Candidate brief for the position of Deputy Head (Academic)
To commence in September 2018
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THE ROLE

This is an exciting opportunity to lead the academic life of one of London’s most successful coeducational day schools. The Deputy Head (Academic) is appointed by the Governors and the Head and is responsible to the Head for the academic life of the school. The Deputy Head (Academic) will work closely with the Head, the Senior Deputy Head and the Assistant Heads in formulating school policy, contributing to strategic development and overseeing the day-to-day running of the school. At this exciting stage in the School’s development, with a desire to place Bancroft’s firmly at the forefront of educational practice, this role offers the successful applicant the opportunity to use their creativity and drive to have a significant impact on the educational experience of our own pupils and of those in our partnership schools. This role will be excellent preparation for Headship in due course.

RESPONSIBILITIES

The main areas of responsibility are:

a) to lead on academic strategy and development
b) to oversee the work of the Teaching and Learning coordinator and the quality of Teaching and Learning across the school, ensuring that the learning environment is supportive and that children are inspired to be intellectually curious and scholarly
c) to oversee the work of the Assistant Head (Academic) in all matters relating to the curriculum and timetable, ensuring that the curriculum we offer is exciting and challenging for our highly able pupils and best suits their needs
d) to line manage the Heads of Department
e) to line manage the Examinations Officer, the Head of Learning Support and the Librarian
f) to keep abreast of educational developments nationally and internationally

Other Responsibilities as a member of the Senior Leadership Team:

• Helps with the recruitment of teaching staff
• Advises the Head on any issue
• Liaises with the Preparatory School Head and Preparatory School Deputy Head (especially on academic matters)
• Shares in SLT duty rota
• Takes a share of full School assemblies
• Participates in SLT meetings
• Assists with the activities of the School’s Foundation office and is also involved with events involving the Old Bancroftian Association
• To demonstrate a commitment to improving and developing the organisation’s processes and facilities.
• To carry out such duties that may be reasonably required by the Head.

Additional Information:

This job description is not an exhaustive list of all responsibilities or duties but reflects the major core of the role.
The organisation reserves the right to alter the content of this job description after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.

*Ban*croft’s School is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people. The School expects all staff, contractors, Governors and volunteers to share this commitment.

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THE PERSON

We are looking for an inspirational and highly motivated individual with the ability to lead others with energy and commitment. The successful candidate will be a well-qualified graduate with an excellent teaching record (in any academic discipline). It is expected that the successful candidate will be an outstanding role model as a teacher and educator and will contribute not just to the intellectual life of the School, but also become fully involved in the co-curricular activities we offer. We are seeking someone with relevant leadership and administrative experience, ideally as an Assistant Head or an experienced Head of Department, as well as a willingness to take on and master new challenges.

The ideal candidate will have:

- A good Honours degree in any discipline and an exceptional teaching record
- Middle Leadership experience either as a Head of Department or Head of Section
- Strong written communication skills
- The capacity to contribute to whole school strategic development
- A positive approach to problem-solving
- Excellent interpersonal skills, emotional intelligence and the ability to work with good humour and optimism
- A commitment to their own professional development
- An excellent understanding of safeguarding

Further desirable characteristics:

- QTS/PGCE
- Further relevant postgraduate qualifications
- Senior Leadership experience as an assistant head
- Experience in a similar, high-achieving, academic school
- Strong ICT skills
- Experience of the use of data to improve student achievement
- Knowledge of current educational issues and their significance for the independent sector
- An interest in educational research
- A commitment to the benefits of partnership work
Bancroft’s School was founded by the Drapers’ Company in 1737 on the Mile End Road as a day-school for local boys from a diverse range of backgrounds; the School has come a long way geographically and institutionally since then but remains committed to pupils from a wide range of backgrounds and has a long tradition of excellence.

We are now a co-educational independent day school for around 1200 pupils aged from 7 to 18 and an unashamedly aspirational school, devoted to scholarship and intellectual inquiry. We aim to provide an atmosphere in which each child can flourish and we believe that children succeed when they take full advantage of the huge range of different opportunities we provide – whether immersed in academic research, being out on the sports fields, taking part in charitable activities, acting on the stage, playing music or attending some of our numerous clubs and societies, our pupils challenge themselves and learn by taking part wholeheartedly in school life.

We have the highest expectations for every child in the school and we support, encourage and nurture each individual; we want our pupils to enjoy life to the full, make enduring friendships and grow up in a friendly, safe but challenging environment.

At Bancroft’s we continually strive to ensure that all our pupils leave here with the confidence, self-awareness and knowledge to thrive in the world beyond, as well as taking with them an awareness of others and an abiding curiosity about the world.

We have a selective five or six form entry at 11+, with just under half the pupils coming from the Bancroft’s Preparatory School. The School uses its own entrance exam and generally admits boys and girls in equal proportions. There is a further small entry at 16+, and most pupils stay into the Sixth Form. Public examination results are very strong and place Bancroft’s among the top co-educational schools in the country; in 2016 90% of all A-level exams taken by Bancroftians were graded A*, A or B, and 67.4% A* or A compared with the national level of 25.8%. 32.6% of all A-levels sat achieved the top grade of A*, again significantly higher than the national average which has been around 8% over the past years. Almost all of the Sixth Form go on to Higher Education, with the majority to top Russell Group universities. In January 2017 25 of our pupils received offers from Oxford or Cambridge.
The creative and performing arts are thriving at Bancroft’s with opportunities for extremely high level performance as well as more occasional participation. Our sport and other co-curricular activities are particularly strong at Bancroft’s: our teams regularly reach regional (and occasionally national) finals in competitions and as we do with the arts we try to strike the balance between opportunities for elite performers and broad participation; we have one of the largest voluntary CCF contingents in the country and our Duke of Edinburgh Award programme is equally popular and successful. Our Outreach programme is growing and we have a number of well-maintained links with local primary schools as well as local charities.

_Bancroft’s is a forward-looking, modern school; a centre of excellence for the twenty-first century._

### REMUNERATION

The successful applicant will receive an attractive package according to experience and expertise. We offer:

- An excellent salary, reflecting the seniority of the post and the level of experience to date
- Contribution to relocation costs (if applicable)
- Discounted fees for children who pass the entry test to our Preparatory or Senior Schools
- Private health insurance
- Lunch during term time and when the school is open during vacations
- Use of the school gym and swimming pool (at appointed times)
- An ongoing commitment to professional development and support for relevant professional qualifications
HOW TO APPLY

An Application Form is available to download from the School website, [http://www.bancrofts.org/about-us/employment-opportunities/](http://www.bancrofts.org/about-us/employment-opportunities/) and email to hr@bancrofts.org

- Applications must be received by: Midday Monday 26 February 2018
- First round Interviews will take place on either Friday 2 March 2018 or Monday 5 March 2018
- Final round Interviews will take place shortly after the first round, towards the end of the week or week commencing 12 March 2018

*Bancroft’s School is an Equal Opportunities employer and is committed to safeguarding and promoting the welfare of children and applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.*
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