

JOB DESCRIPTION: DEPUTY HEAD (ACADEMIC)

Witham Hall School Trust is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with current and previous employers and the Disclosure and Barring Service (DBS).

Scope & General Purpose: To coordinate the academic business of the School and to aim for the highest standards.

Responsible to: The Headmaster

Management of: Heads of Department

Hours of work: Full-time

Annual Leave: Statutory Annual Leave

During School Term time (which shall, for the purpose of your Employment Contract, include working days prior to the return and after the departure of pupils) you shall work while the School is in session and at any other time (including during the School Holidays) as may be necessary in the reasonable opinion of the Head for the proper performance of your duties.

Pension: Auto-enrolment in to the *School's Pension Scheme* as appropriate.

Commencement Date: 1st September 2022

Overview

The Deputy Head (Academic), is a central figure in the School's Senior Management Team and is responsible to the Headmaster for the oversight, direction and review of academic policy and practice across the School. The successful applicant will therefore have the professional experience and academic standing to dynamically lead and manage the academic staff, at the same time being an inspirational and motivational classroom practitioner.

The Deputy Head (Academic) will teach approximately 60% of a normal teacher's timetable to accommodate the administrative and leadership elements of their role.

Key Tasks

Academic and Curriculum

- To provide clear and inspirational leadership on all academic issues, ensuring that teaching and learning is excellent across the School.

- The effective monitoring and evaluation of academic performance and data, incorporating the development of pupil and cohort profiles to support teaching staff.
- Through Heads of Department, teachers and tutors, the support of individual pupils and class learning needs in working towards academic preparation for Senior School entry assessment whether Common Entrance, Common Entrance Scholarship or other.
- The development and review of any curriculum-related policies, of the Staff Handbook, of Schemes of Work and of any academic handbooks.
- Responsibility for all aspects of the pupil assessment and reporting systems (both internally and to parents) within the School.
- The utilisation of a strong understanding of existing educational theory and subject requirements to advise and support the Head in evaluating, co-ordinating and developing the curriculum and the academic aims and standards of the School.
- Alongside the Headmaster, to be responsible for planning and preparation for ISI inspections.
- To be Form Tutor to the Year 8 Scholarship form.
- Plan and coordinate the Year 8 Leavers' Programme.
- To contribute to the wider life of the School through coaching Sport and/or helping in the Boarding House.

General Administration

- Oversight of academic matters within the School's MIS system (the School uses 3Sys by WCBS) and to champion best practice of the same throughout the teaching staff.
- The effective and efficient organisation, administration and publication of all exams, assessments and tests, including PTE, PTM, CAT, CE and other Senior School entry tests.
- The production of the annual timetable and class/setting arrangements, subsequently agreed and shared with the Headmaster, Head of Pre-Prep and Heads of Department.
- To construct and be responsible for the termly duty rotas.
- The effective use and distribution of Teaching Assistants within the Prep School.
- The coordination of parent evenings and related calendar matters, ensuring high standards of communication with parents throughout the year.
- The establishment of educational resources and budgets, working alongside the Headmaster, Head of Pre-Prep, Bursar and Heads of Department.
- Responsibility for the arrangements of cover for staff absent or otherwise unavailable.
- Responsibility for the planning and delivery of appropriate termly INSET.
- Responsibility for the academic pages of the School's website and magazine.
- Alongside the Head's PA, produce the termly School Calendar.

Areas of Management Responsibility

- Membership of the Senior Management Team, with all its accordant roles and responsibilities, and having a high profile around School and at School functions and events.
- The management of the Heads of Departments.
- Responsibility for all aspects of, including chairing, the Heads of Department meetings.
- A central role in the School's staff appraisal system, the professional development of staff and the sharing of good practice.
- Coordinate and monitor work sampling, book checks, and peer-to-peer lesson observations.

Knowledge, Skills and Experience Required

Essential

- Support of the values and aims of the School (many included in the 'Witham Way'), noting its Christian ethos.
- A strong honours degree in an academic subject.
- An excellent classroom practitioner, with evidence to support this.
- Evidence of high level academic leadership and potential.
- High expectations and the determination to consistently raise the level of pupil achievement.
- A strong and passionate understanding of education and of curriculum development at national and school levels.
- Strong administration skills and the ability to manage time effectively to meet all deadlines.
- The ability to communicate effectively, in all forms, to staff, pupils and parents.
- A strong level of demonstrable IT literacy for oversight of reporting and communication systems.
- The confidence and ability to make successful decisions either autonomously or in consultation.
- Enthusiasm, energy and commitment in abundance.
- A willingness to contribute to long-term planning of academic-related capital projects (replacement and expansion).
- A flexible approach to the role, coupled with a strong commitment to the team ethic.
- Further interests and skills that allow for a strong contribution to other aspects of life in the School are equally important: these include working within the Boarding House and to be an active member of the Sports Department.

Desirable

- Experience of Common Entrance, either directly having taught in a Prep School, or indirectly through experience in, or with, Senior Schools at the 13+ transfer stage.
- Evidence of further study that directly strengthens the applicant's suitability for the role.
- Current or previous experience of timetabling.
- The ability to make a strong contribution to a wider aspect of the School curriculum.
- Evidence of IT excellence. For example: in oversight of a school-focused MIS-software, in Microsoft Office, in data-tracking *etc.*

Note

- This Job Description gives a basic outline of the role and does not claim to be comprehensive. All members of staff are expected to play a full role in the life of the School as may be reasonably required of their position.
- Any role at the School can develop over time as appropriate. This Job Description is not contractual and therefore subject to change.