



# QUEEN'S COLLEGE PREPARATORY SCHOOL

## JOB DESCRIPTION

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### DEPUTY HEAD (ACADEMIC)

**Line Manager:** Headmistress

**Salary:** Leadership Pay Scale

This job description sets out the main roles and responsibilities of the Deputy Head (Academic) at QCPS.

### JOB ACCOUNTABILITIES

The Deputy Head (Academic)'s chief aim is to provide professional leadership and management of all academic matters, and to ensure a culture of high expectations in which every girl reaches her full academic potential. The Deputy Head (Academic) is a member of the Senior Leadership Team and has a key role to play in both the strategic development of the school and the day to day management of it. Members of the Senior Leadership Team are expected to create a climate of high expectations and continuous improvement in all areas of school life including pupil achievement, good manners, and involvement in enrichment activities.

### Key Responsibilities

#### Strategy

- Support the Headmistress in establishing an ambitious vision and ethos for the future of the school
- Play a major role in the school improvement and school self-evaluation planning process, through agreed priorities
- Contribute to the development, implementation and monitoring of action plans and other policy developments where appropriate

### Leading Learning and Teaching

- Report directly to the Headmistress on curriculum matters
- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
- Lead the academic vision for the school, in consultation with the Headmistress
- Lead, manage and have strategic oversight of the implementation of the School's curriculum
- Lead the development and review of the curriculum including planning, recording, reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils
- Assist with the development and delivery of training and support for staff in the areas of teaching and learning
- Ensure that communication of the school's curriculum is clearly disseminated through all school literature and the website

- Monitor and manage the setting of targets and tracking of pupil academic progress, in liaison with the Head of Learning Support
- Ensure school policies related to academic matters are relevant, up to date, understood and implemented by all staff
- Monitor and evaluate the quality of teaching and learning taking place throughout the school to ensure consistently high quality
- Take responsibility and accountability for statistical analysis of pupil groups, progress data and target setting
- Lead the development of processes to continually enhance the way the curriculum is delivered in school
- Ensure, by example, the active involvement of pupils and staff in their own learning
- Actively and enthusiastically support school improvement initiatives

### **Developing Self and Others**

- Support the development of collaborative approaches to learning within the school and beyond
- Support the induction of staff new to the school and those being trained within the school as appropriate
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn
- Work with the Head of Professional Learning to ensure an appropriate programme of professional development for staff, in line with the school development plan and performance management including coaching and mentoring as appropriate

### **Administrative Duties**

- Take responsibility for the development and implementation of the timetable and duty rotas
- Assist the Assistant Head (Pastoral) with the production and annual revision of the Staff and Parent Handbooks, in consultation with the Headmistress
- Take a lead role in the development of the Virtual Learning Environment (Firefly) in liaison with the Head of Digital Learning
- Be a member of the Health and Safety Committee

### **Responsibilities as a member of the Senior Leadership Team**

- Work closely with the Headmistress and Assistant Head (Pastoral) to develop, implement and promote an ambitious vision for the school
- Provide professional leadership and management to secure
  - improvement in achievement and attainment for all pupils
  - high quality provision of all services
  - effective strategic direction, leadership and management at all levels
  - effective deployment of resources
  - a safe and healthy environment for members of the school community
- Directly assist the Headmistress with:
  - determining, planning and implementing the direction of whole school academic issues
  - meeting pupil and staff needs on a day-to-day basis
  - the monitoring of pupil behaviour around school at all times
  - being a presence around school and a role model to all

- Act as line manager for the academic Heads of Department, undertaking performance management reviews yearly in conjunction with the schools policies and procedures
- Demonstrate a clear understanding of and commitment to school priorities and the overall achievement and well-being of all pupils
- Play a major role in the development of school policies and practices, with particular emphasis on those connected with academic matters
- Participate in the selection, interviewing and appointment of staff
- Review the job descriptions for teaching and support staff when requested by the Headmistress
- Contribute positively to own appraisal and performance management
- Work closely with the Bursar on the allocation and the subsequent management of academic budgets
- Deputise for the Headmistress in her absence

## **KEY EXPECTATIONS**

### **Members of the Senior Leadership Team are expected:**

- To act with professional integrity at all times
- notwithstanding issues of confidentiality and tact, act with honesty and transparency with regard to their work
- To identify and improve those areas relevant to their role which need to move from a likely ISI judgement of 'Good' to 'Excellent'
- To maintain school policies and procedures relevant to their area and update whenever required
- To be present where required at meetings, performances and other functions / events
- To attend Council meetings to inform Council Members of issues related to their role when requested to do so, and produce analysis and reports as required
- To undertake a proactive part in:
  - those activities that are part of the self-evaluation of the school
  - upholding the standards of the school in all areas
  - being a presence around school
  - appraisal, performance and line management systems
- To work as part of a team, submitting draft proposals and documents for further development by the Senior Leadership Team, and accepting and supporting final decisions agreed by the SLT
- To express their views openly and honestly, but work to the majority decision or the final decision of the Headmistress. A consistent message should be given to staff and pupils at all times
- To prepare and present reports on progress / issues related to areas of accountability and responsibility when requested to do so by the Headmistress
- To manage the sometimes conflicting needs of transparency and confidentiality
- To work at all times as one team with the staff. Avoid the 'them and us' ethos!
- To undertake specific tasks reasonably delegated by the Headmistress from time to time

### **All staff are expected to:**

- Be aware of and committed to the ethos and values of QCPS
- Take an active role in the development and implementation of school policies and in the whole life of the School
- Ensure that there are equal opportunities for all
- Follow school procedures as outlined in the staff handbook

- Be fully committed to safeguarding and promoting the welfare of children

**SIGNED BY POST-HOLDER** \_\_\_\_\_

**SIGNED BY LINE MANAGER** \_\_\_\_\_

**DATE TO BE REVIEWED** \_\_\_\_\_