



**MERCHANT
TAYLORS'
SCHOOLS**

For Boys and Girls
aged 4 to 18 years

MERCHANT TAYLORS' GIRLS' SCHOOL, CROSBY

Appointment of

DEPUTY HEAD

(Learning and Innovation)

For April/ September 2019

Information for Applicants

Merchant Taylors' School

Liverpool Road

Crosby

Liverpool

L23 5SP

Tel: 0151 924 3140

www.merchanttaylor.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 the independent sector, we're looking for a new **Deputy Head (Learning and Innovation)** to ensure that we continue in this tradition of excellence.

We are a family of nationwide Schools, and 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 Girls School, where we have 455 girls, of which 121 are studying within our sixth form. You will report into the Head Teacher and working alongside the Deputy Head (pastoral).

Alongside the rigorous academic curriculum, we offer an abundance of other opportunities. 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 girl. Whether it is on the stage, in the concert hall, on the sports field or working in the community, our girls 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.

The Post

The primary role of the Deputy Head (Learning and Innovation) is to lead and manage the teaching and learning within the school in order to provide a positive, secure and happy learning environment for the school community where each girl can be intellectually curious, thrive and flourish. You will work with the Heads of Department to ensure excellence in the quality of teaching within the School and professional leadership and management of the teaching staff. This will require the effective use of resources within the school, the ability to understand and motivate the different subject department teams while striving to continually improve the quality of teaching and the achievements of the pupils.

The Deputy Head (Learning and Innovation) is on the Senior Leadership 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 Headmistress, you are expected to promote and uphold the aims and ethos of the school. As Deputy Head (Learning and Innovation), you will be expected to deputise for the Headmistress in her absence.

The Deputy Head (Learning and Innovation) will be a teaching load of approximately 12/15 periods per week. The appointment is not subject specific.

Specific Responsibilities

The specific responsibilities of the Deputy Head (Learning and Innovation) include the following:

Educational Innovation:

- Ensuring that the School's educational provision is consistent with emerging needs and embedded within the School's Strategic Plan

- Developing with the Director of ICT, strategies for the use of technology to support teaching and learning as well as to enhance the quality of assessment and feedback
- Ensuring the School's educational provision enhances the employability of our pupils beyond their school life
- Embedding age-specific educational links with the Merchant Taylors' Boys' School and the other schools within the Merchant Taylors', Crosby family of schools
- Maintaining regular reviews of the curriculum and leading on matters of curriculum reform

Developing Teaching and Learning

- Developing and maintaining a school-wide commitment to excellence and innovation in the classroom, and celebrating and sharing good practice
- Leading on research-based initiatives amongst teaching staff, supporting the dissemination of knowledge and understanding
- Creating opportunities for teaching staff to develop their skills in teaching and learning, and in their roles as leaders and managers

Strategic Plan

- Retaining oversight of the implementation of the School's Strategic Plan, including through the development and monitoring of annual development plans
- Co-ordinating the reporting of progress towards the Strategic Plan and as required, to the Board of governors

Staff Development

- Overseeing the performance review process
- Co-ordinating the Induction of new staff and the mentoring of trainee teachers (including the RQT programme)
- Overseeing staff CPD, including the programme for staff INSET day and the coordination of staff twilight sessions and CPD with other schools

Teaching Standards

- Undertaking departmental reviews (with the Headmistress, the Director of Studies and the MTS Director of Compliance and Teaching Standards)
- Co-ordinating the School's approach to lesson observation, work scrutiny and the sharing of good practice
- Leading the School's response to concerns and complaints relating to teaching and learning and the curriculum

Academic leadership

- Chairing meetings of the Heads of Department with the Director of Studies
- Initiating and leading on strategies to ensure that the School exemplifies best academic practice in the North West and within the sector
- Overseeing the line-management and development of the Heads of Department

Staffing Needs

- Working with the Director of Studies to advise the Headmistress of staffing needs and supporting the recruitment of teaching staff

Academic administration

- Working with the Director of Studies to ensure the smooth running and implementation of all academic policies and procedures within the School, including the construction of the timetable, exams reporting and parents' evenings

General responsibilities

As a member of the SLT, the post holder is also expected to undertake the following general responsibilities:

- Be part of the interview team for new members of the teaching staff, and as require, new members of professional services staff.
- Contribute to the Admissions process, including all assessment days, Open days, offer holder days, Induction and familiarisation events
- Manage and/or investigate processes under relevant school policies (e.g. Complaints Policy, Capability Policy, Probation Policy), at the direction of the Headmistress
- Attend school events
- Provide relevant contributions for the School's Strategic Development Plan, annual development plan and inspection documentation

In line with all members of School staff, the post-holder is also expected to undertake the following general responsibilities:

- Work towards and support the School's vision and objectives, as outlined in the School's Strategic Plan
- Support and contribute to the School's responsibilities for safeguarding pupils
- Work within the School's Health and Safety Policy, to ensure a safe environment for all staff, pupils and visitors
- Maintain high professional standards of attendance, punctuality, appearance and conduct, and maintain positive and courteous relationships with staff, pupils and parents
- Engage actively and positively in the performance review process
- Undertake other reasonable duties, as directed by the Headmistress, as required from time to time

Personal profile

Essential:

- The ability to co-ordinate the work of colleagues and support staff at all levels,
- An open-mindedness and ability to manage change.
- Proven ability to work under pressure and deliver School improvement
- Excellent oral and written communication skills
- Ability to address and deal with difficult situations without hesitation
- Ability to deliver solutions and outcomes when the way forward is not clear
- Sensitivity, a high profile/a high visibility and a sense of humour!

Desirable:

- Experience in a senior Teaching and Learning leadership role, in an GSA or similar school.
- Someone who is passionate about teaching and learning and has undertaken further research or management qualifications in this area
- Confidence to lead INSET.

- Experience of managing teams.
- ICT literacy – comfortable handling data
- Coaching qualification.

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 appointment from April or September 2019.

The successful candidate will be placed on the Leadership Scale at a point commensurate with their responsibilities.

The successful candidate will be able to take advantage of the benefits offered by Merchant Taylors' Schools which include:

- Membership of the Teacher Pension Scheme
- Children of the successful candidate will be eligible for the School's discount tuition fee
- Shorter term dates resulting in extended holiday periods
- Free access to the fitness suite in the Ian Robinson Sports Centre
- Childcare Voucher Scheme
- Bike 2 Work Scheme.
- Off road parking within the School grounds.
- Complimentary lunch and refreshments within the school day.

Applications and interviews

Candidates should submit a letter of application and complete the School application form addressed to The Headmistress, c/o Human Resources Department, Merchant Taylors' School, Liverpool Road, Crosby, Liverpool L23 0QP, to arrive by **23rd January 2019**. It is expected that interviews will be held during the final week of 4th February 2019.