

Job Description

Job Title:	Deputy Head Academic
Reporting To:	Headmaster
School:	Hendon Preparatory School
Scope:	UK
Working hours:	Full Time/Permanent
Checks:	

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom she/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Education Safeguarding Policy (including Child Protection Procedures) at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services."

Working with us

Hendon Prep is an independent, co-educational prep school founded in 1873 and a member school of the Independent Association of Prep Schools (IAPS). The School is situated in North London and it is a small prep school (fewer than 200 children) with a Pre-School, Pre-Prep and Senior Prep.

Hendon Prep is owned by Cognita, a worldwide group of schools, based in UK, Europe, Latin America and South-East Asia. Each school has its own unique ethos and that is equally true of Hendon Prep.

Our philosophy is to offer an excellent education to every child based on three key pillars: Academic excellence, Character education and Global citizenship. Hendon Prep is also an extremely happy and caring community where the well-being of pupils and staff are central to everything that we do.

The School has a warm and open culture. All staff work in a collaborative and professional manner, working to create the best possible learning environment for our children and providing excellent support to all parents.

Operationally, the School is led by the Headmaster, who is ably supported by a Senior Leadership Team consisting of the Bursar, Deputy Head Academic and Deputy Head Pastoral.

Job summary

The Deputy Head Academic is responsible for all aspects of the day-to-day management of the school and as such, must be committed to working towards the best possible environment for the nurture and education of all pupils whilst continually enhancing the quality of education and pastoral care. He/she must communicate effectively with present and prospective parents and

the wider community, always with the aim of making the school the best of its kind in the area, a school that will attract and retain the best pupils.

Key Responsibilities

Strategic Development

- Assist the Headmaster in translating the vision for the school into agreed objectives and operational and business plans, in line with Cognita planning cycles.
- Contribute to the annual School Improvement Plan.
- Take responsibility for the Curriculum throughout the whole school to ensure it reflects the School's and national priorities, provides continuity across the Key Stages and is a model of best practice.
- Implement and lead effective Quality Assurance systems across the school to ensure high quality standards are maintained, reported and acted on regularly.
- Lead on the reporting of pupil progress across the School including the issuing of reports and the oversight of parents' meetings throughout the year.
- Draw up, maintain and implement an effective school timetable including the deployment of staff across the School and organising the cover of absent colleagues.
- Support the Headmaster with policy development, implementation of the School policies and procedures, keeping policies under review and making recommendations for change to ensure that they continue to meet the School's developing needs.

Leadership and Management of Others

- Lead by example, providing inspiration and motivation, and embody for the pupils, staff, parents and wider community the vision, purpose and leadership of the school.
- Be responsible for the line management of Teaching staff in the Senior Prep.
- Support the Headmaster in drawing up the agendas for weekly SLT meetings and ensuring adequate notes are taken and stored.
- Ensure the cycle of weekly meetings is taking place and that adequate notes are taken, distributed and stored.
- Take the lead on all Staff meetings and training relating to the Curriculum and QA.
- Support the Headmaster in the recruitment, deployment, motivation, development and appraisal of staff to make the most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their rôles and responsibilities.

Academic

- To lead performance management in the school with the Headmaster.
- To assess the training needs of staff arising from performance management, and in discussion with SLT, create a whole staff-training programme.
- To oversee that data analysis is used systematically to improve academic performance.
- To lead pupil tracking and ensure that it is being done effectively by all staff.
- To lead information evenings for parents and pupils regarding the curriculum.
- To develop the curriculum including reviewing curriculum maps and schemes of work and publishing curriculum maps.
- To lead pupil progress meetings.

- To oversee a system of recognised rewards for academic progress.
- To be responsible for and co-ordinate with the Marketing Manager Open Morning events.
- To oversee the effective use of SIMs for progress grades, pupil tracking and reports.

Pupil Safeguarding and Welfare

- Ensure all pupils are as safe as they can be, ensuring rigorous implementation of school safeguarding policies and processes.
- Work closely with the Deputy Head Pastoral to ensure good behaviour and oversee the rewards and sanctions systems are maintained.

Communications, Marketing and External Links

- Support the Headmaster to ensure that communication links with parents and staff is clear and concise in order to support the smooth running of the school.
- Develop and maintain excellent links with other schools, educational institutions and the wider community in order to enhance teaching and learning, as well as a pupil's personal development.
- Attend school events as agreed as part of the Senior Leadership team.

Other

- Deputise for the Headmaster as required.
- Undertake such professional duties, which may be reasonably requested by either the Headmaster or the School's owners (Cognita Schools) in accordance with the professional expectations of a leadership and management rôle at the school.

Person Specification

- Have commitment to high standards of teaching and learning
- Possess good communication skills.
- Have strong analytical and problem solving skills
- Possess excellent organisational skills and an ability to work to tight deadlines, managing competing priorities
- Have experience of working with Senior Management.
- Demonstrate good leadership and teamwork skills.
- Show strong commitment to working to develop and improve the school.
- Demonstrate an ability to remain calm in sometimes-stressful situations.
- Have a commitment to being polite and courteous to pupils, staff and parents.

Education and Skills

Essential core competencies for this role:

- A good Honours graduate with QTS or the equivalent gained through experience.
- Successful teaching experience across the Key Stages: 1 and 2, with a track record of consistently enabling pupils to achieve high standards.
- Experience of curriculum leadership and management gained as a Key Stage Co-ordinator or equivalent senior rôle.
- Some experience of strategic planning or of curriculum evaluation.

Remuneration

- Competitive salary
- Teachers' Pension Scheme
- Professional development
- School fee discount
- School Lunch provided