DEPUTY HEAD (ACADEMIC)

JOB DESCRIPTION

This job description will be reviewed as part of the Appraisal and Performance Review system, and any changes may be mutually agreed between the teacher and Headmaster during the interim.

Directly responsible to:
1. The Headmaster (Overall responsibility)

GENERAL DUTIES OF ALL TEACHING STAFF:

- To teach classes as allocated by the Headmaster, having due regard to the aims and policies of the school, current schemes of work and the relevant syllabuses.
- To share in the corporate responsibility for the pastoral care, well-being and discipline of all pupils at St Francis School with reference to the school’s commitment to Child Protection and Safeguarding Policies.
- To support and promote the ethos of the school, upholding the core values outlined in the ‘St Francis Framework’.
- To ensure that corridors, classrooms, pitches and all other school areas are safe places for the children, reporting any hazards to the appropriate authority.
- To support school functions and activities whenever possible, and to take an active part in the extra-curricular life of the school and its pupils.

The Deputy Head (Academic) is a key member of the Senior Leadership Team, reporting directly to the Headmaster and, at times, working closely with the Deputy Head, the Head of the Pre-Prep and Head of Learning Support.

The post holder will:
- Be directly responsible for delivering the school’s Learning Ethos (see separate document);
- Share good practice with colleagues, leading by example and promoting high standards in the delivery of the curriculum;
- Engage with parents on individually and through Parent Forums to share and inform regarding the school’s learning ethos and other academic matters;
- Be proactive and interested in keeping the school up-to-date over the latest educational issues, attending courses and conferences as appropriate;
- Keep abreast of educational developments in the independent and state education systems and possess a thorough and up-to-date working knowledge of the Independent Schools Inspectorate requirements;
- Provide and promote academic liaison between the EYFS, Pre-Prep and Prep departments of the school;
• Be fully involved with the life of the school, both inside and outside the classroom.

Monitoring, Evaluation and Development of the Academic work of the school

The role requires the post holder to:
• Monitor the work of the Teaching and Learning Coordinator;
• Organise the staffing of the curriculum and organise the production of an effective timetable;
• Work closely with Heads of Department in developing schemes of work, policy documents and development plans, and ensure that relevant planning and evaluations are completed;
• Support colleagues in the promotion of high standards in each subject area;
• Lead the continual development of the academic ethos of the school;
• Ensure that the school’s policies are adhered to in respect of Academic areas.

Curriculum, Assessment and Transfer

The role requires the post holder to:
• Monitor and develop as necessary the systems in use for reporting pupil attainment, achievement and progress to parents, including Attitudes to Learning and Attainment Grades.
• Keep up-to-date with changes in educational theory and subject requirements: the National Curriculum; Common Entrance and Scholarship expectations;
• Where relevant, enter pupils for Common Entrance examinations and order past CE papers as required by departments;
• Liaise with the Academic Deputies and Registrars at Senior Independent Schools in order to ensure a smooth academic transfer from St Francis School for our pupils and their parents;
• Co-ordinate / organise the Year 6 and 7 Common Academic Pre-Test for 13+ entry to senior schools;
• Produce reference reports for current pupils’ future schools;
• Have an overview of the assessment of new pupils
• Upload all relevant information for Inspection purposes, particularly academic data;
• Organise, with the Headmaster, scholarship assessments for internal candidates;
• Take responsibility for the preparation of pupils for senior school tests and interviews;
• Organise the administration of standardised tests on an annual basis for pupils in Years R to 7. Develop tracking systems to monitor and evaluate pupil’s progress, achievement and attainment.

Other areas of responsibility of the post holder are to:
• Carry out the role of Head of Department teaching a proportion of the timetable across the whole school and be involved in all other areas of school life and to take a fair and appropriate share of duties, as agreed with the Headmaster;
• Co-ordinate the termly Education Committee Meetings (attended by governors and members of the SLT), including the preparation and presentation of reports;
• Liaise with the Deputy Head to create a joined up proactive learning environment which links the pastoral and academic roles;
• Assist the Senior Leadership Team in deciding on and presenting appropriate whole school INSET;
• Be closely involved in the appointment and induction of new teaching staff;
• Be a leader of the Appraisal and Performance Review of staff;
• Monitor, with the Headmaster, the professional development courses attended by staff;
• Add opinion and thought to whole school development issues;
• Keep abreast of educational developments in the independent and state education systems and possess a thorough and up-to-date working knowledge of the Independent Schools Inspectorate requirements;
• Prepare the school for the academic aspects of EQI and RCI inspections;
• Be proactive in whole school strategic development;
• Chair Heads of Departments meetings.

Daily
• Organise cover for absent colleagues.

Termly
• Promote the review of academic school policies and procedures through regular check-ups at SLT meetings;
• Organise timetables for all internal examinations, standardised assessments, open scholarship days, new pupil days and external exams, and liaise regarding setting up of exam rooms and marking of papers;
• Set deadlines for assessment grades, examination marking and report writing;
• Distribute to staff a calendar of academic requirements for each term;
• Coordinate the annual update of subject development plans in readiness for review;
• Ensure that areas of the website relating to academic matters are regularly updated.

This job description may be adapted to best fit the skills and needs of the appointed candidate. Over time, the job description may be modified through consultation between the post holder and the Headmaster.

Revised by the Headmaster
September 2019
DEPUTY HEAD (ACADEMIC)
PERSON SPECIFICATION

The position of Deputy Head Academic is a key role within the school and a person of the very highest calibre is sought. Candidates should preferably have experience of independent schools.

The following lists provide the Essential and Desirable Characteristics, Skills, Qualities and Experience for the Post of Deputy Head Academic at St Francis School, in addition to those required for every teaching member of staff at the school (see Teacher job description).

**Essential**
- An ambitious person with great energy and clear leadership potential;
- Experience of teaching in at least KS1,2 and 3;
- Proven record of high level of administration;
- Excellent communicator (written and verbal) with parents, pupils and colleagues;
- Experience of leading and managing a department;
- High levels of energy, enthusiasm and commitment;
- Personally committed to continuing professional development;
- Ability to maintain confidentiality appropriate to the setting;
- A team player with sound interpersonal skills and sensitivity;
- Honest and hard-working, demonstrating a high level of integrity;
- Ability to see the wider picture;
- An eagerness to participate fully in the life of a busy Prep School;
- A sound level of competence in ICT;
- A keen sense of humour;
- An effective and successful teacher with firm discipline, high personal standards and high expectations of pupils;
- Committed to safeguarding the physical, emotional and mental well-being of young people;
- An ability to deal sensitively with people and resolve problems.

**Desirable**
- Prior experience of Senior Management;
- Evidence of recent professional development;
- Experience of managing professional development;
- Remains positive and enthusiastic under pressure;
- Awareness of the needs of others;
- Leadership experience covering EY, KS1, KS2 and KS3

_Revised by the Headmaster_  
_Species 2019_