

## Queen Margaret's, York

Queen Margaret's is a fully independent boarding (85%) and day school for 350+ girls aged 11-18, located in 75 acres of parkland, six miles south of the ancient city of York. Established in 1901, the School is proud of its traditions and Anglican foundation, whilst being forward thinking. Strong in the Arts and Sciences, QM ranks amongst the country's elite schools academically, while providing an all-round education. Art, Dance, Drama, Music and Sport are all strengths and girls are encouraged to be involved in these and many other enrichment activities. Excellent pastoral care, with an emphasis on inclusion and opportunity are hallmarks of a QM education.

### **Ethos of the School**

A Queen Margaret's education is an exciting, challenging and balanced experience. Our girls are part of a community of people who care for each other and grow as individuals. They develop a wealth of skills for use in their own lives and ideals to make a difference in the world. At the heart of a QM education is a love of learning, which is supported by a healthy body and healthy mind. When a girl has completed her education at QM she will be a free thinking, courageous individual, prepared to take her learning to the next level and her place in a changing world.

### **Aims of the School**

Queen Margaret's is a school for girls who aspire to be leaders in every walk of life. QM girls take advantage of the rich and complementary programme of studies and activities available to them. In doing so, we hope that they will:

- achieve **excellence** inside and outside the classroom
- develop an enthusiasm for **independent** thought, learning and research
- grow with emotional maturity, social awareness and **respect** for individuality and difference
- forge special **friendships** that will stay with them for the rest of their lives
- be interesting, well-informed, happy and confident members of the **community**

### **Deputy Head (Academic)**

Reporting to the Head, the Deputy Head (Academic) will be a member of the School's Senior Leadership Team. He or she will be responsible for the day to day management of all aspects of academic life in the School and will provide appropriate support for staff, girls and parents as required especially with regard to academic choices and changes to external examination regimes.

The Deputy Head (Academic) will promote academic and intellectual development within the School so as to achieve, to the maximum extent possible, the School's hopes for the girls as set out in its aims. The Deputy Head (Academic) will be responsible for the delivery of the highest quality of teaching and learning, for ensuring that there are effective mechanisms for monitoring and tracking in place, for designing the curriculum and for the production of an annual timetable for lessons.

The Deputy Head (Academic) will liaise with the Senior Deputy Head and the Enrichment Co-ordinator to consider the impact of the co-curricular programme and ensure that the School provides a complementary and diverse enrichment programme both intellectual, sporting, artistic and spiritual outside the classroom and that each individual girl is supported in taking advantage of that which is on offer in the way that best meets her needs, abilities and aspirations.

The Deputy Head (Academic) will promote independent research, responsibility and scholarship throughout the school. He or she will be able to communicate an enthusiasm for learning and the importance of a holistic approach to education, and will demonstrate full commitment to the school's boarding and Christian ethos and individual tutorial system.

This is a non-residential appointment.

**General/Leadership**

- Assist the Head, her Senior Deputy and other members of the SLT with the leadership and day to day management of the School.
- In consultation with the SLT Education Committee, design, develop and implement the academic curriculum.
- Be responsible for the production of an annual timetable for lessons in consultation with other members of SLT and amend and update that timetable as often as necessary throughout the year, working with the Head and Bursar to ensure that the School's resources are deployed to maximum effect.
- Be responsible for ensuring that there is an effective reporting system in place.
- Be responsible for ensuring the effective scheduling and organisation of Parents' Meetings.
- With the support and advice of the SLT Education Committee, design, develop and implement strategies to maintain and improve the academic performance of the School via a Teaching and Learning Development plan.
- Working with the Head, Bursar and the SLT Education Committee, secure the appropriate allocation of resources to the academic life of the School and prioritise the distribution of those resources appropriately.
- Attend the Governors' Education Committee and such other meetings of the Board of Governors as the Head/Chair may request, presenting papers and playing a leading role in consulting and informing the Board about the academic life of the School.
- Prepare for, lead and co-ordinate on all academic matters during School inspections as part of SLT.

**Teaching and Learning**

- Keep up to date with changes in educational theory and practice.
- Regularly review all academic policies, curriculum documents and schemes of work.
- Utilise sources of data such as Yellis, MIDYIS and ALIS, and implement value added analysis across the school for maximum impact on progress and attainment.
- Oversee the effective use of data tracking so as to monitor effectively the progress of each girl in the School and, having ensured that each girl's progress is effectively monitored, ensure that it is effectively reported upon and necessary actions are implemented effectively.
- Liaising with Marketing to lead on the production of all academic publications including curriculum summaries and academic handbooks.
- Liaise with the Director of Digital Strategy on the consolidation and development of a school policy and strategy on the use of IT in teaching and learning.
- Hold regular meetings with Heads of Department to discuss matters relating to curriculum development and policy.
- Work with Heads of Department to develop and manage the policy for the gifted and talented.

**Management**

- With the Senior Deputy Head, manage all Heads of Department, including their induction, coaching, mentoring and appraisal.
- Liaise with and support Senior Tutors regarding academic matters that impact on their year groups, for example concerns about individual girls and their academic progress, parents' meetings and report writing.
- Manage the School's Head of Examinations and Data and Data Manager, including oversight of the School's external and internal examination programmes.
- Participate in and advise on the recruitment of new teaching staff.
- Have oversight of the Professional Development of staff, working with members of SLT to develop and deliver the academic staff appraisal and training plan, including INSET programmes.
- With the Bursar, oversee the management of departmental spending.
- Oversee the assessment of prospective pupils and the award of academic scholarships.
- Under the direction of the Head, ensure the effective induction of new staff and staff taking on new responsibilities, providing them with appropriate guidance and advice.

**In addition, the Deputy Head (Academic) shall be expected to:**

- be a member of an academic department, attend its meetings and support the work of the HoD in promoting excellence in their subject .
- teach around 8 to 10 hours per week(Teacher: Job Description available on request).
- act as Tutor to a group of about 4 girls (Tutor: Job Description available on request).
- provide support, leadership and example to members of their department.
- attend all staff training days and be available in School on examination results days.
- attend all parents' meetings and write reports to be sent to parents at the appointed times.
- share (with the Head and Senior Deputy Head), the signing of reports.
- attend Open Days and special events designed to market the school, providing expert conversation relevant to their area of responsibility and general information about the quality of achievement, learning and teaching at QM.
- contribute to the promotion of the school aims through their subject and their support of school policies and good practice.
- play a full and active role in the life of the boarding school, attending events and performances.
- keep in contact with outside regulatory, professional and community organisations, as appropriate.
- perform other such reasonable duties as required by the Head.

**Person Specification****Qualifications and Experience**

The Deputy Head (Academic) must

- hold a high quality university degree in a recognised academic discipline
- have a teaching qualification
- be an outstanding teacher
- have evidence of leadership experience in a variety of situations

It would be advantageous if the Deputy Head (Academic) also had

- experience of working in an independent boarding school environment
- held academic leadership roles within a school
- experience of timetabling
- knowledge of information management systems for schools

**Skills**

The Deputy Head (Academic) must

- be keen to promote inspirational teaching
- have a keen and lively interest in teaching and learning developments
- have an interest in curriculum change and be inspired by academic challenge
- be an excellent listener and calm negotiator
- demonstrate leadership and personal responsibility by motivating others, showing drive and determination
- be adaptable and show good judgement
- demonstrate authority, respect and trustworthiness
- have excellent writing and proof-reading skills
- have high order IT skills
- have exceptionally high standards regarding accuracy, clarity and consistency of language
- support the ethos of a full boarding school and broad education
- have a clear sympathy with the advantages of single-sex education
- be able to promote academic excellence, and individual creativity
- be a confident and respected public speaker
- be able to exercise total discretion and uphold confidentiality, when appropriate
- be able to act as a critical friend, counsel and be supportive of colleagues
- have awareness of ISI inspection criteria
- have energy, drive, enthusiasm, a positive manner and a sense of humour

### Terms and Conditions of Employment

The following particulars do not form any part of an offer of employment. Terms and conditions will be documented in due course.

- The appointee will receive a salary following the school's own pay structure, paid in monthly installments in arrears from the agreed date of appointment and is inclusive of holiday pay; no over-time is paid and days off in lieu of work are not applicable.
- The appointee will be expected to participate in an annual appraisal and contribute, when required, to the appraisals of colleagues.
- This appointment is to be the subject of a probationary period of two complete academic terms during which the appointment may be terminated on one month's notice. This period may be extended by notice in writing given before the expiry of the initial period.
- The normal hours of work are 08:15 – 17:30 (Monday – Friday) and 08:45 – 12:30 (Saturday) however flexibility will be essential to ensure the effective delivery of this role
- The appointee will be eligible to join the Teachers' Pension Scheme
- Meals will be provided during term time during the hours of duty
- The Deputy Head (Academic) shall be entitled to the statutory minimum holiday entitlement (currently 28 days) which is to be taken during the School holidays. The Deputy Head (Academic) should anticipate that he or she will need to work at least the first week and the last week of the summer holidays together with such days as are necessary when the results of public examinations become available and additional days at the start and end of other terms. Subject to that and subject to all duties being fulfilled and responsibilities being met to the satisfaction of the Head (including attendance at Training Days) the appointee will not normally be required to work during school holidays.
- The appointee is required to give the school six months' notice (to be served whilst the School is in session) of his or her intention to leave this post.

### Appointment Process

All applicants must complete the School's official application form (electronically or by hand), providing a full career history and names and contact details for two referees. This should be accompanied by a letter of application addressed to the Head.

- The closing date for applications to reach the School is 12 noon on Monday 05 June 2017 and first interviews and lesson observations will take place during week commencing Monday 12 June 2017. The dates and times of second round interviews (if required) will be agreed with shortlisted candidates.
- Candidates must bring with them to their interview certain documents which will be specified in the invitation to interview.
- An appointment will be announced as soon as possible after the interviews are completed.
- Candidates are referred to the School's Recruitment Policy and are expected to be aware of the School's Safeguarding Policy both of which can be found on the School's website.

All employees of Queen Margaret's are responsible for promoting and safeguarding the welfare of children and young persons and must adhere to and ensure compliance with the School's Safeguarding Policy. If in the course of carrying out the duties of this post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, this must be reported to the Designated Safeguarding Lead and the Head or as provided for in the School's Safeguarding Policy.

Queen Margaret's is committed to safeguarding and promoting the welfare of children and young persons and candidates must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.

**Queen Margaret's School**  
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[www.queenmargarets.com](http://www.queenmargarets.com)