

RECRUITMENT PACK



CULFORD SCHOOL JOB DESCRIPTION

Assistant Head Academic, Senior School

Details of the Role

- The Assistant Head Academic is a member of the Senior Leadership team, reporting to the Deputy Head Academic
- Full time with a reduced teaching timetable
- Start date: September 2025
- Closing date for applications: 27 January 2025
- Interviews to be held: week beginning 3 February 2025

It is Culford's mission to unlock the potential of every child and to develop lifelong values and a love of learning within a community that strives for excellence and nurtures compassion and resilience. We aim to be an internationally recognised independent boarding school that stands out as a leader in innovation placing a focus on nurturing the individual to fulfil their unique ambitions as global citizens contributing to a strong and sustainable future. As staff, we commit to supporting these aims within our individual roles and responsibilities.

The role of the Senior Leadership Team is integral in the success of the school and requires a flexible and innovative approach. As a Senior Leadership position, in addition to the responsibilities below, the Assistant Head Academic supports the wider Leadership Team with the continued development of the School and is expected to involve themselves fully in the life of the School.

Person Specification

The successful applicant will possess many or all of the following attributes:

Qualifications

- A good degree and QTS
- Evidence of successful post-graduate study and/or NPQSL or equivalent
- Proven excellence in classroom teaching and pupil outcomes

Attributes

- Belief in the value of learning for its own sake and the importance of education as a tool for improving our world
- A passion for developing teaching and learning, with a strong interest in educational research
- A high level of administrative efficiency and superb written communication skills
- Highly analytical and numerate, confident in interpreting pupil progress data in order to identify trends and draw meaningful conclusions
- Proficient in the use of spreadsheets, demonstrating the ability to manipulate data, create formulas and generate insightful reports
- Caring and pastorally aware, while being ambitious for pupil progress and attainment
- Personal integrity, wisdom, intellectual agility and emotional intelligence
- A commitment to teamwork, flexibility and generosity of spirit

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- The ability to inspire confidence and respect amongst colleagues, pupils and all relevant stakeholders
- The ability to forge effective working relationships with all members of the school community
- Diplomacy and good judgement in dealing with pupil, staff or parental concerns
- The courage to give and receive honest feedback
- A sense of humour and the ability to self-manage and prioritise successfully, especially under pressure
- A meticulous eye for detail, as well as the ability to see the 'big picture'
- Superb problem-solving skills and the ability to take the initiative
- Confidence in public speaking and able to engage a wide range of audiences
- Deeply committed to their own professional development and that of their colleagues
- Able to model high standards of professionalism in behaviour and conduct
- An unswerving desire to support the values and aims of the School and the needs of its pupils and staff with a genuine resonance for the Methodist ethos
- A strong interest in the pastoral, boarding and co-curricular life of the School

Experience

- A proven track record of impactful leadership of teaching and learning at a middle or senior level in either the state, independent or international sectors
- Knowledge and experience of using baseline, internal and external data to inform strategic decision making around teaching and learning
- Experience of successfully implementing strategies for raising pupil achievement, either at a departmental or whole-school level
- Experience of line management and taking a coaching approach (desirable)

The Role

As part of the Senior Academic Team, support the Deputy Head (Academic) with implementing a research-informed academic strategy. Contribute to the development of excellence in all aspects of Learning and Teaching and line manage a group of Heads of Department.

Implement, monitor, update and evaluate frameworks and policies for the tracking of internal pupil progress data. Coordinate the annual reporting and assessment cycle, working closely with the Deputy Head (Academic) and the Data Manager.

Lead on pupil interventions to ensure all pupils make strong progress, in liaison with the pastoral team, producing half-termly data reports and advising the Deputy Head (Academic) on any appropriate whole-school actions.

Lead Heads of Department in the tracking of pupil progress in their departments, working collaboratively to design assessment practices that take into account the needs of each academic discipline.

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Analyse external exam results and produce a detailed evaluation report for Governors. Support the Head and Deputy Head (Academic) in running departmental audit meetings on external exam results.

Contribute to the design and implementation of the school's Teaching and Learning Quality Assurance processes, including undertaking learning walks, lesson observations, assessment reviews and pupil work study.

Support the Deputy Head (Academic) in designing and running continuing professional development for colleagues at INSET and throughout the year.

Champion study skills and ensure all pupils have access to a research-informed programme for all year groups.

Oversee and manage academic workshops, in liaison with the Assistant Head (Sports and Co-curricular).

Run the Sixth Form Scholar and Oxbridge programme, working with the Head of Scholars to identify pupils of high potential including Medical applications and the Oxbridge Forum.