



Deputy Head (Academic)

Person Specification

The Successful Candidate will:

- Be an outstanding classroom practitioner with a strong track record of academic leadership
- Have experience of leading curriculum development and improving student outcomes
- Proven leadership skills and senior or middle management experience
- Ability to make use of appropriate data to analyse the performance of students and set targets
- Proficiency in the use of digital technology for teaching and learning
- Well-developed communication and presentation skills
- Well-developed team-working skills
- A keen eye for detail and accuracy
- Highly developed skills of organisation
- Demonstrate strategic vision and the ability to lead change effectively
- Possess excellent interpersonal skills and emotional intelligence
- Be committed to the values, ethos and wider life of a boarding school community

Desirable

- Experience of leading one or more whole-school initiatives, ideally to include digital technology
- Experience of leading an academic department
- Experience of chairing committees
- Experience of delivering successful outcomes under pressure

Personal Qualities

- Strong communication skills
- Ability to motivate and inspire others (students and staff) to achieve

- Calm under pressure.
- Willingness to play a full part in the extracurricular life of the School.
- An affinity with the ethos of Old Swinford Hospital
- A sense of humour and perspective

Job Specification

The successful candidate will serve on the Senior Leadership Team as one of two Deputies, supporting the Headmaster directly in all aspects of strategic planning and leadership of the school.

Main Responsibilities

- To lead the curriculum (Years 7-13), ensuring the best possible match with our students' needs and ambitions, whilst keeping abreast of statutory requirements and developments in curriculum thinking nationally to ensure compliance, continued improvement and the highest possible standards
- Lead and oversee all elements of Recording, Assessment and Reporting
- Lead the options process for students and parents, including the management of the relevant options evenings
- To lead and oversee the School's strategy, policy and approach to digital and online learning
- To work with the Deputy Head (Pastoral) and Assistant Heads to ensure the best possible balance between academic personal bests, wellbeing and personal development for all our students
- To work alongside the Assistant Head (Teaching & Learning) in the further development of staff CPD
- To lead, develop, support, guide and hold to account academic middle leaders
- To be the senior leadership team link to three/four Heads of Department and to chair Heads of Department meetings
- To support the Assistant Head (Teaching & Learning) in running Departmental Reviews to ensure continued improvement, whilst celebrating our Departments' many strengths
- To carry out Subject Review meetings with the Headmaster at the beginning of the year to review exam results and develop any subsequent action plans
- To meet annually, or more frequently as required, with each Head of Department and lead on Department Development Plans in conjunction with the School Development Plan
- To lead on the timetable, working with the Timetabler to ensure the timetable works for all students and teachers to deliver the curriculum to enable students

to achieve, and considering staff wellbeing

- To be a key member of the Academic Planning Committee
- To be a key part of the recruitment and retention of teaching staff and to have oversight of the options process and the subsequent staffing requirements
- To play a key role in the Performance Management programme for teaching staff
- To support the Exams Office during internal and external examinations
- To address parents, staff, pupils and Governors when required
- As a member of the Senior Team, duties and responsibilities will include:
- Assisting the Headmaster as required and deputising for him where necessary
- Adopting a proactive role in all aspects of strategic and operational planning
- Playing a leading role in preparing the School for external inspections
- Being a key ambassador for the School, living the School's values
- Proactively organizing the logistics of events to ensure the smooth running of the School
- Considering and promoting diversity, equality and inclusion in all aspects of our work
- Participating in all aspects of school policy making
- Maintaining high standards of behaviour and discipline within the School
- Attending relevant Governors' meetings
- Supporting and assisting staff to ensure they understand, and are actively implementing, school policies
- Participating in the supervisory duty systems
- Being available at school during GCSE and A Level results weeks (ordinarily in August)
- Attending evening and open-day events where appropriate