



SHEBBEAR COLLEGE

Job Description: Deputy Head (Academic)

Reporting to: Head

The Deputy Head (Academic) reports to the Head and line manages and works closely with Heads of Faculty and academic leaders to ensure the highest possible standards and consistency for all pupils in the Senior School, whilst working with the Head of Prep to ensure consistency in approach across the whole school. The Deputy Head (Academic) is a champion of teaching and learning, showing a continuing commitment to enhancing pupil progress by effective traditional and non-traditional means.

The Deputy Head (Academic) is a prominent, visible presence around the school and will forge strong relationships with pupils, parents, staff and external contacts such as feeder schools, the wider community, and outside educational establishments. Being able to articulate the vision of Shebbear College and the centrality of its academic provision is an integral part of the role of the Deputy Head (Academic).

Job Purpose: To lead the academic provision across the school, including teaching and learning.

The Deputy Head (Academic) is a member of the Shebbear College Senior Leadership Team (SLT) and as such is expected to:

- Work with other members of the SLT to ensure the efficient organisation and administration of the school.
- Work with other members of the SLT on the school's strategic planning and implementation.
- Contribute to teacher and pupil recruitment, and development or marketing events when required.
- Contribute to the ongoing appraisal process as determined by the professional review policy.
- Provide effective leadership and management, with a view to supporting the school's strategic vision.
- Produce an annual development plan for their designated areas of responsibility.
- Attend any meeting as requested or directed by the Head.
- Operate within the context of a full boarding school.
- Assume responsibility for the provision of teaching and learning, timetabling, assessment, reporting, examinations and additional learning needs.
- Attend and help to host school public events.
- Undertake weekend and evening duties to support the boarding community if living in accommodation provided by the school (following discussion at interview).

Line Management:

The Deputy Head (Academic) will line manage the:

- Heads of Faculty and academic leaders.
- Examination Officer and Head of Assessment.
- Head of Horizons.

In addition to a reduced academic teaching timetable, the responsibilities of the Deputy Head (Academic) are to:

- Promote the love of learning and a culture of academic aspiration throughout Shebbear College.
- Construct and implement the school's academic timetable and all decisions related to the timetable in conjunction with the Senior Deputy Head and Head (**for discussion at interview**).
- Lead regular Heads of Faculty meetings.
- Foster among the staff community a strong commitment to the ethos, aims and values of the school, promoting a culture of academic excellence within an innovative teaching and learning community.
- Ensure that the subjects meet the curriculum requirements both for the school, the examination boards and ISI, whilst maintaining the highest possible standards of achievement and pupil progress by developing, monitoring and overseeing the academic provision.
- Keep abreast of developments in the curriculum and encourage worthwhile innovation.
- Support the broad programme of activities and events throughout the school.
- Lead discussions on faculty development plans, objectives and budgets.
- Analyse the results of public examinations for the Head and contribute ideas for improvements.
- Oversee the curriculum, ensuring that lessons provide appropriate academic challenge and support for all pupils across the ability range and to work in conjunction with the Head of Prep to achieve this.
- Promote best practice in research-based teaching and learning and to develop an awareness of current research and innovative approaches in education, nationally and internationally, making optimum use of technology within teaching and learning.
- Oversee pupil data tracking, target setting, reporting and assessment, (in conjunction with the Head of Assessment).
- Oversee baseline testing and value-added tracking (in conjunction with the Head of Assessment).
- Build constructive and workable relationships with local and feeder schools - work with the Head of Marketing and Admissions to ensure our profile as a leading provider of excellence in pupil achievements is appropriately communicated to the wider world.
- Oversee academic aspects of admissions - support admissions events and meet prospective pupils and parents.
- Report to the Head and Senior Deputy Head on a weekly basis regarding significant academic progress and concerns.
- Report to the Governing Board on academic matters as appropriate.
- Recruit, manage and induct teaching staff in conjunction with the Head and Senior Deputy Head
- Organise CPD – arranging training, internal and external, for academic staff.
- Manage teaching costs and allocations (in conjunction with the Head).
- Update and monitor the implementation of academic policies.
- Maintain inspection-readiness in all academic matters.
- Complete academic sections of the School Development plan and SEF (self-evaluation form).
- Drive teaching and learning improvement.
- Produce academic materials (e.g. GCSE/Sixth Form booklets) in conjunction with the Head of Marketing and Admissions.
- Oversee and manage internal and external exams in conjunction with the Exams Officer and Head of Assessment.
- Assist in the organisation of Celebration Day events, especially in relation to academic prizes.
- Support events outside normal school hours, e.g. concerts, open mornings.
- Monitor the cover list alongside the Senior Deputy Head.
- Lead whole staff INSET sessions for professional updates and developments.
- Oversee the academic scholars programme of masterclasses.
- Organise parent evenings and options evenings whether online or in-person.
- Oversee the careers, UCAS and work experience programme with the Head of Horizons.

This list is not exhaustive and is subject to change. The Deputy Head (Academic) is expected to fulfil any reasonable request made by the Head or Senior Deputy Head