

DEVONSHIRE HOUSE PREPARATORY SCHOOL

Devonshire House Preparatory School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Devonshire House Preparatory School is an equal opportunities employer. If the candidate has lived in a country other than the UK for a period of 3 months or more since the age of 18, a foreign criminal policy check will be required irrespective of whether they worked in those countries.

The school is divided into three sections: the Early Years is for children from Nursery to Reception, the Junior School is for children from Year 1 to Year 3 and the Upper School is for children from Year 4 to Year 8. Our girls tend to leave us at the end of Year 6, to London day schools, and the boys at the end of Year 8.

There are five Deputy Heads, one for Early Years, one for the Junior School, the Deputy Head Upper School Pastoral, the Deputy Head Curriculum & Marking, and Deputy Head Academic. These, along with the Headmistress, form the Senior Leadership Team. They are supported by the Assistant Deputy Heads of Early Years and the Junior School.

JOB DESCRIPTION

DEPUTY HEAD ACADEMIC

In general, the Deputy Head Academic has responsibility for the day-to-day running of curriculum and assessment for the whole School, alongside the Deputy Heads of the Early Years and Junior School.

MANAGEMENT – All Senior Leadership Team

1. To support the Headmistress and to deputise for her in her absence, as required.
2. To maintain good practice and set a high standard in terms of attendance, self discipline and professional attitude in the school.
3. To maintain high levels of pupil welfare, pastoral care and discipline in the school.
4. To ensure the School's policies are adhered to, and to be vigilant on any issues regarding Health and Safety.
5. To participate in all Senior Leadership Meetings.
6. To keep other members of the Senior Leadership Team informed of any relevant matters concerning pupils or staff.
7. To work with the admin staff to ensure the smooth running of the school on a day-to-day basis and on special occasions.
8. To assist the Headmistress in the regular monitoring and review of all the school's policies
9. To chair department, Heads of Department, or curriculum meetings, when appropriate, and pass the minutes to other members of the Senior Leadership Team.
10. To take assemblies on a periodic basis.
11. To maintain flexibility, to use initiative, to maintain the School's reputation and to manage any unforeseen circumstance
12. To attend to any other matters as detailed in the staff handbook or on the request of the Headmistress.

MANAGEMENT – DEPUTY HEAD ACADEMIC

To be responsible to the Headmistress for the following, aspects of which may be delegated to others :

1. To manage the Devonshire House cycle of curriculum review.
2. To co-ordinate curriculum documentation, including annual curriculum summary documents for parents.
3. To implement the school's Teaching and Learning, Assessment, and Reporting Policies, and to monitor and review these periodically.
4. To oversee the academic assessment procedure in the school including examination timetables, school reports and Upper School academic grades.
5. To organise the running of Parents' Evenings.
6. To co-ordinate staff professional development including INSET, Induction of New Members of staff, including NQTs, and Teacher Review.
7. To assist the Headmistress on planning the curriculum allocation and staffing.
8. To write and maintain the smooth running of the Upper School timetable, including duties, and to liaise with the Deputy Head of the Junior School in writing the Junior School timetables.
9. To ensure that there is adequate staff cover for absent colleagues.
10. To liaise with the Admissions Secretary and to organise the Scholarship examinations each year.
11. To work with the SENCOs to identify children with special educational needs, including the able, and to ensure that their needs are being met, if possible, within the general curriculum of the school.
12. To liaise with the Deputy Heads to ensure the smooth academic progression of pupils up the school, with particular attention to points of transition.
13. To maintain the Learning Support, SEN and Able & Talented registers and ensure that all staff are aware of the needs of these pupils.
14. To monitor individual pupil progress and to meet with parents, particularly parents in the Upper School, to discuss matters of academic concern.
15. To assist the Headmistress in writing those parts of the Staff Handbook and the Parents Handbook which relate to curriculum, homework, assessment and reporting and to enforce the established procedures.
16. To deputise for the other Deputy Heads in their absence.

TEACHING

1. To teach no more than two thirds of a weekly timetable. (In the Upper School staff generally teach 32 out of 40 lessons, therefore two thirds would be a maximum of 20).
2. To prepare schemes of work, termly plans and weekly lesson plans for his or her specialist subject at the appropriate levels as indicated by the Devonshire House Syllabus.
3. To liaise with other teachers of that subject to ensure consistency across the curriculum.
4. To teach lessons at the times stipulated on the school timetable.
5. To maintain order and good discipline among pupils and safeguard their health and safety.
6. To set, mark and record work to be done in school and for homework.
7. To carry out all other duties, in and out of the classroom, including out of school activities and outings, care of the environment, display and overall care.
8. To make regular assessments of pupils' attainment and progress.
9. To write reports on pupils' attainment and progress twice per year.
10. To attend parents' evenings to discuss pupils' progress with parents.

PROFESSIONAL DUTIES

1. To attend to any other matters as detailed in the Staff Handbook.
2. To attend staff meetings to discuss curriculum, pastoral and other matters.
3. To be familiar with and to follow guidelines as set out in the school staff policy documents, with particular reference to Child Protection and to Health and Safety.
4. To attend weekly staff briefings.
5. To supervise, or, in other ways cover, the class or duties of a colleague on short-term absence.
6. To take assemblies on a periodic basis.
7. To promote a good standard of pastoral care.
8. To share in the pastoral duties on rota basis, e.g. break and lunchtime duties.
9. To attend other School Events in the course of the year such as Parents Evenings, School Fairs and Carol Concerts.
10. Periodically to review programmes of work and methods of teaching.
11. To attend courses to develop professional skills.

GENERAL

1. To work in a co-operative, diplomatic and flexible manner.
2. To foster and maintain good working relationships, acting as a courteous, friendly and business-like member of the school team.
3. To maintain good practice in terms of staff attendance, discipline and professional attitude in the school.
4. To keep the Headmistress, and members of the Senior Leadership Team informed of any relevant matters concerning pupils or staff.
5. To work with the administrative staff in order to ensure the smooth running of the school on a day-to-day basis and on special occasions.
6. To undertake such additional duties as might be reasonably requested by the Headmistress or other authorised person.
7. To support the Headmistress and the School loyally and to maintain and enhance the School's reputation.

Elements of this job description may be re-negotiated periodically.

Job Specification

Qualifications:	The successful applicant will preferably be an experienced teacher of pupils in an IAPS, or similar, Prep School and will have experience of preparing children for examinations to a variety of Senior Schools and some experience of managing academic staff.
Salary:	On the DHS scale reflecting qualifications and experience.
Hours of work:	The School day is from 8:00 a.m. to 4.00 p.m. Teaching staff are expected to stay after 4 p.m. to attend Staff meetings, Parents' evenings and other events during the School Year.
Holidays:	Holidays should always be taken outside of term time. All Staff are expected to be in School on the days immediately before and after terms start and end. Senior Leadership are expected to spend a few days after the end of term and before the start of term (up to a week) as necessary in order to fulfil all their duties.
Confidentiality:	The need for absolute confidentiality and discretion both within the school and the outer community is understood.
Dress & Behaviour:	Staff are expected to set an example to the students and to dress appropriately at all times.