

# Godstowe

## Job Description

### Deputy Head - Academic

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

#### Introduction

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The Deputy Head – Academic coordinates the academic matters at Godstowe, to include all teaching and learning across the Prep and Pre-Prep, maintaining the School’s traditional standards of excellence. They are responsible for the oversight, direction and review of academic policy and the curriculum and they lead the academic staff and Heads of Department across the whole school with direction, innovation and inspiration.

The post carries considerable scope for working autonomously as well as being part of a team. The Deputy Head – Academic demonstrates initiative and a talented and insightful approach to the development of the School.

#### Management

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The Deputy Head – Academic reports directly to the Headmistress and is a member of the Senior Leadership Team (SLT), which further comprises the Deputy Heads Pastoral and Co-Curricular and the Director of Finance and Operations (DFO). The Deputy Head – Academic runs the Education Committee which meets three times a year, reporting directly on academic progress and innovation to the School Council and Governing Body.

#### Key Responsibilities:

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##### 1. Responsibilities as part of the SLT

- Contribute to the formulation of vision and strategy, as well as the School’s development plan
- Share with the Head and SLT in determining general school policy and ensuring its implementation
- Assist the Head in managing the School and leading a variety of initiatives
- Deputise for the Head in her absence, alongside the other Deputy Heads
- Have collective responsibility for the encouragement and maintenance of high professional standards amongst the staff
- Maintain a high profile throughout the Godstowe community, fostering key strategies and strong relationships to promote excellence in the quality of the whole education provided and working with the Head and staff to sustain and enhance the standard of the School
- Take whole School assemblies as and when required
- Lead weekly staff briefings in liaison with the Head and the Deputy Heads
- Share responsibility to ensure the successful marketing and promotion of the School
- Ensure robust and accessible channels of communication to gather parental feedback
- Attend all key school events and functions

## **2. Responsibilities towards the Day-to-Day Running of the School**

- Be a visible presence at the start and end of the day, communicating with parents, welcoming children to School and ensuring their safety at the end of the day
- Be vigilant in the daily operation of the School to prevent issues arising and deal swiftly with any problems that occur
- Oversee annual and weekly timetable changes, alongside the SLT and Head of Digital Learning
- Take or organise assemblies across the school, as required
- Prepare termly and weekly calendar for the use of all staff to co-ordinate events

## **3. Academic**

- In consultation with the Head and colleagues, lead the continual review of the academic provision at the School, suggesting and discussing changes and implementing any changes that have been agreed
- Prepare the agenda and materials for discussion by the Education Committee of the Godstowe School Council and lead termly Heads of Department Meetings
- Undertake effective and efficient organisation, administration and publication of all school exams, assessments and tests, and other Senior School tests
- Lead and organise the 11+ preparation programme to enable current parents to understand our offering for exam preparation at Godstowe
- Oversee and administer the Buckinghamshire Transfer Tests including keeping parents informed
- Gather and maintain information from senior schools on their admissions processes, academic and entry requirements so that parents can be informed and pupils can be guided; disseminate this information amongst colleagues so that the School maintains its excellence in preparing children for senior schools
- Oversee the Directory of school choices and offers for current pupils
- Lead the annual 11+ Godstowe Scholarship process for current and prospective families and students and ensure the scholarship manual is updated annually in print and on the school website
- Liaise with the Marketing Department to ensure the Godstowe curriculum is represented in the best light on the school website
- Oversee the SEND provision across the school, working closely with the Deputy Head Pastoral and the Joint Heads of Learning Support and Head of EAL
- Produce the schedule of teaching and from it the curriculum timetable
- Arrange and publish deadlines, procedures and guidance for report writing
- Oversee a system to ensure the quality of pupil reports and grade cards is maintained
- Production of the termly calendar ensuring that events are appropriately spread out and communicated
- Lead on Senior School events for parents and oversee the annual Senior Schools Fair, in conjunction with the School Marketing Lead

## **4. Parent Liaison**

- Maintain high standards of communication with parents throughout the year – answering their individual queries and supporting form tutors, teachers and Heads of School in providing meaningful feedback on academic matters
- In collaboration and consultation with the Head, offer and provide advice to parents on Senior School and next school choices
- Coordinate the organisation of Parent Evenings
- Compose, review and edit communications to parents that are disseminated via a variety of channels

## **5. Responsibilities towards Staff Members**

- Contribute actively towards the recruitment of staff members in leadership, academic and pastoral roles
- Responsible for the induction of new academic staff members in respect of academic matters
- Lead and actively participate in the process of staff appraisals, including appraisal meetings with members of the teaching staff, lesson observations and preparation of documentation
- Set and maintain high standards of work and of personal and professional conduct
- Participate in and, where appropriate, lead investigations in respect of staff disciplinary, capability and grievance matters
- Organise the duty rotas and cover requirements for the academic staff
- Oversee the work of all teaching Heads of Department
- Monitor absence amongst teaching staff and forward information as required to the Head and H.R.

## **6. Administration and Compliance**

- Take a lead role in preparing the School for its regular ISI and Boarding Inspections
- Monitor regulatory teaching compliance in all areas of the School
- Formulate, develop and update Policies as appropriate for the role of Deputy Head – Academic
- Review the annual update of the Staff Handbook
- Work with the DFO / I.T. Department on the development of the School's management information systems, ensuring that appropriate systems support the overall aims and objectives of the School
- Assess, allocate and deliver teaching departmental budgets in consultation with the DFO

## **7. Teaching**

- Teaching 10/11 lessons per week

## **Review**

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The job description will be reviewed annually and may be subject to amendment after consultation. The above is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post.

## **Child Protection**

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All members of staff are responsible for the promoting and safeguarding the welfare of children. All members of staff are required to participate in regular child protection training and to follow the child protection policy at all times. Any child protection issues must be referred to the designated person for child protection and/or the Headmistress.

December 2024