

Deputy Head  
JOB DESCRIPTION  
(Reporting to: Headmaster)

The post holder has responsibility for the effective management and coordination of six areas:

- To take **overall responsibility for the pastoral care, safety and wellbeing** of all pupils in Years 7-13, including **being the DSL** for these pupils.
- Leadership and management of ensuring **improving academic progress and attainment** for all students in Years 7-13.
- Responsibility for **fostering a culture of innovative practice and continuous professional development** across the secondary school.
- To oversee the **continued growth and successful running of our boarding provision**.
- Contributing to the on-going **commercial success** of the school through establishing and maintaining effective relationships both within and outside of the school community.
- Playing an active role in the growth and improvement of the school as part of our **Senior Leadership Team**.

PASTORAL CARE, SAFETY & WELLBEING - The post holder is responsible for becoming the central figure in ensuring pastoral care, safety and wellbeing of our Y7-13 pupils remains at the very highest levels through:

- Serving as the Designated Safeguarding Lead (DSL) for all Y7-13 pupils, the post holder will play a key role in ensuring that colleagues understand the importance of a school-wide culture that places at all times the safety and wellbeing of pupils at the forefront of their duties.
- Holding regular meetings with key staff involved in the safeguarding and pastoral care of pupils and ensuring these continue to improve outcomes.
- Collation and analysis of data relating to pastoral outcomes and using data to inform strategy, including pupil surveys on pastoral and wellbeing matters.
- Overseeing the successful induction and transition of pupils into and between year groups.
- Maintaining a genuine interest in the wider school lives of each student, including supporting their participation in co-curricular and school events.
- Ensuring standards of dress, appearance and manners in the School community are high.
- Working with the Head of Co-Curricular to ensure our pupils successfully access a broad, vibrant and extensive programme of activities.
- Keeping up to date with national developments related to pastoral care, particularly changes to safeguarding and school inspection frameworks, including all associated policies and procedures remaining fully compliant and up-to-date.

IMPROVING ACADEMIC PROGRESS & ATTAINMENT - The post holder is responsible for the leadership and management of ensuring improvement(s) in both academic progress and attainment for all Year 7-13 pupils through:

- Consistent and rigorous tracking and monitoring of student performance data, including analysis of different groups of pupils within the school & ensuring these findings are used to support improvements in progress and outcomes.
- To oversee academic interventions and additional support programmes for relevant pupils & to ensure these are impactful.
- Working with middle leaders to help to formulate and develop policies and procedures which appropriately balance the need to improve learning and pupil progress with maintenance of realistic demands of teaching staff.
- Leadership of the academic scholars' programme to ensure our most able pupils continue to be appropriately challenged both inside and outside of lessons.
- Management of all elements of assessment and reporting, including the timing, format and frequency of reporting to stakeholders as well as all related policies and procedures.
- Maintaining a continuous and on-going overview of the academic progress of pupils (individually and in groups) and to regularly share this with colleagues as required.

**INNOVATIVE PRACTICE & PROFESSIONAL DEVELOPMENT** - The post holder is responsible for fostering a culture of innovative practice and continuous professional development through:

- To work to create a culture of regular reflection and sharing of ideas and good practice amongst colleagues.
- To re-evaluate the school's CPD provision and to work closely with colleagues to develop a framework which evidences impact, and which leaves colleagues feeling inspired, valued and developed.
- Providing on-going advice and expertise to all colleagues on how best to support pupils in achieving best possible outcomes.

**BOARDING** - The post holder is responsible ensuring the continued growth and successful running of our boarding provision through,

- In collaboration with the Head of Boarding, improving experiences and conditions for both international and domestic boarders in order to maximise opportunities for their academic achievement and personal development.
- Working with the boarding staff to ensure continued adherence to all areas of regulatory compliance.
- Assisting with the development of a boarding recruitment strategy and to work with key stakeholders to ensure its successful implementation.

**COMMERCIAL SUCCESS** - The post holder is responsible for contributing to the on-going commercial success of the school through establishing and fostering effective relationships with external parties and colleagues through:

- Ensuring continued growth in enrolment.

- Leading on the promotion of our Y7-13 day and boarding provision, including developing and maintaining strong partnerships with external parties (e.g. Those involved in recruiting international pupils).
- Successfully conducting tours of the school to prospective parents, pupils and other partners, some of which may be on weekends and during school holidays.
- To provide articles for the website, newsletters and external publications that help to promote and market the school and its provision.
- Where appropriate, developing close relationships with feeder schools and ensuring these partnerships are fostered for the benefit of both parties.
- Working closely with the IHS marketing team to ensure all materials produced are of a high quality and help to ensure on-going commercial success.

**SENIOR LEADERSHIP** - The post holder is responsible for playing an active role in the growth and improvement of the school as part of our Senior Leadership Team through:

- Supporting the aims and ethos of the school and at all times modelling the very highest levels of professionalism, pedagogy and care of our pupils.
- To have lead responsibility for inspections and audits for all matters relating to our Y7-13 provision (for example ISI Educational Quality Inspections).
- Attending and actively contributing to our Senior Leadership Team meetings and providing expertise, creativity and clarity of thought.
- Significant line management responsibilities including oversight of the performance management and appraisals of both senior and middle leaders.
- To participate in the review of staffing and performance as well as new staff recruitment as directed by the Headmaster.
- To maintain a visible presence around the School by interacting daily with both staff and students to ensure that the welcoming, supportive ethos of the school is maintained and built upon.
- To deputise for the Headmaster in his absence.

## **Person Specification**

**The successful candidate will be likely to fit the following profile:**

### **Qualifications:**

- Good Honours degree
- A postgraduate teaching qualification, including QTS
- Evidence of relevant professional development including accredited Level 3 safeguarding training.

### **Experience:**

- A proven track record of improving outcomes for pupils at both a middle and senior leadership level
- Experience of robust school evaluation, including analysing data and using it to sustain improvement
- A proven track record of instilling a team ethos of shared development, whilst ensuring individual accountability.
- Significant line management and appraisal responsibilities and a track record of inspiring and supporting colleagues to improve pupil outcomes
- Experienced classroom practitioner with a proven track record of enabling pupils to achieve highly in your lessons
- A proven track record of delivering commercial and operational success in a school setting
- Acting as a Designated Safeguarding Lead and/or a Deputy Designated Safeguarding Lead with a strong record of ensuring the safety and wellbeing of pupils in your care
- Experience of working in a boarding school, ideally to include experience of assisting with the recruitment of international pupils.

### **Personal Qualities & Attitudes:**

- High levels of professional and personal integrity
- Genuine interest in the wellbeing and achievements of pupils and colleagues
- Personal warmth to gain the confidence of pupils, staff and parents
- Positive, energetic and solution focused with a 'can do' approach
- Reflective practitioner who is ambitious to continue to learn and develop
- Strong communicator both in person and in writing
- Firm advocate of the power of high expectations, including the belief in leading by example
- Ambitious and aspirational for oneself and for the school
- Belief in the value of a broad and balanced education, including an extensive co-curricular programme
- Willingness to be fully committed to the life of a busy day and boarding school
- Strong advocate for boarding and the positive impact this can have on pupils