

**Falcons Preparatory School for Boys**

**Job Description**

**The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment**

**Deputy Head – Learning & Innovation**

**Reporting line:** Headmistress

**Line Management Responsibility for:** Heads of Department, SENCo

# Main duties & responsibilities

In relation to the leadership of learning & innovation:

* Lead the development of outstanding, innovative learning and teaching and communicate the vision for learning and teaching at FPSB in a clear and coherent way.
* Further the awareness of learning and teaching methodologies and strategies.
* Act as a pioneer in developing new initiatives and innovative pedagogy for FPSB.
* Ensure that inventive use is made of resources, including new technologies.
* Actively promote and embed the schools aims, ethos and learning habits.
* Develop specific learning events / initiatives for boys, staff and parents.
* Work closely with the Head of Marketing and Head of Enrichment and Community Development in the growth of activities with other schools, organisations and services.
* In liaison with the SLT, develop FPSB as a learning hub for teachers from other schools.
* Lead the development of formative assessment and to ensure that AfL is fully embedded within the school and is being used to raise standards of attainment/achievement and the overall quality of learning and teaching.
* Take a major senior role in the leadership of the school and to serve on the Senior Leadership Team and other key committees.
* Be involved in the school decision making process advising the Headmistress and Governors on policy making and development planning.
* Take a key role in school-wide self-evaluation.
* Report to the governors in relation to various aspects of learning and innovation.
* Deputise for the Headmistress as required.
* Take a key role in relation to ISI inspections of FPSB.

In relation to the review and monitoring of learning & teaching:

* Monitor learning and teaching in the school through the use of professional reviews, scrutiny of work, lesson observations and learning walks.
* Have an oversight of all policies which relate to learning and teaching and other academic aspects of the school.
* Participate in the on-going review of the curriculum.
* Liaise closely with the Headmaster and SLT of Falcons Pre-Prep to ensure academic continuity.
* In liaison with the Headmistress, build and develop links with a range of secondary schools to ensure academic continuity and a thorough understanding of the expectations for 11+ and 13+ entry.

In relation to academic administration, assessment, data and reports:

* Have responsibility for the organisation of internal and external examinations including the administration of the ISEB Pre-Tests, Common Entrance and Scholarship Examinations and other methods of senior school entry and organise the timetable for the completion of the assessments.
* To take overall responsibility, in liaison with other members of the SLT for keeping an up to date a spreadsheet of staff deployment and workload.
* Have responsibility for the planning, preparation, construction and administration of the timetable.
* Ensure that a clear annual calendar for data collection (including baseline assessments such as INCAS/MidYIS) is published annually.
* Provide advice and support to all staff so that they are able to use and analyse data appropriately.
* Work with Heads of Departments to ensure the timely collection of attainment data.
* Guide and support all staff on the analysis of data.
* Process data to identify levels of progress.
* Develop the use of SIMs in handling data on student progress and achievement.
* Have an oversight of assessments for occasional places from Y3 upwards.
* Be responsible for the assessment of potential bursary candidates – liaising with the Registrar and Headmistress.
* Ensure reporting systems are straightforward to use and that a clear annual schedule of reporting is published in advance.
* Provide guidance and support to staff on reporting.
* Maintain and improve both electronic and paper methods for reporting student progress to parents.
* Monitor progress of report writing and take action to ensure deadlines are met.
* Assist the Headmistress in the production of reports on current pupils when required from Senior Schools and other schools.

In relation to the teaching staff:

* Have involvement in the selection process of new staff.
* To organize and deliver the Induction Programme for new staff, including mentoring and observations.
* To lead, organise and deliver, where appropriate, the termly INSET days and to assist departments with their own training programmes.
* Advise and help colleagues in appraisals, professional development and lesson observation.
* Arrange and monitor “cross departmental” lesson observations.
* Promote a culture of sharing good practice.
* Have overall responsibility for the monitoring of NQT, PGCE and GTP requirements as appropriate for teaching staff, meeting all legal requirements.
* Have an overview of CPD needs and manage the CPD budget.
* Establish and Chair the (soon to be established) Learning and Innovation Strategy Group.
* Lead and co-ordinate whole school Teacher Learning Communities.
* Have overall responsibility for the Heads of Departments and to chair HoDs meetings.
* Have responsibility for the development of departmental documentation including schemes of work and programmes of study as well as overseeing short and medium term planning and departmental action plans.
* Liaise closely with HoDs and the Head of Enrichment and Community Development to ensure adequate enrichment provision across all year groups.

In relation to the students:

* Play a key role in monitoring academic performance and levels of attainment on an individual pupil basis.
* Lead on pupil mentoring so pupils take ownership of their academic progress.
* Ensure appropriate provision is available to those students with a deep interest or passion for a particular subject or curriculum area.
* Promote self-reflection and target setting among the students.
* Promote an awareness of enrichment opportunities among pupils, staff and parents.
* Liaise with the SENCo to monitor the delivery of the Learning Support Policy and to monitor the progress and development of students receiving learning support.

In relation to the parents:

* In liaison with the Headmistress, and when required, advise parents on next schools and the various assessment procedures in place for senior school entry.
* Where appropriate, meet with parents to discuss their son’s academic progress.
* Create opportunities to provide further information and guidance to parents regarding their son’s education and progress.
* Communicate key information relating to learning and innovation to parents.
* Develop opportunities to invite parents to share their expertise with boys, staff and other parents.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Deputy Head of Learning & Innovation

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Miss Olivia Buchanan

 Headmistress

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

THIS JOB DESCRIPTION IS CORRECT AT THE TIME OF ISSUE BUT IS SUBJECT TO CHANGE IF AND WHEN REQUIRED BY THE HEAD