinations Officer
- Substantially reduced teaching timetable

- Committee membership of SMT and Chair of the Academic Strategy Group and Head of Department Committee, and attendance at other meetings as agreed
- Oversee budgetary requests and allocation for the academic departments in collaboration with Finance Manager
- Shared responsibility for admissions procedures, and scholarship overview
- Recruitment, selection of staff and staff induction
- Health and safety, both collective and individual responsibilities
- Line management of ICT for academic teaching and learning
- Providing references for students and staff as required
- Reviewing policies and keeping them up to date, as appropriate
- Safeguarding and promoting the welfare of children and/or vulnerable adults
- Such other roles and responsibilities as may, from time to time, be reasonably required by the Headmaster
- Coordinate and direct preparation for ISI inspection

The Deputy Head is supported by the Academic Support Team – SMT Secretary, Examinations Officer, SIMS Data Manager

1. Teaching, Learning and Achievement

- Have overall responsibility for all Heads of academic departments (including the Learning Resource Centre, the Academic Access and Achievement Department (Learning Support) and oversee their work in maintaining high standards of teaching, learning and achievement. The line management structure shares out specific responsibility across the SMT)
- Be responsible for those members of staff who manage the programme of academic enrichment within the school
- Manage baseline testing and the analysis of examination results (with the Academic Support Team)
- Oversee target setting and the tracking of students' performance in conjunction with HoY and Assistant Head – Teaching and Learning and Assistant Head – Director of Studies
- Oversee the school internal examinations
- Oversee external examinations
- Oversee the SEN register and access arrangements through the line manager of the Academic Access and Achievement Department
- Liaise with the Admissions Secretary on suitability of applicants for places
- Oversee all entrance testing, including CATs, Common Entrance, the school's own testing where appropriate (including scholarship testing)
- Advise the Headmaster on internal and external academic awards
- Monitor the academic departments and provide regular reports on academic achievement to go to the School Governors Educational Committee (three times a year – generally October, March and June)

2. Administration

- Oversee the construction of the academic timetable each year with the timetabling team
- Manage the prep timetables for the Senior School and allocate staff to the prep rooms each evening (in conjunction with the Activities Co-ordinator)
- Determine the curriculum for each phase and key stage in conjunction with the Head of the Prep School
- Work with the Head of the Prep School on the offered curriculum for a joined up academic progression with the Senior School
- Oversee Y13 Option Choices
- Oversee Y11 Option Choices
- Oversee Y9 Option Process
- Manage subject choices and the allocation of students to classes in all year groups
- Oversee the transfer of the timetable into SIMS
- Chair the Academic Strategy Group, chair the Head of Department meetings and attend other meetings and conferences, both in and out of the school, as appropriate
- Ensure that the school is prepared for inspections and to lead the school's response to inspections
- Administration, presentation and review of public examination results
- Completion of external examination census.
- Completion of annual census returns (Jan/Feb)
- Oversee the academic calendar

3. Staff

- Manage the staffing of all academic lessons in consultation with HoDs
- Construct the Needs Analysis and advise the Headmaster on staffing requirements with the Timetabling Team
- Oversee the interview timetable for new staff in conjunction with the Senior Master, interview all applicants for teaching posts and give feedback of the process to the Headmaster
- Oversee the induction of new staff and the development of the teaching abilities of all staff
- Oversee the Appraisal System and the Performance Management System programme in conjunction with the Senior Master and Assistant Heads
- Oversee the Senior Master with the role of PGCE trainees and the programmes requirements

4. Communication

- Manage, through the HoYs and tutor teams, the reporting of academic progress to parents
- Organise the programme of parents' meetings
- Communicate with parents both individually and in general on all matters, explaining school policies and decisions
- Compile and publish information on the curriculum, subject choices and content
- Publish and post information on Firefly

5. Finances and Facilities

- Take overall responsibility for the annual budgets of the academic departments, working closely with the HoDs and the Finance Manager
- Monitor and advise on the provision and maintenance of suitable teaching facilities, working closely with the HoDs and the Director of Operations
- Monitor and advise on the organisation of the essential academic events throughout the year
- Advise the Headmaster on the level of support staff required to ensure the smooth running of the College

6. Strategic

- Draw up, maintain and implement an academic curriculum development plan
- Keep abreast of national changes in curriculum policy and advise the Headmaster on how best to respond to these changes
- Work closely with the Headmaster and other senior colleagues on the general development of the School Development Plan
- Work with the Headmaster in establishing the school as a leader both locally and nationally in educational innovation and thinking

The Deputy Head will have a substantially reduced teaching timetable.

Please note that the successful candidate will be an individual who aspires to become a Head in the future. The successful candidate will also need to be fully committed to the boarding, co-curricular and pastoral life of the College. Accommodation on the school site will be available for the successful candidate.

GENERAL MATTERS

To assist in such duties and activities relating to the general administration and control of the school as the Headmaster and Governing Body shall, from time to time, require.