



DEPUTY HEAD OF SCHOOL (ACADEMIC AND OPERATIONAL)

Permanent, full time

Leadership Scale

Required September 2024

Saint Nicholas School is seeking a dynamic and outstanding leader with the vision and ambition to deliver unrivalled academic provision for our pupils, and to contribute significantly to our vibrant community.

Responsible for the academic curriculum and progress of the School and its pupils, the Deputy Head (Academic and Operational) will work alongside the Headmaster in leading the strategic direction of the School. Supported by the Assistant Head (Academic) the position holder is responsible to the Headmaster for all academic matters, ensuring the highest standards of teaching, learning and academic attainment across the School. Working closely with Heads of Sections and Departments and other senior staff, the Deputy Head (Academic and Operational) will ensure the effective development and delivery of the academic curriculum and the efficient management of academic departments.

The successful candidate will be ready to play a pivotal role at this exciting time in our continuing growth and development. They will be an excellent teacher and leader with a proven track record of successful outcomes. There will be a teaching allocation of up to, and not in excess of, 25% in the successful candidate's subject specialism.

The Deputy Head (Academic and Operational) reports directly to the Headmaster.

School's history & background

Saint Nicholas School was founded in 1939 with a total roll of 7 pupils. By 1977, the pupil roll had increased to 140 and at this time the school moved from its modest premises in Mill Street, Churchgate Street, to the current location at Hillingdon House. Today, Saint Nicholas is a thriving independent coeducational day school catering for approximately 500 pupils aged from 2 ½ to 16, with a fabulous nursery for babies from 3 months of age.

The school is situated in delightful gardens and grounds which extend to more than 14 acres. Pupils in the lower, middle and upper school are each housed in their own area, within close proximity of each other, enabling good access to shared facilities. The School is very well equipped with specialist classrooms, English laboratories, technology areas, ICT rooms, and libraries. Sports facilities include extensive playing fields, tennis courts, a heated swimming pool, and a magnificent sports hall and state-of-the-art theatre.

The School is located close to London and Cambridge with direct train access to both, as well as being a short drive from Stansted Airport and the London Underground via Epping. You can find more about the school by visiting our website <https://www.saintnicholasschool.net/>

Terms & conditions

Teachers are paid at a rate equivalent to the National Pay Scale including post threshold payments. There is a generous fee remission for children of members of staff, of up to 50% of the full fees, upon completion of one full year's service, provided children meet the School's usual entry requirements. Teaching staff may contribute to APTIS pension scheme.

Safeguarding

Saint Nicholas School is committed to safeguarding and promoting the welfare of children and requires all staff to share this commitment. We will check the suitability of staff to work with children and applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where necessary). For short-listed applicants current and previous employers will be contacted as part of our pre-employment checks.

Application process

All applications to be made via the TES website at this link: <https://www.tes.com/jobs/employer/saint-nicholas-school-1046413>

The closing date is 9am on Thursday 1st February 2024 and interviews will take place on Monday 12th and Tuesday 13th February 2024.



KEY AREAS OF RESPONSIBILITY

Strategic Development

- To develop and implement the School's vision, mission, aims and objectives
- To implement and oversee the School's academic strategy, in line with agreed educational priorities, and, where appropriate, in liaison with senior leaders across the School
- To recommend to the Headmaster future academic priorities that meet the academic needs of all pupils
- To represent Saint Nicholas School at the relevant Governors' Committee meetings, notably the Academic Committee, reporting on results and significant academic matters.

Leadership

- To be a core member of the Senior Leadership Team, leading meetings when required, representing the interests of the academic life of the School
- To work with members of the Senior Leadership Team and, where appropriate, senior colleagues across the School, to develop, refine and implement the School's policies and procedures (particularly those with an academic focus)
- To lead on all academic areas of the School's Strategy and Improvement Plans
- To lead the Heads of Section and Departments in setting and meeting agreed academic targets
- To be an excellent role model, in the classroom and beyond and in his or her role as a senior leader within the School
- To take a lead responsibility in promoting an ethos of academic rigour, engagement and perseverance in the pursuit of academic excellence within a warm and supportive environment.

Curriculum

- To ensure that curriculum planning, development and delivery meets the needs of all pupils within the School and is co-ordinated across the entire age range
- To create the School timetable across the whole school (including individual pupil timetables and prep timetables)
- To manage the timetable, staff allocations and GCSE subject options
- To ensure that the provision of Careers and Higher Education is ambitious, high quality, wide-ranging and age appropriate
- To inform the Headmaster and the Senior Leadership Team of current research, trends and issues relevant to the academic life of the School to facilitate future planning.

Staffing

- To assess academic staffing requirements, recruitment and deployment
- To oversee support staff (including recruitment) relating to academic departments
- To organise and oversee staff cover, including supply cover
- To monitor staff absence/illness, including Return to Work interviews and an active appreciation of staff wellbeing
- To conduct staff appraisals, as agreed.

Quality of Teaching

- To ensure that the quality of teaching and learning is consistently excellent
- In conjunction with the Senior Leadership Team, foster a positive culture of professional reflection and the sharing of excellent practice
- To have oversight of academic line management and the continual improvement of academic departments
- Working in conjunction with the relevant Heads of Section and Departments, ensure that all pupils are supported and well prepared for A-level admissions.

Pupil Performance

- To develop effective systems for monitoring and evaluating the progress of all pupils, together with appropriate strategies to support pupil progress
- To support Year 11 pupils at risk of non-qualification for their preferred destination Sixth Form to meet the required standards for entry
- To oversee the formal reporting of pupil progress and the effectiveness of parent/teacher consultation meetings



- To record and analyse public examination performance in relation to: individual pupils; academic departments; the School as a whole and nationally, reporting to Governors and senior staff on strategies for improvement
- Identify and follow up action on pupils whose internal examination performance is of a concern
- Analyse and publish value added data internally.

JOINT AREAS OF RESPONSIBILITY

With the Headmaster:

- Contingency planning, planning for inspection and regulatory compliance
- Major school events, including Speech Day, Remembrance Day and Carol Services
- Full school assemblies.

As a Member of the Senior Leadership Team

- To line manage key members of the Senior Leadership Team and Heads of Department, as directed by the Headmaster
- To lead on ISI inspection preparation
- To lead academic School Improvement Planning
- Lead on disciplinary issues and responding to pupil and parental concerns relating to academic and other matters
- Oversight and maintenance of the School's complaints log
- Support for school events, including speaking at assemblies and parents' evenings.

PERSONAL SPECIFICATION

The successful candidate will be expected to have:

- A strong academic background, with at least a good honours degree (1st or 2nd class)
- An awareness, understanding and experience of issues relating to safeguarding the health, welfare and safety of children
- Evidence of successfully leading and managing change, ideally at a strategic level
- The ability to take the initiative, to seek advice where necessary and to work effectively as part of a team
- Well-developed knowledge of issues relating to the academic curriculum, timetabling, teaching and learning, and educational management
- A good awareness of recent trends in curriculum content, aims, objectives and assessment
- Well-developed managerial skills and the ability to lead and inspire staff
- Outstanding time management, problem-solving and organisational skills
- Evidence of achieving excellent academic results
- The ability to understand, use and to encourage, a variety of teaching and learning styles
- Highly developed inter-personal skills, and the ability to work effectively and productively with pupils, staff, parents and governors
- Excellent written and oral communication skills and the confidence to make effective presentations to audiences of pupils, parents and staff
- The ability to chair meetings in an effective and inclusive manner
- A high degree of motivation to work with children and young people
- The ability to form and maintain appropriate relationships and personal boundaries with children and young people
- A positive attitude to maintaining discipline
- A good eye for detail
- Flexibility and resilience
- High standards and outstanding levels of professional and personal integrity
- A track record of success in running an academic department within one or more good schools is highly desirable but, for the right candidate, not essential. No specific academic subject specialism is required of the successful candidate, who will be expected to teach a significantly reduced timetable.

We would love to hear from you if you are looking to join a supportive and enthusiastic team in beautiful rural surroundings. We respect the hard work and commitment demonstrated by everyone at Saint Nicholas School and we are proud of the caring and mutually supportive atmosphere.



SAFEGUARDING

Saint Nicholas School is fully committed to safeguarding and promoting the welfare of children, young people and other vulnerable groups and expects all staff, parents and volunteers to share this commitment. All staff and volunteers, where appropriate, will be required to complete our safer recruitment checks including qualifications; references; enhanced DBS and barred list; proof of identity; right to work in the UK; overseas, EEA and prohibition checks. New employees will be required to submit a Staff Self Declaration form (referring to disqualification under the Childcare Act 2006 as amended in 2018).

EQUALITY AND DIVERSITY

Saint Nicholas School aims to employ staff who are best qualified for the post and does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sexual orientation, marital or civil partnership status, disability or age.

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British nationals are eligible to work in this country. Therefore, any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents to be presented as detailed on the application form.