Deputy Head (Teaching and Learning)

The Deputy Head (Teaching and Learning) will serve a key function in the Senior Leadership of the School and is directly accountable to the Headmaster. This role is new to HCH and is part of the ongoing development of the school. There are high ambitions for the School and the successful applicant will join a highly motivated and passionate team, working in a friendly atmosphere which moves with great momentum and energy, without forsaking the personal touch.

The successful applicant will be an outstanding classroom practitioner, able to recognise potential in others and unlock that potential through managing and inspiring successfully at all levels of the School and across all academic disciplines. The successful applicant will combine the right mix of self-awareness and tenacity, with the creativity and vision to move teaching forward throughout the School. They will understand and have experience of how to improve teaching and results, as well as how to enrich the academic life of a school. He or she will take a leading role in developing our exciting and innovative curriculum, working with the Headmaster and Deputy Head (Strategic and Operational) to lead the strategic decision making for the academic development of the School, as well as contributing to whole-school direction and development.

As the division of the Deputy Head role into Deputy Head (Teaching and Learning) and Deputy Head (Strategic and Operational) is a new one it is expected that the role descriptions will evolve over time to suit the individual strengths of the incumbents.

Reports to: Headmaster

Duties and Responsibilities

Ethos and Vision

1. To ensure that the practice of the School reflects the principles the school ethos as summarised on the school website and in the Almanack.

Strategic Planning

2. Be a part of all whole-school planning and decision-making and help set the tone for all strategic and operational planning at every level within the school.

Teaching and Learning

3. Serve as a model of inspirational teaching within the school and be able to show teachers what is meant by exceptional teaching.

4. Promote excellence and innovation in teaching and learning across the school.

5. Ensure high quality of teaching across the school.

6. Work with the Deputy Head (Strategic and Operational) and the Heads of Department to develop and enhance our an exciting and innovative curriculum at all levels of the school, promoting independence of thought and the development of academic curiosity for a life-long love of learning.
7. Develop with the Head of Sixth Form and the Heads of Department a curriculum that promotes the key skills and competencies required for the broadest possible definition of success at university and life beyond.

8. Monitor, observe and evaluate teaching within the school, identifying areas for staff development, embedding training needs, and making recommendations as appropriate to the Headmaster.

9. Working with the Deputy Head (Strategic and Operational) and the Heads of Department, lead the student tracking process and ensure appropriate and timely communication with parents and students to develop rapid rates of student progression.

10. Work with the SENCO to develop the process for identifying and working with particular educational needs and ways of ensuring that such needs are catered for effectively.

11. Work with the Director of Outdoor Learning to enhance learning opportunities outside the classroom and established curriculum.

12. Work with the Deputy Head (Strategic and Operational) and Assistant Director of Studies to ensure the timely and effective delivery of the school timetable.

13. Take ownership of the professional development programme, by developing our own school programme for teaching staff and for leadership, as well as through drawing on external courses and awarding bodies.

14. Identify whole-school professional development and training needs and to plan for INSET as appropriate.

15. Oversee the NQT and Teacher training programme by working with the Director of Outdoor Learning and external tutors to ensure that the programme is effective.

**Leadership and Management**

16. Permanent member of the Curriculum Committee, and ensure momentum in the implementation of the school’s academic improvement plan.

17. Meet frequently with every Head of Department and inspire and assist them to ensure the effective monitoring and tracking of staff and students.

18. Take a lead in the recruitment and monitoring of new staff, as well as the development of the induction programme.

19. Co-ordinate and take a leading role in the Annual Staff Reviews.

20. To oversee the quality and quantity of homework set, with help of the Heads of Years.

21. To liaise with the Head of Learning Support in the organisation of learning support for children.

22. Supervision of research, compilation of evidence, etc. concerning academic aspects of the school.

**Tracking and Assessment**

23. Supervision of the regular assessment of the progress of pupils and the development and coordination of an overall policy and system of tracking, assessment, recording and reporting, including periodic checks on the validity of the system adopted.

24. To implement methods of monitoring levels of literacy and numeracy at various levels in the school, and – in particular – for assessing progress over time.
25. To keep a record of all examination results, and to create appropriate systems for interpreting data over time.


**Communications**

27. Serve as a model of excellent communication: articulate, succinct, grammatical and eloquent.

28. Communicate with pupils, parents, teachers and governors such that the vision and planning is clear to all stakeholders.

29. To promote and advertise the activities and achievements of the school, through articles, Rambles, press releases, letters to parents, posters, assemblies and open days etc.

30. Market the school effectively and creatively to ensure that the best of our education is widely known and understood.

**Other Responsibilities**

31. To be aware of himself/herself as a member of the school and therefore to seek to represent its values at all times, in or out of the classroom, and to maintain its standards of behaviour for staff and pupils at all times.

32. To be dependable and reliable at all times and to be able to prioritise work.

**Line Managing**

The Deputy Head (Teaching and Learning) is the line manager for:

- Head of Learning Support
- Heads of Department
- Director of C.N.E.D.
Person Specification

We are looking for someone with:

- A passion for educating, inspiring and understanding children
- A love of learning and a commitment to continuing to learn
- A fascination with the many varied and different methods of challenging and inspiring children both inside the classroom and outside
- A desire to participate actively in the life of a busy and ambitious school
- A belief that every child can succeed beyond her/his expectations
- A sense of adventure as well as a sense of humour
- An interest in the peoples, cultures and languages of the world

A firm command of written English is essential, as is the ability to proofread accurately and to oversee the production of written material.

A good first degree followed by years of successful teaching and previous experience of middle or senior leadership.

The successful candidate will have a deep interest in both their subject and in education. This will be demonstrated by:

- a high level of subject knowledge and awareness.
- understanding of the latest movements in educational thought and consideration
- outstanding teaching
- the ability to see the strengths and weaknesses in teaching

The successful candidate will be able to explain issues and decisions clearly and rationally, on paper and in person, and in so doing will be able to:

- address issues of underperformance with clear and sound rationale
- persuade others in their team of their vision and ideas
- successfully turn ideas into actions
- give support and advice effectively