



MARLBOROUGH COLLEGE

*Appointment of Deputy Head (Academic)*

*Candidate Briefing Document*

*September 2018*

The information contained in this brief has been prepared for the exclusive use of persons evaluating this opportunity at Marlborough College.



## MARLBOROUGH COLLEGE

### APPOINTMENT OF DEPUTY HEAD (ACADEMIC)

#### *The College*

Marlborough College is one of the country's leading schools. Set in beautiful countryside at one end of an attractive market town, the College was founded in 1843 and is co-educational throughout. It is a vibrant community of 950 pupils, nearly all of whom board: sixteen Houses offer excellent accommodation and the College also houses most of its teachers. It is a true full-boarding school with a comprehensive programme at weekends. Demand for places is strong and the College is in excellent financial health.

Marlborough believes firmly in its duty to offer a balanced and broad education, based upon ideals of rigour, respect and responsibility. It is an Anglican foundation with a rich heritage of strong academic leadership. The College is a major local employer: the Common Room consists of over 140 teachers and there are more than 400 supporting staff.

The current curriculum includes a broad range of subjects and courses including A level, Pre-U courses, the Extended Project Qualification, GCSE and IGCSE. The co-curricular programme is exceptionally varied and diverse. Members of staff are expected to be wholeheartedly committed to, and to play an active part in, academic, pastoral and co-curricular life.

In 2012 Marlborough College Malaysia opened and in September 2017 it will have 870 pupils from over 40 different nations.

**Further information on Marlborough can be found at [www.marlboroughcollege.org](http://www.marlboroughcollege.org)**

#### *Background and Introduction to the Role*

The vacancy occurs upon the appointment of Jaideep Barot, the current Deputy Head (Academic), to the post of Headmaster of Bristol Grammar School. The successful candidate will be appointed by the Master and will attend some meetings of the College Council as well as being a member of the College Management Team and such other committees and teams as the Master deems appropriate. He or she will play a key role in the strategic development and operational management of the College as a whole.

#### *Responsibilities of the Role*

The Deputy Head (Academic) reports to the Master upon the operation of the academic administration of the College and keeps the academic curriculum under constant review, on academic matters. The Deputy Head (Academic) is a member of the College's



## MARLBOROUGH COLLEGE

Management Team and shares corporate responsibility for the smooth, efficient and fair running of the College. Specific responsibilities include the following:

### ***Responsibility for academic standards:***

This includes:

- i. Leadership and management of the Heads of Department, with regard for their work, their professional development, and their wellbeing
- ii. Managing the Director of Teaching & Learning, and the academic administration team
- iii. Assisting with the monitoring of staff performance, with particular emphasis on teaching & learning
- iv. Assisting with staff induction
- v. Academic discipline and classroom management
- vi. Analysis of examination results
- vii. Use of baseline data (e.g. Alis, MidYIS) and reporting information to monitor pupil performance
- viii. Preparation of an Academic Report to the Education Committee of the College Council (termly)
- ix. Preparation of ISI data as necessary
- x. Administration of academic prizes and awards

### ***Leading curriculum development and academic policy making:***

This includes:

- i. To prepare agendas for, and minute, Heads of Department and Academic Steering Committee meetings
- ii. The production of Curriculum Guides for the Lower and Upper School
- iii. Responsibility for the academic sections in the staff handbook
- iv. Keeping up to date with national initiatives and advising the Master and Council on developments
- v. Speaking at parents' meetings to keep the parent body in touch with national and College developments
- vi. Assemblies where a strong endorsement of the academic profile is needed
- vii. Leading, delivering, and other involvement in Academic Inset

### ***Responsibility for academic administration:***

This includes:

- i. Responsibility for all entry procedures including the organisation of entrance exams at 13+; 16+
- ii. The award of academic scholarships
- iii. Internal awards
- iv. Subject choice administration - on entry and for GCSE, A level and Pre-U



## MARLBOROUGH COLLEGE

- v. Overview of academic database (iSAMS)
- vi. Responsibility for academic entries in the College Almanac
- vii. Organising and implementation of all forms of academic reporting and assessment within the College
- viii. Regular dialogue with the Deputy Head (Academic) of Marlborough College Malaysia
- ix. An active interest in innovative and excellent teaching and learning, sharing the responsibility with the Director of Teaching and Learning
- x. Working with the Development Office in promoting the College
- xi. Oversight of the College VLE (Firefly) and the academic content of the College webpages
- xii. Staffing and timetabling matters, which include:
  - i. The analysis of staffing levels, advising the Master on appointments, collation of academic data to contribute to annual staffing load meeting
  - ii. The production of the academic timetable for the College
  - iii. The production of prep timetables and timetables for internal examinations

*Administrative assistance with all of this, and with the database will be provided*

### ***Line management of non-subject departments. This includes:***

- i. Line management of Exams Office. Overview of public examinations and overall responsibility for the smooth operation of the Examinations Office
- ii. Line management of Head of Academic Scholarship, and overview of the scholars' programme
- iii. Line management of the Head of Guidance (University and Careers). Overview of Guidance department, including Oxbridge entry (with its own coordinator), universities admissions test, overseas universities (with its own coordinator), including SAT/ACT preparation
- iv. Line management of the Head of Learning Support, and overview of this crucial area
- v. Line management of the VLE Manager and the Head of Academic Enrichment

### ***Ideal Candidate Profile***

The successful applicant will be a key player in the life and direction of one of the United Kingdom's leading independent schools. Plans for the future are ambitious, distinctive and exciting and the Deputy Head (Academic) will have a high profile and will carry serious responsibilities.

### ***The following are viewed as essential qualities for this post:***

- ✦ Personal integrity;
- ✦ Intellectual agility and the ability to think strategically;



## MARLBOROUGH COLLEGE

- ✦ Strong academic credentials;
- ✦ Administrative efficiency;
- ✦ The ability to communicate with clarity both in speech and in written form;
- ✦ A commitment to continuous professional development;
- ✦ An understanding of, and strong support for, the College's ethos and Anglican foundation;
- ✦ An education to degree level and possibly to postgraduate level;
- ✦ Leadership capability with the capacity to inspire the confidence and respect of colleagues, pupils, parents and members of the support staff;
- ✦ Excellence as a teacher;
- ✦ Experience of managing people and of team membership;
- ✦ An understanding of and the willingness to engage in the particular nature of full boarding life;
- ✦ Resilience and the capacity to work hard;
- ✦ A record of strong involvement in, and support for, co-curricular activity, and
- ✦ Good humour and a sense of perspective.

### ***Remuneration***

An attractive remuneration package including the provision of suitable housing will be available to the successful candidate

### ***Recruitment Process***

**Closing date for applications is Monday 2<sup>nd</sup> October 2017 at 9am.** *Candidates called for interview will be notified w/c Monday 9<sup>th</sup> October.* **Panel interviews with candidates who have been long-listed will be conducted in Marlborough on Thursday 2<sup>nd</sup> November.**

*Please note that the College is on half-term break from Friday 13<sup>th</sup> October to Sunday 29<sup>th</sup> October 2017.*

Short-listed candidates will attend interviews at Marlborough College on **Tuesday 7<sup>th</sup> November 2017**. There will also be a panel interview on this occasion and you will be required to give a presentation.

If you would like to discuss any other matters relating to this post, please contact the current Deputy Head (Academic), Mr Jaideep Barot, via email at [jmb@marlboroughcollege.org](mailto:jmb@marlboroughcollege.org)

Further details and an application pack should be obtained from the Marlborough College website. Applications should be made by either email to [recruitment@marlboroughcollege.org](mailto:recruitment@marlboroughcollege.org) or post to The Master, Master's Lodge, Marlborough College, SN8 1PA, and should consist of a completed application form, a full CV together with a supporting statement (not more than two A4 sides) setting out particular qualifications for the position and the names of three referees.