



LORD  
WANDSWORTH  
COLLEGE

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# Lord Wandsworth College

Deputy Head Academic

**Candidate Pack**



# Welcome from the Headmaster

Following the continued growth of the College, this is a superb opportunity for a dynamic and inspirational professional who potentially aspires to Senior Deputy Head or Headship in around five years' time. It is also an opportunity to work in a multi award-winning environment, notably one which was Independent School of the Year for Student Wellbeing in 2020. If you believe that academic progress and it's

applications are a bedrock of College life, have an eye for detail, a sense of fun and a clear grasp of how to lead positive strategic change, this could be just the post for you.

This important leadership role is an outstanding chance to make a real difference and innovate this area of school life. The Deputy Head Academic will be a key member of the Senior Leadership

Team, responsible to me for supporting and championing strategic Academic development in the College. The candidate will join as Strategy 2030 is being designed and refined.

If you feel you may be the exceptional individual that we are looking for, please read on. I very much look forward to hearing from you as LWC is a wonderful place to work with a superb staff, pupils and community.

**Adam Williams**

# Lord Wandsworth College



Situated on a magnificent 1200 acre campus of rolling countryside, woodland and a working arable farm, Lord Wandsworth College (LWC) provides an inspiring education to approximately 700 boarding and day pupils (co-ed) aged 11-18.

LWC is thriving under the leadership of Adam Williams. Its popularity has been reflected in significantly rising pupil numbers and a transformational vision for education has led to major investment in the campus and facilities of close to £25m. The latest, and most significant, of these capital projects is a £9m state-of-the-art Science Centre, which opened early in 2022.

This is a dynamic and highly successful school on a clearly upward trajectory with significant investment in staff professional development too. Furthermore, the College has won three national awards for Wellbeing and Mental Health Initiatives in as many years and continues to celebrate record academic achievement and a range of sporting honours, whilst retaining a strong grasp of the importance of being a grounded school.





# The Appointment

The Deputy Head Academic (DHA) will be a prominent, visible presence around the College and will forge strong relationships with pupils, parents, staff, and external contacts such as feeder schools, the wider community and outside organisations and bodies. Being able to lead on the academic vision and ethos of LWC to all these audiences will be an integral part of the role.

Across all aspects of life at LWC, we are aiming to equip our pupils with the knowledge, flexibility, resilience, and optimism they need to thrive in a complex world. We want to create a kind, inclusive, open-minded environment in which the contribution of every individual is valued and the DHA

will play a crucial role as a key member of the Senior Leadership team.

The successful candidate will be responsible for leading the Academic progress and innovation within the College.

After the excellent work of the current Deputy Head Academic over many years, LWC is now ready to move to the next paradigm of academic progress.

As a member of the Senior Leadership Team, the DHA will play an active part in the development of whole-school strategy and will take responsibility for delegated aspects of strategy at the discretion of the Headmaster, supporting the Headmaster's leadership and vision for the College, and assisting in the executive implementation of College policies.



# The Role

## Key Responsibilities

- To oversee the College's academic strategy, in line with agreed educational priorities.
- To recommend to the Head future academic priorities that meet the needs of all pupils.
- To represent LWC at the relevant Governors' committee meetings, notably the Education Committee, reporting on results and significant academic matters.
- To inform the Head and the SLT of current research, trends and issues relevant to the academic life of the College, to facilitate future planning.
- Have a strong understanding of the business of education and be able to hold staff to account for finance and resources where appropriate.
- To be a key member of the SLT, representing the interests of the academic life of the College.
- To work with members of the SLT and, where appropriate, senior colleagues across the LWC family of schools to develop, refine and implement the policies and procedures (particularly those with an academic focus).
- To lead on all academic areas of the Development Plan (Strategy 2030).
- Support the Headmaster and COO of LWC by facilitating academic links and collaboration between LWC and the wider family of schools (currently St Neot's).





### Curriculum & Administration

- To ensure that curriculum planning, development and delivery meets the needs of all pupils within the College.
- To oversee the College timetable working in conjunction with the ADH Academic Systems.
- To invigorate academic societies as an integral part of the intellectual life of the College.
- To oversee the management of parents' meetings and reporting.
- In conjunction with the Senior Deputy Head, handle parental questions and complaints of an academic nature.
- Assist the Director of Compliance and Projects in ensuring that the College is regulatory compliant in all academic matters, with self-evaluation and ISI Inspection and with all academic policies as identified in inspection preparation.
- Oversee the completion of academic results and census returns to the DfE and ISC.
- Take responsibility for all academic reporting and assessments, ensuring a high quality of communication to pupils and parents.
- Lead on the organisation of internal and external examinations as well as the recording, publication and analysis of examination results.
- Lead on the operation of public examinations via the ADH Academic Systems and Exams Officer.



### Technology

- Oversee the development of technology and digitisation within an academic context
- Ensure the accuracy of pupil assessment and development through data-driven processes which become embedded in the academic culture
- Implement and manage the management information systems in conjunction with the Senior Deputy Head and the Deputy Head Pastoral
- Ensure that Heads of Department plan for and execute high-quality teaching and learning, leveraging educational technology in ways that offer tangible learning benefits

### Staffing

- Assess academic staffing requirements, recruitment and deployment
- Conduct staff appraisals and develop teaching staff performance
- Work with the Director of People in continuing to develop and enhance a high-quality appraisal system

### Quality of Teaching

- Ensure that the quality of teaching and learning is consistently excellent
- Ensure The 1200 is immersed and embedded into teaching and learning
- Foster a positive culture of professional reflection and the sharing of excellent practice
- Have oversight of academic line management and the continual improvement of academic departments



Direct Reports - Heads of Department, ADH Academic systems, ADH Teaching and Learning, SENCO, Exams Manager and the Heads of Academic Enrichment.

### **Admissions and Marketing**

- Play a key role in admissions testing at all entry points, including scholarships
- Academic assessment of all applications
- Involvement in academic scholarship applications (11+, 13+ and Sixth Form)
- Involvement in the interview and selection process of prospective pupils to the College
- Produce content for and help edit the College website, academic booklets and other promotional material

### **Pupil Performance**

- Develop effective systems for monitoring, reporting and evaluating the progress of all pupils, together with appropriate strategies to support pupil progress
- Oversee the reporting of pupil progress, together with the ADH Teaching and Learning
- Together with the ADH Teaching and Learning, ADH Academic Systems and Heads of Year, analyse public examination performance in relation to:
  - individual pupils; academic departments; the College as a whole and nationally, reporting to Governors and senior staff on strategies for improvement.

**Governance and Budget management** - The DHA will attend governors' committees relevant to post as requested by the Headmaster. The role will have sole responsibility for the management of certain budgets as appropriate for their areas and will also be expected to oversee the management of other budgets

**Community** - Relations with the local community are of utmost importance to the school. As such the DHP will:

- Liaise with local community groups as appropriate on matters of relevance to the school
- Ensure good relations with local schools and institutions
- Attend community events as and when appropriate







# Person Specification

Applicants should have a degree level education (or equivalent), have experience of leading and managing in a successful school environment and be willing to be fully involved in all aspects of the school's busy life. A track record of outstanding teaching is essential, but no specific specialist subject is sought.

- A collaborative team player, the new DHP will deliver change through outstanding leadership and engagement of others, real attention to detail, playing a key role in positioning generations to come
- A proven capacity to contribute strategically to the wider development of an organisation
- Extensive people leadership experience, including leading change where institutional legacy is present Have a proven track record of strategic planning and output
- Identify efficiencies whilst constantly looking to be ambitious on all levels
- Have a track record of achievement and experience of running high-performing teams or playing a key role in successful leadership team
- Be able to maintain sight of the bigger pictures whilst simultaneously demonstrating excellent attention to detail.
- Have a passion for educational innovation.

## Leadership Style

- Be self-starting, forward-thinking and highly positive, with a 'can do, will do' mindset
- Lead by example, and have the ability to motivate pupils and staff, bringing out the very best in them
- Have the warmth, emotional intelligence, and appreciativeness, plus the interpersonal / listening and communication skills, to build trust and respect amongst pupils, parents and staff
- Be fun to work with, inspiring confidence and delivering for our children
- A clear resonance with LWC as an educational environment, a charity and a business and a genuine identification with the ethos of the College
- Able to implement and follow process closely.



# Terms

The post is part of the Senior Leadership Team and is based on an academic contract with a requirement to teach and choice to play an active role in the Co-curricular/sporting programme.

## The Package

- Competitive salary commensurate with the position of responsibility
- Family accommodation provided (significantly subsidised)
- Excellent CPD opportunities with a school passionate about professional development
- Outstanding sporting facilities for family use
- Superb dining facilities, staff bar / café / relaxation area
- 1200 acres of campus and over 100 acres of woodland to explore
- Vibrant common room with a range of staff activities, sports fixtures, and tours
- Professional personal coaching and mentoring opportunities
- Contributory Private Medical Insurance Cover
- Contributory Pension Scheme
- Fee remission at both LWC and St Neot's prep school

# How to apply

Please apply via our LWC website.

Should you wish to discuss the role in strict confidence, please contact;

- Adam Williams, Headmaster ([headmaster@lordwandsworth.org](mailto:headmaster@lordwandsworth.org)) or
- Alex Battison, Senior Deputy Head ([dephead@lordwandsworth.org](mailto:dephead@lordwandsworth.org))

The closing date for applications is Friday 2nd February 2024. First interviews are expected to take place on 9th February 2024 with the final interviews scheduled for 22nd February 2024.

We welcome people of all faiths and those that are committed to these values. We recognise that we have under-represented groups within our workforce. As part of our commitment to diversity and equality of opportunity we are actively encouraging applications from under-represented groups such as returning parents or carers who are re-entering work after a career break, people who are LGBT+, from Black, Asian and Minority Ethnic backgrounds, with a disability, impairment, learning difference or long-term condition, with caring responsibilities, from different nations and regions and those with a lived experience of poverty as well as any other under-represented group in our workforce. We are committed ensuring the safety and protection of our employees from all forms of harm.

Appointments will be made subject to receipt of satisfactory references and enhanced DBS check. The College is committed to safeguarding and promoting the welfare of young people. The successful applicant will be subject to a Disclosure and Barring Services (DBS) check and references. We are an equal opportunities employer.

Lord Wandsworth College is a registered charity (Number: 1143359) providing outstanding caring education for boys and girls since 1912.



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