

| JOB DESCRIPTION  |   |
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| JOB TITLE  | Deputy Head Academic  |
| DEPARTMENT/SECTION   | Academic  |
| LINE MANAGER   | Warden  |
| RESPONSIBLE FOR  | Development of the curriculum, the quality of teaching in the school, and the academic progress of students |
| <p><b>SAFEGUARDING:</b></p> <p><i>Forest School is committed to safeguarding and promoting the welfare of children.</i></p> <p>The postholder will be required to;</p> <ul style="list-style-type: none"> <li>• Complete an Enhanced Disclosure and Barring Check (DBS).</li> <li>• Complete Child Protection Training.</li> </ul> <p>Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact</p>  |   |
| <p><b>JOB SUMMARY:</b></p> <p>A fantastic opportunity has arisen for a Deputy Head Academic to join Forest School from September 2021. This is an exciting time for a dynamic and highly driven individual to join our Leadership Team and hold a crucial role in whole-school strategy and development of teaching and learning.</p> <p>We are looking to appoint someone who will build on the measurable academic momentum built in the last few years. The successful candidate will participate in all aspects of school leadership in this key role and will need to have a proven record of success in academic leadership. There will be an appropriate teaching commitment, however the post will not be dependent upon the applicant's specialist subject.</p> <p>At Forest, teaching staff have been working hard to evaluate their impact on pupil learning. A strong, shared and understood teaching and learning culture has evolved, increasing the expertise of all teachers and departments. The five interlinked areas of Teaching &amp; Learning at Forest are:</p> <ol style="list-style-type: none"> <li>1. <b>Ethos:</b> We believe that all students can make significant progress and build positive relationships with all. We aim for mastery of skills and concepts, as well as high levels of attainment and adopt the mindframes of expert teachers. All members of the Forest community are responsible for upholding optimum behaviour for learning in classrooms and around the school.</li> </ol> |   |

2. Planning and Curriculum: Our departments and individual teachers have a shared understanding of what progress means in their subject, with planning being explicit for surface, deep and transferable knowledge, concepts and skills.
3. Learning: Our students take responsibility for their own learning and we teach students how to be better, life-long, learners.
4. Teaching: We are inspired and passionate teachers who explicitly teach the most effective thinking skills and learning strategies and monitor their impact. We adhere to the Teacher Standards (2011).
5. Feedback and Assessment: Our feedback closes the gap between where students are in their learning and where they are going. Our Students seek, receive, act upon and give feedback. Our assessments provide regular, timely and pertinent formative feedback, which informs all stages of future planning.

Stronger, more self-aware pupil learners have consequently delivered increasingly impressive results. The Deputy Head Academic will be joining a School with a collective appetite for continuing to implement this aspect of school improvement.

More generally, the Deputy Head Academic will lead the academic life of the Senior School, working as a key figure in the Senior Leadership Team to develop and implement the academic aims of the school, through the leadership of the Heads of Departments. She/he will be responsible for the development of the curriculum, the quality of teaching in the school, and oversee the academic progress of students, including public examination outcomes. She/he will have responsibility for the planning of staffing needs, and the recruitment process for teaching staff.

#### KEY DUTIES AND RESPONSIBILITIES:

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| Aim of post | <p>To support the Warden in driving forward the academic work of the Senior School through:</p> <ul style="list-style-type: none"> <li>• Developing strategy and articulating a distinctive and visionary shared educational philosophy and ethos which is visibly extended throughout the School;</li> <li>• Developing and promoting a distinctive, innovative, independent and values-driven curriculum for the School;</li> <li>• Overseeing the promotion, implementation and quality control of reflective, innovative and effective pedagogy throughout the School;</li> <li>• Making a central contribution to the marketing of the School's academic agenda and profile-raising;</li> <li>• Building and leading academic partnerships, including with the Forest Preparatory School;</li> <li>• Managing the work of a variety of academic leaders, and working collegially with colleagues in the Leadership Team.</li> <li>• To report to the Warden as line manager.</li> </ul> |
| General     | <ul style="list-style-type: none"> <li>• Participate and contribute in all areas of School strategic planning and operational decision making at Leadership Team meetings.</li> <li>• Attend the core Strategic Planning Group</li> <li>• Be a visible senior leader within the School community and wider community, attending and leading Assemblies, Chapel services and supporting other whole-School events.</li> <li>• Work with the Bursar to set Department Budgets and also to help ensure the School achieves value for money in all academic matters, including staffing.</li> </ul>  |

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|  | <ul style="list-style-type: none"> <li>• Create, develop and implement School Policy, especially insofar as it relates to the academic curriculum and teaching and learning.</li> <li>• Monitoring and raising standards of teaching and learning.</li> <li>• Cultivate and develop a process of Department self-review and self-improvement.</li> <li>• Keep up to date with the wider educational landscape, reform and policy development, leading the School's responsiveness to change as necessary.</li> <li>• Advise the Warden about staffing levels and appointments.</li> <li>• Chair Heads of Departments Meetings, Visible Learning Impact Coach Meetings, and Academic Monitoring Committee Meetings.</li> <li>• Report to Governors, especially as a member of the Governors' Education Committee.</li> <li>• Be responsible for all Senior School academic policies</li> <li>• Teach a very significantly reduced timetable.</li> <li>• Undertake any other reasonable duties as directed by the Warden, including outside of the School Term.</li> </ul>   |
| Communication  | <ul style="list-style-type: none"> <li>• Prepare agendas for meetings and overseeing the timely production of minutes with clear actions.</li> <li>• Address parents and pupils about academic matters at Information Evenings and Parent-Teacher Meetings.</li> <li>• Be available to communicate with parents and respond to queries and complaints as required.</li> <li>• Produce various publications throughout the year (Options Guides, Curriculum Guides, etc.) and contribute to the School Website.</li> <li>• In conjunction with the Deputy Warden ensure regular academic events are calendared and scheduled, including reviewing and updating the Annual Academic Schedule.</li> </ul>   |
| Assessment, recording, reporting and Academic Monitoring | <ul style="list-style-type: none"> <li>• Be responsible for developing and implementing the Assessment &amp; Marking Policy in close liaison with the Heads of Departments.</li> <li>• Quality assure the nature of feedback across the Senior School.</li> <li>• To support the Heads of Sections to oversee their implementation of consistent and effective interventions to support pupils' academic development through the sectional Academic Coordinators.</li> <li>• Oversee the development, oversight and deployment of Pupil Tracking data, in close liaison with the Director of Academic Progress, including Baseline testing, value added and other forms of useful data.</li> <li>• Be present on GCSE and A Level results days, produce consequent data for the Marketing Office, oversee the production of reliable, accurate results data, and lead the School's response to any problems.</li> <li>• Write an annual Examination Results Report for the Governors' Education Committee and termly updates on academic agendas for Warden's Report to Governors.</li> <li>• Participate with the Leadership Team in review meetings with individual pupils at the ends of terms.</li> <li>• Produce data and information for Inspections as required.</li> <li>• Review and develop the Entrance Examinations process, in conjunction with the Registrar and Heads of Sections.</li> </ul> |
| Teaching & Learning                                      | <ul style="list-style-type: none"> <li>• Oversee the HoDs' work in monitoring and implementing the highest possible standards of teaching and learning throughout the School.</li> <li>• Plan and implement initiatives to improve and develop teaching practice throughout the School.</li> <li>• Set strategic direction and line manage the work of the Director of Information and Technology and Head of e-Learning insofar as their work impacts the academic agenda</li> </ul>  |

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|  | <p>of the School, including the School's Management Information System and communications with parents.</p> <ul style="list-style-type: none"> <li>• Implement and participate fully in an ongoing programme of lesson observation, setting agreed standards and goals.</li> <li>• Formally meet with HoDs and Heads of Faculty on a regular basis, lending support, guidance and strategic direction as required.</li> <li>• Chair the Academic Leadership Committee</li> <li>• Line manage the work of the Head of Learning Support.</li> <li>• Line manage the Director of Academic Progress.</li> <li>• Line manage the Visible Learning Impact Coaches.</li> <li>• Line manage the work of the Exams Officer and Exams Office.</li> <li>• Line manage the academic work of the Director of Studies.</li> </ul> |
| Staff  | <ul style="list-style-type: none"> <li>• In conjunction with the Deputy Warden and Deputy Heads participate in Appraisal, Performance Management, Capability and other staff management matters.</li> <li>• Provide whole-staff InSeT training on academic initiatives and ensure all staff are kept informed of the changes to the educational landscape.</li> <li>• Contribute to the Induction of new staff.</li> <li>• In close liaison with the Deputy Warden and the Recruitment Administrator lead the appointment of teaching staff (other than senior leaders).</li> <li>• Establish and implement plans for dealing with medium-term and long-term staff absence.</li> </ul>  |
| Timetable  | <ul style="list-style-type: none"> <li>• Work with the Deputy Warden and Director of Studies in production of the Timetable.</li> <li>• Oversee the process of pupils making subject Options.</li> </ul>  |
| External   | <ul style="list-style-type: none"> <li>• Liaise and advise as required in the School's partnership with the London Academy of Excellence.</li> <li>• Build relationships with other schools in pursuit of academic agendas.</li> <li>• Attend the annual HMC Academic Deputies Conference.</li> <li>• Run the annual Academic Challenge Day.</li> <li>• Identify further opportunities for external partnerships.</li> </ul>  |
| Child Protection, Discipline and Health and Safety | <ul style="list-style-type: none"> <li>• Promote and safeguard the welfare of children and young people at Forest School in line with School policy.</li> <li>• Maintain good order and discipline among pupils.</li> <li>• Support and advise the Director of Health &amp; Safety/Compliance on all aspects of Health &amp; Safety affecting teaching and learning in academic departments.</li> <li>• Liaise closely with the Director of Health &amp; Safety/Compliance to ensure that all aspects of the curriculum and teaching and learning are compliant with ISI Regulations.</li> </ul>  |
| Line Management                                    | <p>The Deputy Head Academic Line Manages the following individuals within the School:</p> <ul style="list-style-type: none"> <li>• Director of Studies (cover, academic arrangements, academic data)</li> <li>• Examinations Officer (conduct and arrangements for internal and external examinations)</li> <li>• Head of Learning Support (access arrangements, SEND provision)</li> <li>• Director of Academic Progress</li> <li>• ITT Co-ordinator</li> <li>• Project Qualifications Coordinator (EPQ and HPQ)</li> <li>• Heads of Departments and Faculties</li> <li>• Deputy Head Academic's PA</li> </ul>   |

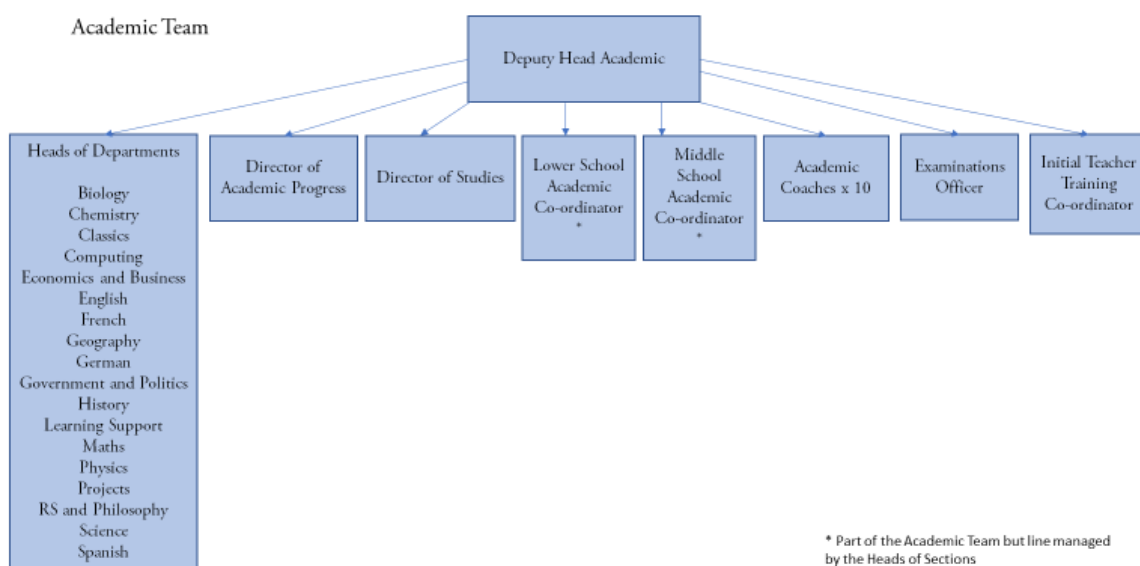
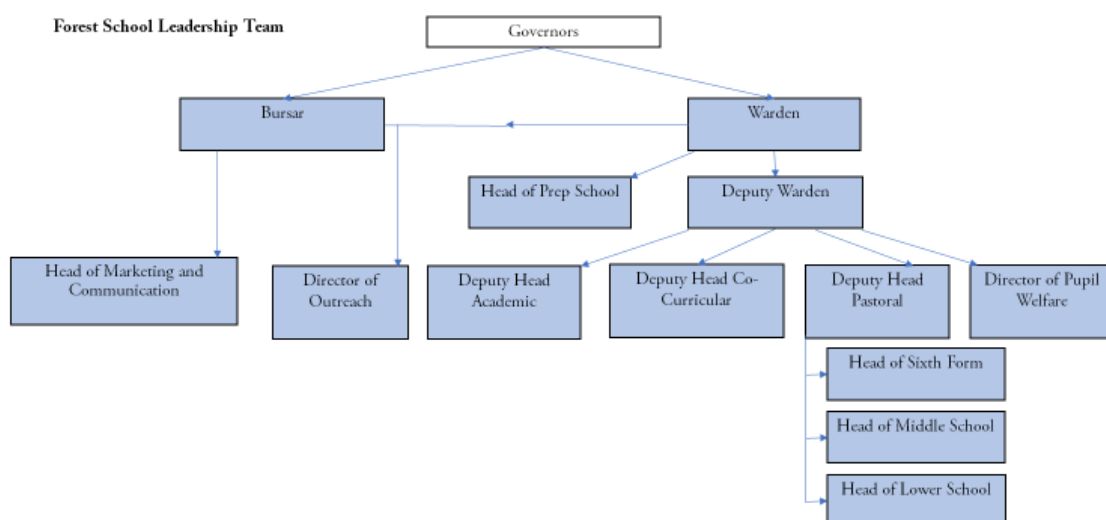
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## FOREST SCHOOL'S POLICY AND PROCEDURE

The postholder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Staff Code of Conduct, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested by the line manager.



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