



FOREST SCHOOL

Dear Candidate

Many thanks for your interest in this important senior role at Forest School. I just wanted to take a brief moment to give you a flavour of the wonderfully diverse community you would be joining. Forest is highly regarded as an outstanding all-round school with a strong academic ethos, complemented by a real commitment to its co-curricular programme, all underpinned by gold standard pastoral care. In short, it is a school that is genuinely interested in the growth and development of young people.

Forest operates in the highly competitive market of London day schools and the School's current success and popularity reflect its engaging identity and distinct strengths which differentiate it from key rivals. What sets Forest apart from other schools is not merely our palpable academic momentum, it is the depth and breadth of our holistic education, which goes far beyond a traditional curriculum. We are committed to developing well-rounded individuals who are not only academically accomplished but also equipped with the skills, resilience, and adaptability needed to thrive in the 21st Century.

Our last ISI Inspection Report described Forest as a busy, friendly place where there are endless opportunities beyond the academic for pupils' personal development. The inspectors noted that the curriculum, school policies and guidelines and school activities, genuinely encourage and support an ethos of mutual respect, where pupils appreciate the individuality of others and feel they can be their authentic selves. Pupils are kind and tolerant, and there is a strong focus on matters of equality and inclusion. The last time that the Good Schools Guide visited we also received a glowing report and were described as 'a powerhouse with a heart'!

At Forest, leaders at all levels and across all areas of the School show high levels of professional expertise in their work, and this is a significant factor in driving Forest's strategic agendas. The whole school Senior Leadership Team has been described as both ethically driven and collaborative in nature, befitting such a forward-looking, ambitious school. We certainly encourage leaders to be aspirational and to use their expertise and passion for what they do to, combined with their belief in the school's aims and ethos, to measurably evolve their areas of the School.

The Deputy Head Academic is therefore a hugely exciting role which gives the successful candidate unusually wide scope and autonomy to take responsibility for a central aspect of Forest School, encompassing curriculum development and innovation, digital education strategy, oversight of academic enrichment and responsibility for academic standards and outcomes within the School. The position becomes available following Matthew Key's seven years of inspirational leadership, as he moves on to King's School, Canterbury.

The Deputy Head Academic sits on the Senior Leadership Team as one of the four deputies and will contribute to the strategic development of Forest, taking responsibility for the academic elements of our strategic vision, as well as line managing Heads of Department and the Academic Leadership Team. Forest has built strong academic momentum in recent years, culminating in

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record-breaking results at both A Level and GCSE this year. This has come on the back of the Deputy Head Academic having overall responsibility for the quality of teaching and learning and ensuring there is a robust culture where teachers engage with best practice and are energised to develop their craft.

We are looking for someone to bring a personal style of leadership to the role: providing a clear sense of direction for pupils and staff, playing to people's strengths, stoking morale and encouraging the sharing of good practice across the school in an effort to keep driving up standards without losing the school's friendliness and 'family' ethos. Staff at Forest work very hard, so the starting point for senior leaders is always to try to bring out the best in everyone by managing them in an open, reassuring, but decisive manner. However, although this role will require individual resilience and integrity, it will also require a clear understanding that no senior leader has the expertise to cover all bases and will therefore always need plenty of support from the team in such a large school.

Forest is looking forward to appointing someone who loves teaching and whose infectious enthusiasm for learning and improvement will help to bring out the best in pupils and teachers.

With good wishes

A handwritten signature in black ink that reads "Mr. Cliff Hodges". The signature is written in a cursive style with a large, stylized 'M' and 'H'.

Marcus Cliff Hodges

Warden

Forest School

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 pupils |

SAFEGUARDING:

Forest School is committed to safeguarding and promoting the welfare of children.

The postholder will be required to;

- Complete an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.

JOB SUMMARY:

The Deputy Head Academic at Forest School is a broad and demanding Senior Leadership role, encompassing innovation, curriculum development, digital strategy, navigating trends and developments in pedagogy and education in the 21st Century, whilst also having oversight of academic enrichment and futures education, and overall responsibility for academic standards and outcomes across Forest's Senior School. More generally, the Deputy Head Academic, chairing the Academic Leadership Team, will lead the academic life of the Senior School.

We are looking to appoint someone who will build on the measurable academic momentum witnessed at Forest in the last few years and continue to work to secure sector-leading results and contribute to the development of an excellent, well-rounded educational vision and offer at Forest. The successful candidate 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.

The Deputy Head Academic will also support the Deputies Team and the Warden with all staffing matters, contribute to admissions and scholarship processes and will play a key role in supporting the day-to-day running and strategic development of an incredibly ambitious and dynamic school. They will be highly skilled in mentoring and coaching individual colleagues, working closely, and leading a team of Middle Leaders and Heads of Department (HODs), as well as the Director of Teaching and Learning Development, the Deputy Heads of Section (Academic), the Heads of Section (in an academic capacity), the Examinations Office, the Library Team, and the Digital Education lead.

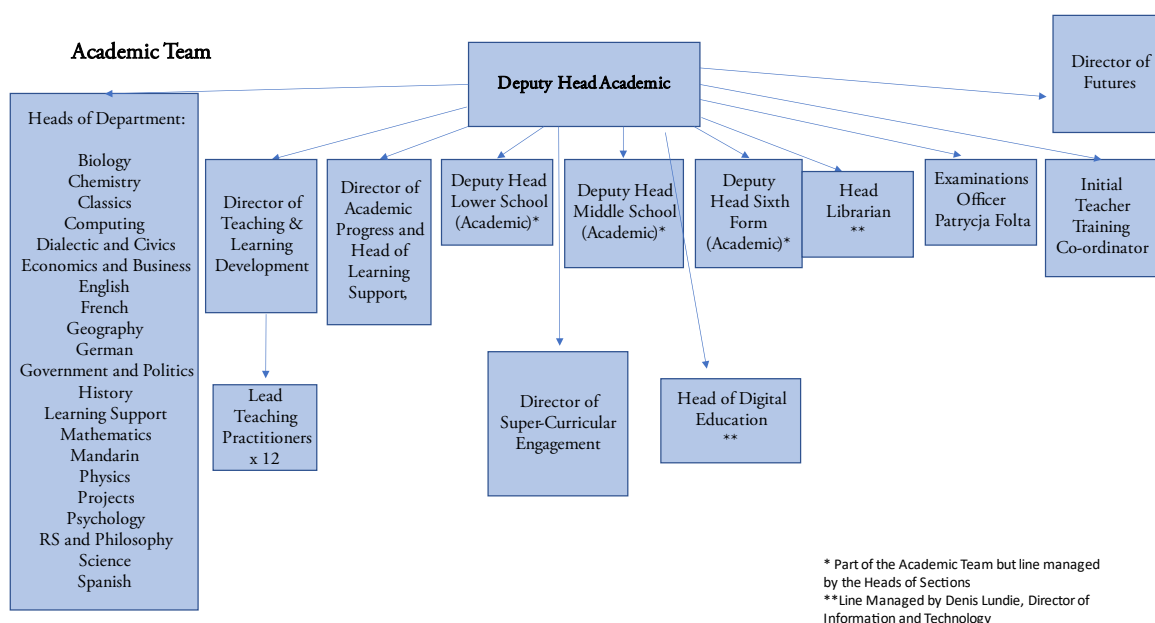
The Deputy Head Academic will possess a strong work ethic, energy and high standards but will also demonstrate compassionate, diplomatic, and people-centric leadership. They will have high levels of drive, motivation and personal integrity and embody a calmness and resilience under pressure. Finally, they will embody the characteristics of an expert teacher at Forest School: they will be self-evaluative, harbour a growth mindset and will be evidence-informed in their approach.

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Over the last seven years 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 & Learning at Forest are:

1. **Ethos:** We believe that all pupils 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.
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 pupils take responsibility for their own learning and we teach pupils 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 pupils are in their learning and where they are going. Our Pupils 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 occupy an important position within the school with a collective appetite for continuing to implement this aspect of school improvement.



KEY DUTIES AND RESPONSIBILITIES:

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| Aim of post | To support the Warden in driving forward the academic work of the Senior School through: |
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| | <ul style="list-style-type: none"> • Developing and leading the strategic direction and articulation of a distinctive and visionary shared educational philosophy and ethos which is visibly extended throughout the school. • Overseeing the promotion, implementation and quality control of reflective, innovative and effective pedagogy throughout the School; • Making a central contribution to the marketing of the school's academic agenda and profile-raising. • Building and leading academic partnerships, including with Forest Preparatory School; • Managing the work of a variety of academic leaders and working collegially with colleagues in the Senior Leadership Team. • To report to the Warden as line manager. |
| General | <ul style="list-style-type: none"> • Participate and contribute to all areas of School strategic planning and operational decision making at Senior Leadership Team meetings. • Attend the core Strategic Planning Group • Be a visible senior leader within the school community and wider community, attending and leading Assemblies, Chapel services and supporting other whole-School events. • Work with the Bursar to set Department Budgets and to help ensure the school achieves value for money in all academic matters, including staffing. • Create, develop, and implement school policy, especially insofar as it relates to the academic curriculum and teaching and learning. • Monitoring and raising standards of teaching and learning. • Cultivate and develop a process of department self-review and self-improvement. • Keep up to date with the wider educational landscape, reform, and policy development, leading the school's responsiveness to change as necessary. • Advise the Warden about staffing levels and appointments. • Chair Heads of Departments Meeting, and Academic Leadership Team Meetings. • Report to Governors, especially as a member of the Governors' Education Committee. • Be responsible for all Senior School academic policies. • Teach a very significantly reduced timetable. |
| Communication | <ul style="list-style-type: none"> • Prepare agendas for meetings and overseeing the timely production of minutes with clear actions. • Address parents and pupils about academic matters at Information Evenings and Parent-Teacher Meetings. • Be available to communicate with parents and respond to queries and complaints as required in a timely manner. • Produce various publications throughout the year (Options Guides, Curriculum Guides, etc.) and contribute to the School Website. • In conjunction with the Deputy Head Staffing and Operations ensure regular academic events are calendared and scheduled, including reviewing and updating the Annual Academic Schedule. |
| Assessment, recording, reporting and Academic Monitoring | <ul style="list-style-type: none"> • Be responsible for developing and implementing the Assessment & Marking Policy in close liaison with the Heads of Departments. • Quality assure the nature of feedback across the Senior School. |

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| | <ul style="list-style-type: none"> • To support the Heads of Sections to oversee their implementation of consistent and effective interventions to support pupils' academic development through the sectional Academic Co-ordinators. • Oversee the development, oversight, and deployment of pupil tracking data, in close liaison with the Director of Academic Progress, including Baseline (CEM) testing, value added and other forms of useful data. • Lead GCSE and A Level results days, produce consequent data for the Marketing Office and Governors, oversee the production of reliable, accurate results data, and lead the School's response to any problems. • Write an annual examination results report for the Governors' Education Committee and termly updates on academic agendas for Warden's Report to Governors. • Participate with the Senior Leadership Team in review meetings with individual pupils at the ends of terms. • Produce data and information for inspections as required. • Review and develop the entrance examinations process, in conjunction with the Registrar and Heads of Sections. |
| Teaching & Learning | <ul style="list-style-type: none"> • Oversee the HoDs' work in monitoring and implementing the highest possible standards of teaching and learning throughout the School. • Plan and implement initiatives to improve and develop teaching practice throughout the School. • 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 of the School, including the School's Management Information System and communications with parents. • Implement and participate fully in an ongoing programme of lesson observation, setting agreed standards and goals. • Formally meet with HoDs and Heads of Faculty on a regular basis, lending support, guidance and strategic direction as required. • Working with the Director of Teaching and Learning Development, line manage the Teaching and Learning Team and set the agenda for their work and development. |
| Staff | <ul style="list-style-type: none"> • In conjunction with the Deputy Head Staffing and Operations and Deputy Heads participate in Appraisal, Performance Management, Capability and other staff management matters. • Provide whole-staff InSeT training on academic initiatives and ensure all staff are kept informed of the changes to the educational landscape. • Contribute to the induction of new staff. • In close liaison with the Deputy Head Staffing and Operations and the HR department lead the appointment of teaching staff (other than senior leaders). • Establish and implement plans for dealing with medium-term and long-term staff absence. |
| Line Management | <p>The Deputy Head Academic line manages the following individuals within the School:</p> <ul style="list-style-type: none"> • Line manage the academic work of the Academic Leadership Team. • Timetabling and Data Team (cover, academic arrangements, academic data) • Examinations Officer (conduct and arrangements for internal and external examinations) |

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| | <ul style="list-style-type: none"> • Head of Learning Support (access arrangements, SEND provision) • Director of Academic Progress • Director of Teaching and Learning Development • Head Librarian • Director of Digital Education • ITT Co-ordinator • Project Qualifications Coordinator (EPQ and HPQ) • Heads of Departments and Faculties • Deputy Head Academic's PA |
| Timetable | <ul style="list-style-type: none"> • Work with the Deputy Head Staffing and Operations and Timetabling Team in production of the Timetable. • Oversee the process of pupils making subject Options. |
| External | <ul style="list-style-type: none"> • Liaise and advise as required in the School's partnership with the London Academy of Excellence. • Build relationships with other schools in pursuit of academic agendas. • Attend the annual HMC Academic Deputies Conference. • Run the annual Academic Challenge Day. • Identify further opportunities for external partnerships. |
| Child Protection, Discipline and Health and Safety | <ul style="list-style-type: none"> • Promote and safeguard the welfare of children and young people at Forest School in line with School policy. • Maintain good order and discipline among pupils. • Support and advise the Director of Health & Safety/Compliance on all aspects of Health & Safety affecting teaching and learning in academic departments. • Liaise closely with the Director of Health & Safety/Compliance to ensure that all aspects of the curriculum and teaching and learning are compliant with ISI Regulations. |

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 including outside of the School Term.