



DANES HILL SCHOOL

DEPUTY HEAD ACADEMIC



Danes Hill School is widely recognised as one of the leading co-educational day preparatory schools in the country. Situated in 55 acres of landscaped ground in the village of Oxshott, Surrey, Danes Hill provides boys and girls aged 3 to 13 with a dynamic and exciting education.

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Thank you so much for your interest in Danes Hill School.

I hope that this information pack gives you a sense of what taking on the role of Deputy Head Academic at Danes Hill School would be like – and the warm and positive school team you will be joining if you are successful in your application.

When I started my role as Head at Danes Hill, it was immediately obvious to me that the staff here care passionately about every pupil achieving their very best outcomes – across academic subjects, sports, music, drama and the arts. We want all children to leave our School as ‘thoroughly decent human beings’, having achieved their best academic outcomes and having had opportunities to try new activities, develop new skills and push themselves outside their comfort zones.

Danes Hill educates pupils from age 3 through to 13, with Early Years pupils taught at our Pre Prep before ‘graduating’ to the Prep School when they join Year 2. Our teachers may specialise in a particular key stage or subject, but all work flexibly across the age range. Our primary class teachers bring their own specialisms, but teach across the curriculum according to their skills and experience, and our specialist teachers deliver exciting lessons through the primary years and up to Year 8.

For teaching roles at our School, we are looking for candidates who have a real passion for education, and who can adapt their approach to pupils at every age. Our academic team is made up of people who are excellent teachers – who are at the same time, warm, positive and friendly, with a great sense of humour. The right people for Danes Hill will have the presence to lead and inspire classes from Early Years through to Year 8, with a passion for brilliant, creative education.

If you are interested in becoming part of our school and making a difference to the education of our young people, then I look forward to receiving your application. We will be processing applications as they are received, and may close the recruitment ahead of the closing date (Wednesday 17 January 2024), if the right candidate has been found.

With kind regards,

Maxine Shaw
Head

OUR VALUES

At Danes Hill, we work to create a school culture that fosters personal growth, inspires passion, empowers courage and nurtures respect. We believe that these core values truly embody the spirit of our community and guide us on our journey towards excellence. Our school values were articulated through a comprehensive consultation process, involving our dedicated staff team, the valuable input of our parents through consultations and surveys, and the voices of our pupils. Through this collaborative effort, we gained a clear insight into what makes Danes Hill special.

After distilling and analysing the feedback, we shared our four new school values in the summer of 2023: **Growth, Passion, Courage** and **Respect**. These values encapsulate the qualities we wish to instil in our pupils, providing them with a solid foundation for success both academically and personally. Now that we have identified our values, our focus in 2023-24 is on embedding them into the fabric of our school culture.

We aim to promote our values at every turn, ensuring that they become an integral part of our pupils' lives. Our assemblies are dedicated to living out these values, exploring real-life examples and discussing the importance of embracing growth, pursuing passions, showing respect, and demonstrating courage. To encourage and celebrate our pupils' embodiment of these values, we are targeting house points dedicated to recognising acts aligned with our values. We are also establishing pupil awards that commend individuals who consistently exhibit our values in their daily lives.

In order for our pupils to be able to embrace them, our shared understanding of our values is based on the following statements:

- I can demonstrate Growth by – working hard, giving my best effort, investing in my own development, being active in the development of those around me, expanding my horizons, nurturing my community
- I can demonstrate Passion by – being inspired, showing curiosity, showing ambition in all I do, striving to succeed, showing dedication in all things, not giving up
- I can demonstrate Courage by – developing the confidence to take risks, trying new things, not being afraid to fail, speaking up for myself and for others, telling the truth
- I can demonstrate Respect by – having an awareness of others as well as myself, treating everyone with dignity, showing others kindness and consideration, showing others empathy

We are excited about the positive impact our values are already having on our community. Together, we can nurture a culture where growth, passion, respect, and courage thrive. By embracing these values and ensuring that we model and demonstrate them in our professional lives, we are confident that our pupils will develop into confident, compassionate, and resilient individuals, well-prepared to face any challenge that comes their way.

DEPUTY HEAD ACADEMIC

We have had a major focus upon the pastoral side of life at Danes Hill and now it is time for us to embrace the new opportunities that are opening up in the world of education and reflect this in our curriculum design and implementation. With the arrival of AI as a powerful tool for enhancing learning we are keen to develop a cutting-edge approach to educating our pupils which combines advancements in science, technology, computing and engineering with the very real need for our pupils to have the emotional and interpersonal skills needed to allow them to succeed in the world beyond education.

We are looking for someone to lead this academic progress who will be passionate about the value of relevant learning and able to inspire children at every level. It is vital for us that Danes Hill continues to offer our pupils a brilliant childhood, with the joy of learning evident in each lesson for each pupil.

The academic curriculum at Danes Hill School is at the core of the experiences that our pupils benefit from and the successful candidate will be leading the academic life of the School. They will manage and inspire the academic staff team to create, plan, implement and evaluate schemes of work and approaches to learning to enhance engagement, growth and academic success.

The Deputy Head Academic will be a key member of the Senior Leadership Team, and will share in whole school developments. They will lead on timetabling, academic performance management and the curriculum. They will also be a member of the Exec Team with the Head, Deputy Head Pastoral, Deputy Head Organisation and Co-Curricular, Director of Finance & Operations and HR Director.

We are looking for a strong teacher, who can demonstrate a passion for education, preferably with experience at a secondary/all-through school, with a good understanding of the full journey our pupils will go on into our senior year groups and beyond.

Role title:	Deputy Head Academic
Role purpose:	<p>To inspire and generate debate amongst the academic faculties, based upon research and innovating practice and ideas. To harness the knowledge and excitement of others to lead in the creation of a world class approach to educating our pupils for an unknown future.</p> <p>To be a member of the Senior Leadership Team and Exec with responsibility to contribute to the overall leadership and management of the School.</p> <p>To be responsible for the academic performance of the School.</p>
Reporting to:	Head
Hours:	Full time
Salary:	Competitive salary scale, depending on skills and experience.
Pension:	Aviva APTIS defined contribution scheme, with a 20% employer contribution
Benefits:	Free lunch on site during term time. Annual flu jabs, online EAP service and counselling. Discounts in local shops, restaurants, and businesses. Training and development support.
Closing date:	Wednesday 17 January 2024

KEY RESPONSIBILITIES

The role is a vital one within the school. As a school with a challenging and ambitious academic curriculum, the Deputy Head Academic will be an inspirational leader who can set and maintain excellent performance, encourage engagement and high aspiration, while showing meticulous attention to detail in planning and organisation.

The following list of responsibilities is not exhaustive!

ACADEMIC LEADERSHIP AND MANAGEMENT

Practice

- To maintain a current knowledge of educational research and practice and to lead on the creation and development of innovative and exciting curriculums designed specifically to meet the needs of the pupils at Danes Hill, which ensure continuity and ambitious progression across all areas.
- To disseminate research findings and new ideas for best practice through the weekly twilight sessions for staff development.
- To work with Heads of Departments in the formulation and review of subject development plans, in line with the Danes Hill Development Plan.
- To ensure each department has an effective and supportive system of intervention in place for pupils performing below expectations.
- To review the setting of and monitor the progress of academic budgets, including departmental budgets, in liaison with the Director of Finance and Operations.
- To ensure all SEND requirements are met in accordance with the SEND policy, working in conjunction with the Head of Learning Support.
- To oversee digital strategy and the integration of IT into teaching and learning.
- To work with the Head of Computing and Digital Innovation on the appropriate integration of ICT in the academic curriculum.
- To attend meetings of the Governors' Education Committee and any other meetings as required.
- To oversee the work of the Learning Support / English as an Additional Language Department, and to co-ordinate extra provision for More Able pupils.
- To have responsibility for all communication with parents regarding the curriculum, examinations and reporting.
- To work closely and meet regularly with the Heads of Departments to promote effective academic and curriculum links between all departments within the school.
- To respond to pupil and parental concerns, relating to academic and other matters.

Documentation

- To be responsible for the review and implementation of academic policies.
- To ensure an effective system of reporting to parents through parent consultation meetings and written reports.
- To be responsible for the academic documentation needed for School inspections.
- To monitor the quality, content and updating of academic areas of the School intranet and Parent Portal.
- To lead on all inspection and accreditation matters regarding the academic curriculum.

Data

- To lead on the use of assessment data to support academic progress.
- To devise suitable methods and systems for monitoring, analysing and utilising the academic progress of individual pupils or groups of pupils.

Staffing

- To advise the Head on academic staffing and participate in the selection and interviewing of new staff as required.
- To oversee the Performance Management system and to monitor its effectiveness.
- To work effectively with the Head of Staff Development to ensure that training needs link to the organisational targets identified in the SIP and SDP.
- To lead the Heads of Department meetings.
- To lead, support and monitor the work of Heads of Departments closely and professionally.
- To oversee the lesson observation cycle within the school ensuring each member of staff is formally observed teaching at least once in every school year.
- To support Heads of Department in matters of staff discipline and capability.
- To directly manage the Performance Management of Heads of Department and other staff as required with other members of the School Leadership Team/Exec.
- To build the timetable and the allocation of staff, and staffing teaching loads, each year.
- To have oversight of daily staff cover.

Organisation

- To be responsible for the organisation of School examinations both internal and external.
- To liaise with the administrative team on arrangements for examinations, parent consultations, reporting and deadlines.
- To set the schedule for departmental book reviews in conjunction with Heads of Department and ensure timely reports are shared at exec.
- To establish the annual assessment, recording and reporting cycle for the School and manage all assessment procedures including school reports.



SCHOOL LEADERSHIP

- To assist the Head in the strategic planning for the school and the implementation of the vision generated alongside the SLT and Exec.
- To deputise for the Head, as required.
- To contribute fully to the School Development Plan and the School Improvement Plan, championing the vision for the curriculum, identifying key areas for improvement and planning appropriate actions to meet them.
- To act as a role model for teachers by demonstrating high quality co-curricular and academic engagement of pupils, continuous professional development and a professional presence.
- To manage the people and resources associated with the academic aspects of the School.
- To clearly articulate the School's vision and values to the teachers and pupils, and to the wider School community.
- To ensure all teachers understand and are actively implementing the School's policies including those for behaviour, attendance, uniform and safeguarding.
- To develop a sense of community within the team.
- To make a significant contribution to the induction and probation management of new teachers, referring any training needs or concerns appropriately.
- To organise parent information, progress and celebration evenings.
- To maintain oversight of pupil discipline and behaviour within the academic area, referring situations to the Deputy Head Pastoral when necessary.
- To be a positive advocate for the School.
- To listen to the School community and share ideas and concerns as appropriate with the SLT.
- To communicate with parents effectively and in a timely manner as well as being a visible and welcoming presence.
- To attend and contribute fully to the weekly SLT and Exec meetings.

Administration

- To ensure that all teachers have access to relevant resources in order to deliver high quality academic teaching.
- To become familiar with the various systems employed by the School.
- To assist in the promotion of the School in collaboration with the Marketing and Admissions team.

Teaching and pastoral responsibilities

- To teach in your subject area, such timetable adjusted with an appropriate level of remission.
- To undertake pastoral responsibilities as directed, working with pastoral leads to support pupil welfare.
- To be a tutor if requested, encompassing academic, pastoral and administrative oversight of the form and acting as the main point of contact for parents.

Other duties

- To play a full part in the life of the School community, supporting its mission, ethos and policies.
- To set high personal standards of dress and appearance, attendance/punctuality and class discipline/behaviour, upholding the staff code of conduct at all times.
- To maintain good order and discipline amongst pupils and being active in implementing the School's policies on rewards and sanctions.
- To actively engage in safeguarding practice and health and safety supervision, both in School and on external visits.
- To liaise with the Head, Deputy Head Organisation and Co-Curriculum, Deputy Head Pastoral and colleagues regarding information concerning the needs and abilities of individual pupils.

- To ensure equal access to the classroom for all pupils.
- To undertake supervisory, cover and invigilation duties as directed.
- To commit to personal professional development, including active engagement in staff training and the performance review process.
- To comply with relevant School policies and procedures at all times.

This job description should be seen as enabling rather than prescriptive and will be subject to regular review as the needs of the school evolve. You will be required to undertake other comparable duties as the Head or senior colleagues may require from time to time.

Joint Areas of Responsibility for Deputy Heads

- Speech Day and other major events.
- New staff induction – alongside Head of Staff Development.
- Scheduling and leading (as required) the weekly staff meetings.
- Beginning and end of term arrangements.



PERSON SPECIFICATION

Qualifications

- Relevant degree with high honours
- DfE recognised teaching qualification/ Qualified Teacher Status (QTS)
- Postgraduate qualification in education/academic leadership (*desirable*)

Knowledge

- Extensive knowledge of the regulations and legislation associated with the education sector
- Knowledge of academic programmes in independent schools, at primary and secondary levels
- Extensive knowledge and ability in delivering and planning a challenging academic curriculum
- Excellent knowledge of strategies to support engagement with parents, pupils and staff
- Evidence of appropriate continued personal and professional development
- Confident knowledge of /ability to apply Keeping Children Safe in Education

Experience

- Experience of academic management in a school
- Experience of organising public examinations (*experience with 11+, 13+, GCSE and A level desirable*)
- Experience in managing budgets and risk assessments
- Proven excellent record of teaching in primary, secondary or prep schools
- Experience of delivering a complex timetable
- Experience of managing or co-ordinating a team
- Experience of raising standards and pupil achievements
- Experience of delivering performance management and all staff training in relevant areas
- Experience of delivering a significant whole school project

Competencies

- Strong analytical skills with a keen eye for detail
- Strong leadership skills with the ability to lead a diverse group of people towards a common goal
- Inspirational teaching and presentation skills
- Excellent interpersonal and communication skills, a collaborative mindset and the ability to build relationships with staff, pupils and the community
- Excellent organisation and time management skills, with the ability to multitask and handle several projects simultaneously
- Demonstrated ability to work with students of all ages and backgrounds
- High levels of motivation and commitment to high standards
- Demonstrable personal warmth and enjoyment of working with pupils and adults
- Commitment to equal opportunities
- Willingness to participate in the life of the school, including co-curricular and pastoral commitments.

Please note that as part of our safeguarding policy, applicants will be required to undertake screening relevant to the post, including checks with past employers and the Disclosure and Barring Service. Online checks of publicly available information will be carried out for shortlisted candidates, in line with KCSIE 2023.



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THE SCHOOL

Danes Hill School is widely recognised as one of the leading co-educational day preparatory schools in the country. Situated in 55 acres of landscaped ground in the village of Oxshott, Surrey, Danes Hill provides boys and girls aged 3 to 13 with a dynamic and exciting curriculum.

Pupils are encouraged to realise their fullest possible academic potential, and each year a large number of scholarship and exhibition awards are achieved at a wide range of day and boarding senior schools. Danes Hill children are characteristically confident and outgoing and, in addition to the emphasis on academic work, they have plenty of opportunity to develop sporting, musical, dramatic and other non-academic interests.

WHY WORK AT DANES HILL SCHOOL?

Danes Hill offers an exceptional working environment. Set in 55 acres bordering open countryside, yet commutable to London, it is a thriving school. ISI Inspectors described the school as 'excellent in all areas' and commented that 'teamwork is strong'. They also noted that 'relationships between pupils and staff, and amongst the pupils, are consistently outstanding'.

We feel these comments accurately reflect the school and are indeed key to making it such a great place to work. An on-going building programme has developed excellent classroom accommodation, including specialist science laboratories, art, design and technology rooms, performance spaces and high quality sports facilities.

Working at Danes Hill, you become part of a large, dynamic community encompassing all the teaching and non-teaching staff. Dedicated support staff work in tandem with teaching staff, taking care of many administrative and support tasks in a friendly, cooperative environment.

The Head of the Common Room organises social events and charity fundraisers. Several members of staff offer their expertise free of charge to run different activities, including circuit training and the staff choir. You are also able to make use of the swimming pool and other sports facilities, before and after school, helping to burn off our renowned lunches!



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