



MERCHANT TAYLORS' SCHOOLS

For Boys and Girls
aged 4 to 18 years

MERCHANT TAYLORS' BOYS' SCHOOL CROSBY

Appointment of

DEPUTY HEAD
(Academic)

For September 2019

Information for Applicants

Merchant Taylors' School

Liverpool Road

Crosby

Liverpool

L23 0QP

Tel: 0151 928 3308

www.merchanttaylors.com

About our School Family

Merchant Taylors' Schools, founded in 1620, will soon celebrate its 400th year in delivering outstanding educational outcomes. A leading provider within independent sector, we're looking for a new Deputy Head (Academic) to ensure that we continue in this tradition of excellence.

We are a family of nationwide Schools, but our site in Crosby, Liverpool comprises of four schools; Junior Boys and Junior Girls aged 4- 11, and Senior Boys and Senior Girls aged 11- 18. Each School has its own Head Teacher and senior management team. This position is within the Senior Boys School, where we have 570 boys, reporting into the Headmaster and working alongside the Deputy Head (Pastoral).

At Merchant Taylors' our aim is to deliver a rigorous academic curriculum alongside a vibrant range of clubs and sporting activities designed to inspire and develop the talents of each boy. Whether it is on the stage, in the concert hall, on the sports field or working in the community, our young men have the chance to grow in areas outside of the classroom. Our committed and inspiring teachers seek to nurture a spirit of inquiry and curiosity in all our students, helping them to develop to their fullest extent. At the same time, this is a warm, caring community where people look out for one another.

About You

Working with the Headmaster, we are looking for a true leader, someone with the vision and ability to understand the needs of the School, and how to successfully deliver them. You must have courage and resilience, enjoy being challenged, with a drive and determination to succeed. We're looking for someone who is creative in delivering solutions, persuasive, encouraging and personable, with the ability to communicate clearly with people at all levels. You must also be a highly competent teacher as you will need to lead by example.

About the Post

The primary role of the Deputy Head (Academic) is to lead, improve and manage the academic provision at the school in order to provide a positive and happy learning environment where children can be curious, creative and inspired. The post entails direct leadership of the Heads of Department. You will be supported by the Assistant Head – Teaching and Learning, Head of Staff Development as well as administrative support.

The Deputy Head (Academic) is on the Senior Management Team and has a key role to play in both the strategic development of the school and the day-to-day management of it. Members of the team are expected to have a knowledge of relevant issues affecting schools nationally and globally.

Responsible to the Headmaster, the post holder is expected to uphold the main aims and ethos of the school. It is also expected that they will deputise for the Headmaster in his absence.

Specific Responsibilities

Key responsibility

Provision of a high quality academic education, founded on the values and principles of scholarship and intellectual curiosity

Academic Leadership

- Initiate and lead on strategies to ensure that the School exemplifies best academic practice

- Support, coach, appraise and develop all direct reports
- Line manage Assistant Head Teaching and Learning, Head of Staff Development, Examinations Officer, School Timetabler and HoDs
- Chairing meetings and setting the agenda for HoDs meetings
- Embedding academic educational links with Merchant Taylors' Girls School and with the Boys' Junior School
- Maintain strong understanding of national developments in education

Curriculum Development

- Oversee the structure, content and delivery of the curriculum
- Develop innovative approaches in different areas to develop well-educated and well-rounded young men
- Work closely with the Head of Careers to ensure that the School's educational provision develops and enhances the employability of our students

Strategic Planning

- Develop and lead on academic areas of the School's Strategic Plan, especially seeking to improve learning outcomes, shown by results in public examinations, and to better prepare students for university and later life
- Ensure shared understanding of the plan and a co-ordinated and structured approach to its implementation
- Co-ordinate reporting on progress towards the Strategic Plan, including to the Board of Governors

Teaching and Learning

- Work closely with the Assistant Head Teaching and Learning (Director of Studies)
- Ensure a culture outstanding teaching and learning throughout the school
- Effectively monitor the development of Teaching and Learning throughout the school
- Challenge unsatisfactory performance and develop excellence

Staff Development

- Work closely with the Head of Staff Development
- Develop a strong culture of self-review and self-criticism
- Develop an open culture of learning and development
- Create innovative opportunities for developing and enhancing colleagues at all stages of their careers
- Oversee whole school staff training and INSET requirements
- Conduct Departmental reviews with other members of SMT

Academic Administration

- Overall responsibility for the timetable, including setting and staffing
- Work closely with the School Timetabler
- Advise on the staffing needs of the School
- Co-ordination of reporting structure throughout the academic year
- Co-ordination of Parents' Evenings
- Entrance Examination structure and organisation, working with the Head of Marketing and Admissions

- Co-ordination of academic requirements for all major marketing events such as Open Evening, A Level Information Evening, Taster Days etc
- Administration and co-ordination of the prizes and prize-winners for Speech Day

General Responsibilities

- Ensure the safety and well-being of all members of the school community
- Support and contribute to the School's responsibilities for safeguarding pupils
- Interview prospective members of staff with a particular focus on academic standards
- Ensure school policies are current and accurate
- Meet with parents, visitors and guests of the School as required
- Deputise for the Headmaster as required
- Be a visible presence in the School, exemplifying the values and expectations of Merchant Taylors'
- Undertake other reasonable duties as directed by the Headmaster as required from time to time.

Person specification

Essential requirements

Excellent ability to lead and inspire

Outstanding ability to bring energy, commitment and a sense of humour

Experience of successfully managing others

Proven ability to work under pressure and deliver School improvement

Skilled and sensitive communication, capable of persuading a wide array of stakeholders to accept change

Ability to address and deal with difficult situations without hesitation

Ability to see to deliver solutions and outcomes when the way forward is not clear

Expected contribution to wider areas of school life

Desirable Requirements

Experience of working in the independent sector at a senior level

Experience of leading INSET

Evidence of undertaking coaching, supervisory or management qualifications

This list is not exhaustive and duties may change in line with School needs.

Safeguarding Statement

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school he/she must report any concerns to the school's Child Protection Officer or to the Head Teacher. The post holder must possess an enhanced DBS check.

Benefits

We are looking to appoint from September 1st 2019.

The salary that we are willing to offer to the right candidate will be highly competitive and in accordance with the leadership point commensurate with their experience.

You can enjoy the following benefits in connection with your employment:

- Membership of the Teachers Pensions Scheme
- Shorter term dates resulting extended holiday periods
- Remission of school fees should your children attend any of the Merchant Taylors' Schools in Crosby
- Free use of our on-site gym and leisure facilities via the Ian Robinson Sports Centre
- Off road parking within the School grounds
- Cycles to Work Scheme

Please note, that as an independent school we are not aligned with the Conditions of Service for School Teachers in England and Wales.

Applications and Interviews

Candidates should submit a letter of application, addressing why they feel they are suitable for the post, together with a completed application form containing details of two referees addressed to Mr D Wickes, Headmaster, c/o Human Resources Department, Merchant Taylors' School, Liverpool Road, Crosby, Liverpool L23 0QP to arrive by Wednesday 23rd January. It is expected the longlist interviews will be held during the week commencing 4th February and the shortlist interviews the week commencing 11th February