



Deputy Head (Director of Studies)

Job details

Salary:	Canbury School Payscale
Contract type:	Full time, fixed term contract potential to change to permanent
Reporting to:	Acting Head
Responsible for:	Data and Assessment Lead, Heads of Year, Heads of Department and Teaching staff

Why Canbury School?

We do things differently at Canbury - because we understand that everyone is unique, as such we know that the manner in which we educate and support our students must also embrace those differences to ensure that we harness their individual talents.

If you thrive on seeing the opportunities in a situation, rather than the challenges, then we want to hear from you. We are seeking a talented individual with a 'can do' attitude. The Director of Studies will be so much more than the job title.

At Canbury the students are genuinely at the heart of everything we do, and everybody goes the extra mile. It is therefore essential you enjoy working for the benefit and enrichment of neurodiverse students.

Main purpose

The Deputy Head, under the direction of the Acting Head, will take a major role in:

- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the School's aims and objectives
- Ensuring that Canbury School's ethos and values are deeply embedded and visible.

If the Acting Head is absent, the Deputy Head will deputise, as directed by the Governors.

Duties and responsibilities

School culture and behaviour

Under the direction of the headteacher, the Deputy Head will:

- Create a culture where students experience a positive and enriching school life
- Uphold educational standards in order to prepare students from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from students, built on relationships and routines that are understood by staff and students and clearly demonstrated by all adults in school

- Use consistent and fair approaches to managing behaviour, in line with the School's behaviour policy

Teaching, curriculum and assessment

Under the direction of the headteacher, the deputy headteacher will:

- Lead the subject staff to sustain high-quality teaching for all students across the subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use formative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum
- Use valid, reliable and proportionate approaches to assessing students' knowledge and understanding of the curriculum
- Lead on the production of results data and the process of holding subject staff to account
- Manage the academic reporting to parents process
- Work towards improving the academic outcomes of all students.

Additional and special educational needs (SEN) and disabilities

Under the direction of the headteacher, the deputy headteacher will:

- Promote a culture and practices that enable all students to access the curriculum
- Have ambitious expectations for all students with SEN and disabilities
- Working with the SENCO, make sure the School works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Working with the SENCO, make sure the School fulfils statutory duties regarding the SEND Code of Practice.

Organisational management and school improvement

Under the direction of the headteacher, the deputy headteacher will:

- Establish and sustain the School's ethos and strategic direction together with the rest of SLT and governing board and through consultation with the school community
- Oversee the academic systems, processes and policies so the School can operate effectively
- Ensure staff and students' safety and welfare through effective approaches to safeguarding, as part of the School's duty of care
- Manage staff effectively with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Allocate financial resources appropriately, efficiently and effectively
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the School's context
- Make sure these school improvement strategies are effectively implemented
- Assist SLT on all staffing issues, including the appointment of new staff and staff appraisal
- Manage the cover system for absent teaching staff members.

Professional development

Under the direction of the headteacher, the deputy headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet needs.

Governance, accountability and working in partnership

Under the direction of the headteacher, the deputy headteacher will:

- Monitor appropriate academic data to provide information on school performance for the Senior Leadership Team and Governors
- Understand and support the role of effective governance, including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the School effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools, local authorities and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all students.

Other areas of responsibility

- In liaison with the Head, plan and construct the timetable and staffing requirements, ensuring they meet the needs of the students, are good value for money and that national guidelines are adhered to
- Take on responsibility for the oversight of the internal and public examinations by being the schools Exams Officer
- Manage the careers process and work experience programme.

Person specification

Criteria	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> • Qualified teacher status • Degree 	<ul style="list-style-type: none"> • National Professional Qualification for Senior Leadership (NPQSL)
Experience	<ul style="list-style-type: none"> • Successful leadership and management experience in a school • Teaching experience at Secondary school level • Involvement in school self-evaluation and development planning • Demonstrable experience of successful line management and staff development 	<ul style="list-style-type: none"> • Held exams officer or responsibility linked to exams • Timetabling experience • Experience of leading and teaching across a very broad age and ability range
Skills and Knowledge	<ul style="list-style-type: none"> • Data analysis skills, and the ability to use data to set targets and identify weaknesses • Understanding of high-quality teaching, and the ability to model this for others and support others to improve • Understanding of school finances and financial management • Working knowledge of SEND • Effective communication and interpersonal skills • Ability to communicate a vision and inspire and influence others • Ability to build effective working relationships 	<ul style="list-style-type: none"> • Knowledge and understanding of Social, Emotional and Mental Health needs

Personal Qualities	<ul style="list-style-type: none"> ● A commitment to getting the best outcomes for all students and promoting the ethos and values of the School ● The ability to develop excellent relationships with young people and adults ● Ability to work with determination and resilience when under pressure and to prioritise effectively ● Commitment to maintaining confidentiality at all times ● Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position ● Sensitivity and wisdom in managing relationships with students, parents and staff ● Clarity of vision with the ability to communicate it in a compelling and engaging way ● Openness, sense of humour, energy and enthusiasm ● Willing to roll up your sleeves and help colleagues in a small school environment 	
--------------------	---	--

This job description should be seen as enabling rather than restrictive; it is not to be regarded as exclusive or exhaustive, and does not form part of a contract of employment. It is an outline of the areas of activity and responsibility of the role and, like all such documents, will be amended from time to time to reflect the changing needs of the School.

Benefits of working at Canbury School

- Knowledgeable and supportive colleagues
- High ratio of classroom support staff
- 34-week school year
- Maximum class sizes of 15
- Generous PPA time
- Good work/life balance - actively promoted
- SW London location with excellent transport links
- Salary on the Canbury independent school scale
- Defined Contribution pension scheme with flexible contributions
- Excellent CPD opportunities
- Employee Assistance Programme, which includes:
 - 24hr Health & Medical Information Service
 - Legal Advice Helpline
 - 24hr Counselling Helpline Service
- Free eye tests and flu vaccinations
- Cycle to Work scheme
- Each SLT member and teacher has their own school laptop

- Regular staff social events and clubs

Extra-Curricular Activities

All members of staff are asked to contribute to some areas of the extra-curriculum and from time to time to assist with one of our occasional evening events to help support events like the school production.

Staff Induction, Staff Review and Continuing Professional Development:

A full induction training programme is offered at the start of the first term and continues throughout the first year.

The School is committed to the continuing professional development of its staff and there is an annual review procedure, conducted by a line manager.

We have a strong track record of staff development, with meaningful opportunities offered across the school and at various stages of career development.

Canbury School is committed to the proper safeguarding of its students. All staff are required to undertake Child Protection Training as part of their induction and every three years thereafter.

Remuneration

Salary on the Canbury independent school scale. The School currently contributes towards the APTIS pension scheme.

Application process

Deadline for application: 29th of September 2023 at 5 pm.

We reserve the right to hold interviews and appoint before the deadline.

Please return your completed application form to the Bursar at bursar@canburyschool.co.uk

Canbury School is committed to safeguarding and promoting the welfare of children and this post is subject to child protection screening including checks with past employers and an enhanced DBS check.