



WCCS



Deputy Head (Academic)

For September 2024

Information for applicants

Westminster Cathedral Choir School (WCCS)

Westminster Cathedral Choir School (WCCS) is a Catholic, academically-selective prep school for about 270 boys age 4 – 13, and a choir school for the boarding choristers of Westminster Cathedral.

The School was founded in 1902 to provide boarding choristers to sing the daily liturgy in the new cathedral. In 1976 day boys were introduced, and in 2017 WCCS opened a Pre-Prep for boys from Reception to Year 3, which is now full and thriving.

The School's twenty-one choristers receive major scholarships towards fees. Almost all choristers achieve major 13+ music scholarships to their destination senior schools.

Westminster Cathedral Choir School prepares boys for leading academic senior schools at 13+, including City of London, Dulwich, Eton, Harrow, King's Wimbledon, St Paul's, Tonbridge, Westminster and Winchester.



The position

The Governors seek to appoint an outstanding Deputy Head (Academic) who, with the Head and Director of Studies, will drive and oversee the academic curriculum and administration of the School. The position arises after the promotion of the current incumbent, Nick Morrell, to another school, after eight years' exemplary service.

WCCS is a selective, central-London School: applicants should wish to work in a fast-paced environment, where professional and parental expectations are high.

The successful candidate will be fully supportive of the School's aims, Catholic ethos and traditions and set a positive, professional example to boys and colleagues. The successful candidate's responsibilities are detailed below.

Key areas of responsibility

- To direct a coherent and integrated academic curriculum, encompassing all disciplines, in all Year Groups, in consultation with the Head, Director of Studies and SMT
- To assume overall responsibility for compliance with ISI and Catholic Schools Inspectorate regulatory requirements
- To oversee the Single Central Register of Appointments at weekly meetings during term time with the Director of Admissions
- To simplify, check and scrutinise all annual and weekly academic planning
- To check, scrutinise and approve all examination papers to ensure consistent academic standards
- To check and approve pupils' work and staff examination marking
- To organise academic staff appraisals (except SMT)
- To run new staff induction
- To publish comprehensive and coherent parent and staff handbooks annually
- To attend all parents' meetings

Teaching

- To teach, as reasonably required, by the Head
- To develop appropriate schemes of work, which set out challenging and appropriately differentiated work for all pupils
- To maintain order, discipline and calm to ensure effective teaching and learning
- To integrate ICT into teaching and learning
- To develop cross-curricular links with other subjects as well as PSHCE/SMSCD
- To organise and/or attend curricular-enriching trips
- To mark pupils' class work and prep, in line with School policy

Administration

- To keep records of effort and achievement, in line with School policy
- To write reports as required, following stated protocols
- To liaise closely with Heads of Department and the SMT as required
- To attend staff meetings as required
- To manage any departmental budget that he/she is responsible for

Pastoral care

- To set and maintain clear expectations of behaviour in all classes and cover lessons
- To follow and support the School's stated policies on rewards and sanctions, anti-bullying, safeguarding and child protection
- To treat all pupils with equanimity
- To report all pastoral concerns to the Deputy Head (Pastoral)

Health & safety

- To complete risk assessments as required
- To prepare for and respond to inspections of health and safety, internal and external

Personal conduct

- To welcome prospective parents and visitors into lessons or sports sessions at any reasonable time
- To maintain professional dress and appearance
- To maintain mannerly and professional spoken and written relationships with all colleagues, parents and pupils

Other

- To participate in appraisal meetings with whichever staff member the Head designates to oversee individual staff appraisals
- To participate in lesson evaluations by peers and the SMT, following the set protocols
- To attend INSET training as required
- To cover staff duties/accompany games as required
- To attend whole-School Mass during the week
- To follow all policies, protocols, procedures and regulations as stated in the staff handbook

Flexibility

This job description reflects the main responsibilities of the post. However, the post holder should be willing to undertake any other reasonable duties as required by the Head.

The person

This position would suit an imaginative, widely-read and conscientious leader with a proven track record in curriculum development and school management, including in a setting where academic expectations are high.



Safeguarding and child protection

WCCS is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, referees and the Disclosure and Barring Service.

Terms

This post is full-time and permanent.

The benefits

The successful candidate can expect an excellent salary, full membership of the Teachers' Pension Scheme, delicious food while on duty, free parking and the opportunity to teach in one of London's most successful preparatory schools.

Other benefits attach to the Head of Religious Studies, and Head of Boarding roles, which candidates may, or may not, wish to apply for simultaneously with this role.

How to apply

Candidates should complete the application form and email it with a brief (one page only) letter of application addressed to the Head, Mr Neil McLaughlan. Candidates should include in the letter details of personal qualities and experiences relevant to the post and how they meet the person specification for the role.

Email lauger@choirschool.com

An additional CV or supporting statement is not required.

The closing date for applications is **Monday 8th April**.

Applications will be assessed upon receipt. We reserve the right to interview and appoint before the closing date.

Candidates who would like an informal conversation about the post before applying should contact the current Deputy Head (Academic), Nick Morrell.

Email nmorrell@choirschool.com



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