



**ST EDMUND'S  
SCHOOL  
CANTERBURY**

# **DEPUTY HEAD EDUCATIONAL DEVELOPMENT**

**Permanent, Full-Time Post**

**September 2022**





# THE SCHOOL

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We are a 600 strong 3-18 independent co-educational day and boarding school which fosters a family atmosphere, values the individual and offers a wide range of opportunities to pupils, whatever their interests or strengths. In an historic setting overlooking the City of Canterbury, the school is proud to educate the Choristers of Canterbury Cathedral and is equally proud of the diversity that day and boarding pupils bring. Both academic rigour and co-curricular involvement are encouraged. Pupils are respectful of each other and work together to create a cohesive, inclusive and happy community. The School is located on the top of St Thomas Hill, commanding impressive views over the City of Canterbury. The Pre-Prep, Junior and Senior Schools share the same site, while the Choristers live within the Precincts of Canterbury Cathedral.

## ETHOS

- Our pupils benefit from a caring and supportive environment, high-calibre teaching and a holistic educational approach that seeks to develop creativity, leadership qualities and original thinking
- A broad academic curriculum and extraordinarily diverse co-curricular programme enable pupils to find their path and grow to 'be all they can be'
- Our small class sizes enable the personalisation of learning so that pupils receive the attention and academic challenge they need to excel
- Every pupil here is known and understood
- The fact that we educate children from the age of 3 to 18 underpins the strong family atmosphere and sense of community that pervade the school
- St Edmund's is proud of its pupil-centred and ambitious academic ethos. We seek to foster original thinkers with the intellectual and personal skills to be leaders and decision makers in the future
- We offer a variety of challenging and exciting GCSE and A-level courses which appeal to young people whatever their strengths and interests. Highly-qualified teachers and small class sizes mean that young people receive inspirational instruction, with vibrant debate and individual attention colouring every classroom
- Pupils develop learning skills through project work and research opportunities such as the Extended Project Qualification and the Durrell Essay. We encourage cross-curricular work to promote original ideas and multi-dimensional thinking
- Essentially, our pupils are encouraged throughout their time at St Edmund's to aim for and achieve the very highest academic standards of which they are capable

## DETAILS ABOUT THE POST

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<b>Grade</b>	St Edmund's Leadership Salary Range
<b>Title</b>	Deputy Head (Educational Development)
<b>Type of post</b>	Full time (Permanent)
<b>Benefits</b>	TPS, Employee Assistance Programme, Salary Sacrifice Schemes, Retail discounts, subsidised gym membership, free parking, free lunch, on-site accommodation may be available but subject to availability
<b>Start Date</b>	September 2022

### POST & DEPARTMENT

<b>Advert</b>	A dynamic and creative Deputy Head is sought for September 2022. The successful candidate will be an outstanding educational practitioner with a proven track record of school improvement, committed to enhancing the learning experience of young people thereby enabling them to succeed academically and personally.
<b>Staffing and Department</b>	<p>The Deputy Head (Educational Development) is responsible to the Head and is a key member of the School's Senior Leadership team.</p> <p>The SLT consists of the Head, the Deputy Head (Pastoral), Bursar, Director of Boarding, Director of AEN, Assistant Head Co-Curricular and the Director of Safeguarding.</p>

# THE ROLE

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## QUALITY OF EDUCATION

- To monitor through regular lesson observations and work scrutiny, the quality of education provided in the Senior School
- To ensure that the quality of teaching and learning is consistently excellent
- Provide support for colleagues in refining and developing their classroom practice
- To provide termly Quality of Education reports to the Head
- To ensure in conjunction with the Director of Studies and Heads of Department that curriculum planning, development and delivery meets the needs of all pupils within the School
- Contribute to the whole strategic plan from an educational development perspective
- To lead the development of the school's digital strategy and ensure the effective use of educational technologies to support pupil achievement and development
- To be responsible for maintaining and evolving key academic policies including Curriculum Policy, Assessment Policy, medium and long term curriculum plans and the Staff Handbook to reflect regulatory and pedagogical progress
- To advise the Head on academic staffing requirements, recruitment, deployment, succession planning, training and development
- To oversee recruitment including support staff relating to academic departments



# THE ROLE

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## PUPIL PROGRESS

- To ensure with the Head that the school's strategic priorities are aligned to ensure the best possible impact on pupil outcomes
- Promote high expectations for attainment among all pupils and staff
- To develop effective systems for monitoring and evaluating the progress of all pupils, together with appropriate strategies to support pupil progress
- To analyse public examination performance in relation to: individual pupils; academic departments; the School as a whole and nationally, reporting to Governors and senior staff on strategies for improvement
- To ensure individual pupils and (key pupil cohorts) make the best possible academic and personal progress and receive appropriate and consistent support
- To oversee the clear and accurate reporting of pupil progress to Parents, together with the Director of Studies and Assessment Coordinator
- Liaise with the Head and the Admissions Manager on the suitability of applicants for school places including oversight of entrance testing

## INSPECTION PREPARATION

- To oversee the 3-18 School's preparation for ISI inspections with a focus on the criteria for measuring pupil achievement and pupil development
- This will involve: monitoring policy updates from ISI, maintenance of up to date policies on the ISI Portal and school systems, notify staff of changes to policies, manage inspection preparation, policy checks and annual work scrutiny



# THE ROLE

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## ACADEMIC STAFF PROFESSIONAL DEVELOPMENT

- To oversee staff Continuing Professional Development to ensure it reflects the School's strategic priorities and improves the quality of education provided
- To oversee academic performance management processes including annual appraisals, objective setting and the agreement of SMART targets linked to school development plan priorities and promote peer observation
- Liaise with Heads of Department to ensure professional learning is planned, actioned and logged
- Manage the School's ECT and ECF programme.
- To foster a positive culture of professional reflection, accountability and the sharing of excellent practice

## GENERAL

- To assist the Head in the day to day running of the school
- To oversee staff cover and duty rota
- To teach a reduced timetable of no more than 0.5 FTE
- To work closely with the Governing Body as a member of the Education and Staffing sub committee
- To line manage staff (including the Heads of Department, Head of Learning Enhancement, Director of Studies and the Assessment Coordinator) and support, challenge and develop them in their roles thus ensuring a culture of accountability at all levels
- Oversee the probation process for new members of academic staff
- Chair regular Heads of Department meetings
- Oversee academic department budgets and the annual departmental development planning process
- To prepare agendas for relevant meetings
- To participate in SLT meetings including early morning briefings, weekly meetings and termly strategic sessions including weekends
- To carry out other responsibilities as required by the Head from time to time

# PERSON SPECIFICATION

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	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• A good honours degree</li> <li>• Qualified Teacher Status</li> </ul>	<ul style="list-style-type: none"> <li>• Examples of CPD to develop teaching and learning</li> <li>• Further degree in educational management/leadership</li> </ul>
<b>SKILLS/EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Awareness of developments in educational research, national education policy and trends in the independent and maintained sectors</li> <li>• Successful experience in academic management as a Head of Department or similar</li> <li>• Proven expertise and experience as a classroom teacher</li> <li>• A diplomatic and supportive approach to resolving problems</li> <li>• A commitment to school improvement</li> <li>• Strong IT skills and understanding of the importance of utilising data to inform teaching and learning strategies</li> <li>• Exceptional organisational abilities</li> <li>• An understanding of, and commitment to, the 24/7 nature of boarding school life</li> <li>• The highest standards of personal integrity and professionalism</li> <li>• Commitment to personal professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Change management experience</li> <li>• Experience of delivering staff INSET and appraisals</li> <li>• ISI inspection experience</li> <li>• Confident public speaker</li> </ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• Commitment to the pastoral ethos of the school and the safeguarding of pupils</li> <li>• Empathy, sensitivity and approachability</li> </ul>	

# CONDITIONS OF SERVICE

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## BENEFITS

Teacher's Pension Scheme, Employee Assistance Programme including counselling services and financial/legal advice line, Salary Sacrifice schemes such as Cycle2work, subsidised gym membership, retail discounts and cashback scheme. Parking is free for all staff on the school site and lunch is offered free-of-charge for all staff.

Fee remission is available to all members of staff subject to spaces being available at the discretion of the Governors and subject to change.

Support of visa sponsorship is in place for international candidates.

## SAFER RECRUITMENT

St Edmund's School Canterbury is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

## UK GDPR

Personal information provided by candidates will be kept on a secure file in the school and will not be released to third parties outside the school without the permission of the person concerned, except where there is a legal requirement so to do. Retention of personal information is acted on consent, which can be withdrawn by the individual at any time.

## APPLICATIONS

Applications must take the form of an application form and covering letter including the candidate's suitability for the post with reference to the person specification. The names and contact details (including email addresses) of two referees are required (one of whom must be your current or most recent employer and neither referee should be a relative or someone known to you solely as a friend).

The deadline for receipt of application 9.00am Wednesday 16<sup>th</sup> March 2022. Applications should be emailed to [slh@stedmunds.org.uk](mailto:slh@stedmunds.org.uk).

