

JOB DESCRIPTION FOR DEPUTY HEAD (ACADEMIC)

The postholder will be a first-class teacher with energy, vision and ambition, good leadership skills, the potential for successful management, real interest in curriculum and related issues and a positive enjoyment of all aspects of school life.

The postholder will work with the other two Deputy Heads (Senior Deputy Head and Deputy Head-Pastoral) on a daily basis.

Role of Deputy

The Deputy has a full share in policymaking and decision making, in the responsibility for staff and pupil welfare and for good relationships with Governors, parents and all those involved with the school. S/he may deputise for the Headmistress when required, either when the latter is out of school or when she is in school occupied with other business.

The Deputy's qualities of leadership and the management responsibilities s/he undertakes are crucial to the smooth running of the school.

Joint responsibilities of all deputies include:

- leading school Assemblies in line with the ethos of the School.
- sharing policy and decision making at all levels.
- suggesting improvements and developments where appropriate, particularly in relation to the School Development Plan.
- sharing responsibility for the smooth running of the school and for good relationships at all levels amongst members of the immediate and wider school community.
- supporting staff and girls at all school events and some extracurricular activities.
- sharing emergency call during holiday periods.
- keeping up to date with all aspects of school management, through reading and in-service training, briefing the Head on articles/books/courses and other matters of professional concern.
- sharing responsibility for mentoring Assistant Heads and some Heads of Department, monitoring and supporting their work as leaders and managers and encouraging their continuing professional development.
- supporting the professional development/performance management programme throughout the teaching and support staff.

KEY TASKS

- to teach within the department to which s/he was appointed and to undertake within it a workload agreed with the Headmistress.

Teaching and Learning

- to help to implement, monitor, evaluate, and review the curriculum throughout the School.
- to monitor and evaluate the quality of teaching and standards of learning and achievement, working closely with the A H P.E. Academic.

- to oversee the construction and punctual delivery of the timetable.
- to ensure effective implementation of assessment, recording and reporting policy and practice.
- to help to establish and analyse performance indicators and value-added data for the benefit of the pupils.
- to support pupils over option choices, GCSEs, A Level.
- share in preparation of UCAS references.
- to work with the Assistant Head of Digital Learning to overview the use of ICT to deliver the curriculum.
- to work with the IS department to overview the use of ICT to track and monitor pupil progress.
- to Chair the ICT Steering Group within the Girls' School and attend the Joint ICT Committee meeting.
- to work with corresponding colleagues at HaBS, especially in relation to the Joint 6th Form Enrichment programme.
- to oversee the prefect duties (in conjunction with Head of Sixth Form and Deputy Head of Sixth Form).
- to keep up to date with national and local curriculum trends and changes and to keep Headmistress/SMT/governors etc informed.

Working with staff

- to support and encourage staff at all levels and have concern for their welfare.
- to chair Heads of Department meetings.
- to estimate annual staffing requirements (in conjunction with Timetabler and HoDs) and advise Headmistress.
- contribute positively to the performance management/professional development scheme for teaching and associate staff.
- to contribute to the selection and interview process of prospective staff.
- to contribute to and update where necessary the staff handbook.
- to assist with scrutiny of departmental budgets on an annual basis.
- to oversee the work of the Examinations Officer/Exams team.
- to oversee the work of the cover and invigilation assistant.
- to mentor the Assistant Head – Teaching & Learning.

Working with pupils

- to jointly deputise for DSP (Deputy Head Pastoral) with the other deputy in safeguarding matters when DSP is absent.
- as a Deputy DSL Safeguarding there will be access to relevant training and updates to ensure knowledge of regulations, including an understanding of cyberbullying, changes and good practice.
- in conjunction with the Assistant Head Pupil Experience (Academic), to work with Section Heads, Heads of Department and Form Tutors to ensure the positive outcomes of tracking and monitoring for all senior school pupils.
- with the other Deputies and members of the Extended Leadership Team to ensure the welfare and general pastoral care of pupils: overall discipline: liaison with staff and parents in relation to individuals or groups.
- support pupils in extra-curricular activities: sport, music, drama, charity and community work etc
- to oversee the analysis of reports and half-term grades.
- to read a selection of reports at each report writing session.
- share in interviewing of pupils and parents at 11+.
- to oversee the timetables for internal school examinations, including trial examinations and summer examinations.
- ensure the accuracy of the school roll, leavers and joiners, registration and attendance records prepare all statistical data required for DfE, ISI, ISC including census, public examination statistics etc.
- oversee preparation of examination papers, mark sheets and reports.
- to ensure that the pupil voice is recognised in the delivery and review of the curriculum.
- to overview the delivery of leadership opportunities for pupils at the School – form captains and school prefects.

Working with parents and Governors

- to encourage and maintain good relations with parents, prospective parents, members of the Girls' School Committee, the Governing Body and the Haberdashers' Company.
- to co-ordinate as required the Joint Teaching & Learning Collaboration meetings.
- to communicate with parents on issues of curriculum, seeing them individually or speaking to groups as required.
- to attend events involving parents.
- to attend social/school functions and share responsibility for welcoming and entertaining Governors and special guests.
- to prepare reports and present reports for Governors as required on academic/curriculum matters.

Resource planning

- to make a positive input with decisions about building and budget plans, resource distribution etc
- to work with the Timetabler on staffing provision, set sizes, and inform the Head accordingly.
- to assist in the writing of relevant job descriptions and recruitment processes.

Staff are drawn from a large catchment area which includes North London, Hertfordshire and Buckinghamshire. There is a strong sense of community amongst the staff, who are all members of the Staff Association which organises a number of social events throughout the year. Staff are able to use of the School's swimming pool, fitness suite, badminton and tennis courts, as well as free school lunches in term time and free use of the School's coach service where spaces are available. Haberdashers' Aske's School for Girls terms are shorter than in the maintained sector.

The School is committed to supporting the continued professional development of its staff. As well as attending external INSET courses, a full and varied programme is offered in-house. Half termly optional Learning Lunches and Twilight INSETS cover a vast array of academic, pastoral and career advancement training. There is a well-established Performance Related Pay Programme operating with the school which is closely linked to the professional development programme. All new staff attend an induction programme of 40-minute weekly meetings with the Assistant Head: Staff Development which offers practical sessions to ease the transition into a new school. New staff are also assigned a Staff Buddy from outside their subject areas. The School has its own pay scale and at the discretion of the Headmistress, salaries are above the National Pay Scale.

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