

MAIDWELL HALL

Role Description

Job Title	Assistant Head Academic
Reports to	Headmaster

Job context

Maidwell Hall is a co-educational boarding and day school, educating pupils from Reception through to Year 8. Situated in a beautiful part of Northamptonshire, pupils at Maidwell Hall are encouraged by a dedicated team of staff to make the most of the 40+ acres of parkland, woodlands, lake and sports fields. At the heart of the school estate is a 17th century manor house, and all these factors combine to provide the perfect place for young children to learn and grow throughout their formative years.

With a Pre-Prep which opened in 2020, Maidwell Hall is growing and currently educates 135 pupils: around 50% of pupils fortnightly or flexibly board. In September 2022, Maidwell Hall joined the Uppingham Group of Schools (UGS), and the recent merger starts the School's next chapter, which will arguably be its most exciting and ambitious.

The Assistant Head Academic (AHA) is primarily accountable for the quality and delivery of the academic provision at Maidwell Hall, whilst also ensuring an enriched academic curriculum and the efficient day-to-day provision of the academic time-table within the wider school context.

Job purpose

To be the senior leader responsible for strategising and delivering Maidwell Hall's academic provision.

Your accountabilities

- 1. Academic strategy:** setting and communicating a clear academic strategic plan which incorporates the following: the teaching and learning strategy; senior school examination targets; staff training and development philosophies and priorities; assessment, marking and reporting policies; curriculum strategy; data analysis processes and priorities; qualifications plans and changes; the academic staffing strategy. The AHA is expected to report on strategic implementation to both the Headmaster and Maidwell Hall sub-committee Trustees.
- 2. Leading standards of teaching and learning:** driving creative pedagogies in all subject areas that help pupils progress quickly, with pupils inspired, encouraged and challenged by their teachers; ensuring consistency of outstanding teaching standards across Maidwell Hall through innovative CPD and the use of robust performance management mechanisms.
- 3. Curriculum management:** realising the School's aim to provide a broad and balanced curriculum in all phases of education, allowing pupils to excel in a diverse range of subjects and prepare them to access the best and most appropriate senior schools. Subjects offered need to be balanced against the resourcing needs of the School and fit within a school week structure that offers children the best opportunities to develop academically as they progress through the School.

MAIDWELL HALL

4. **Pupil tracking:** ensuring that the School has robust systems and mechanisms for analysing baseline data and on-going pupil progress; ensuring that internal and external examination data is used to improve future academic performance; implementing and quality assuring pupil tracking and intervention mechanisms by departmental leaders, as well as overseeing those employed within the pastoral system, and providing professional guidance and systemic development where necessary.
5. **Communications with parents:** ensuring pupils and parents receive regular progress and assessment reports, and that teachers communicate proactively and speedily on pupil performance; parents are kept abreast of academic developments, key decision-points, as well as the School's high expectations of their children; regular feedback is sought from parents, pupils and staff as to the quality of academic communications and responses are used to ensure customer service is of the highest quality.
6. **Academic admissions:** leading the academic assessment processes and working with the Admission Officer to quality control the admissions process in both experience and execution; skilfully designing the admissions processes to make the School attractive to prospective parents and pupils.
7. **Staffing strategy:** developing a staffing strategy that takes account of professional expertise, curriculum needs and the School's staff profiles as they fit within the School's medium and long-term ambitions. The staffing plan will incorporate a disciplined analysis of expenditure and available resource levels and be used to inform recruitment plans.
8. **Regulatory compliance:** ensuring that the School meets all the relevant regulatory and legal requirements as set out by the DfE, the Independent Schools Inspectorate, and any other relevant organisation. The AHA is accountable for assuring Health and Safety in academic departments, as this responsibility is delegated through the postholder to HoDs.
9. **Senior leadership responsibilities** include, *inter alia*, attending designated senior team meetings, advising the Headmaster on all matters of academic policy both internal and external; supporting school events; being on call as part of the School's senior leadership; developing and implementing business and educational strategic planning; developing leadership and management skills in other staff, identifying future talent and ensuring effective succession planning for emergency and long-term purposes.

Outcomes

1. **Academic strategy:** the academic life of the School is determined by a strategic plan which is underpinned by annual executive plans; the academic elements of the strategic plan are cognisant of Maidwell Hall's strategic aims and contains agreed targets; a culture of in-year self-analysis leads to academic or systemic weaknesses being identified and improvement planning is then incorporated into short and medium-term strategies; the Headmaster and Maidwell Hall sub-committee Trustees feel well-briefed on the academic plan, are clear on its accompanying targets, and understand its clearly-structured implementation scheme.
2. **Leading standards of teaching and learning:** Maidwell Hall has a commonly understood philosophy of teaching, learning and professional growth which is promoted through a properly strategised professional development programme; using observation, assessment, value-added data, and other performance indicators, the AHA is able to assess the impact and effectiveness of teacher development work on pupil progress and development. An appraisal system is in place which positively impacts on teachers' professional development, identifies under-performance, and prioritises excellence in pupils' academic experiences and outcomes.

MAIDWELL HALL

- 3. Curriculum management:** annual reviews of both non-examined and examined curriculum content are undertaken which take into account Maidwell Hall's educational philosophy, market conditions, 'customer' demand and pupil needs; such analyses are undertaken within the context of Maidwell Hall's Educational Strategic Plan; Maidwell Hall's curriculum will show evidence of innovation, creativity and challenge conventional curriculum assumptions.
- 4. Pupil tracking:** robust academic monitoring systems are in place and the AHA produces, disseminate and uses detailed data that allows Heads of Departments to identify and intervene to pupils' best advantage; annual statistical analyses are prepared that assess the impact of Maidwell's tracking and intervention systems, and those analyses are used to plan for academic improvement and course development. As pupils progress through the School, examinations and value-added data are employed to assess Maidwell's academic effectiveness and inform improvement planning.
- 5. Communications with parents:** reports are produced in a cycle that best advantages pupils' academic development throughout the academic year; a commonly understood academic communications strategy is in place to which all staff adhere; feedback from parents is positive regarding academic communications with customer service scoring highly.
- 6. Academic admissions:** admissions processes are analysed to ascertain the School's success in attracting applicants; feedback is taken from colleagues and applicants, and used to design and improve the academic elements of the admissions processes.
- 7. Staffing strategy:** an annual staffing report is produced which details current provision and forecasts future need; recruitment data (supported by HR) is used to support the staffing plan covering areas such as cost, experience, seniority, effectiveness and contribution; the staffing plan is used by senior leaders to plan recruitment strategies for future years.
- 8. Regulatory compliance:** that, when tested, the School is found to be regulatory compliant.
- 9. Senior Leadership responsibilities:** the AHA is able to demonstrate that they attend, contribute and discharge all the additional responsibilities assigned to them.

Qualifications, skills and experience, personal qualities required

Qualifications:

- Good honours degree [necessary]
- Significant teaching experience at prep school level [necessary]
- Post-graduate educational degree [desirable]
- Pastoral leadership qualification

Skills and experience

- Experience of whole school pastoral leadership
- Outstanding track record as teacher
- Evidence of influencing outstanding outcomes in other teachers
- Proven experience of leading and managing innovation and change
- Well networked and respected within the profession, with an excellent reputation in the primary school arena
- Strong IT skills, especially in data-handling and analysis

Personal qualities

- Strong communication skills, both interpersonal and in public
- Decisive and confident in organisational management

MAIDWELL HALL

- Possessing the capacity to analyse and improve systems
- Personable, supportive and able to motivate and work in a team

Key relationships

The Assistant Head Academic is responsible for the line management of the following roles, even if aspects of that management might be delegated to other members of the Maidwell Hall's leadership team.

Direct reports:

- Heads of Academic Departments
- Head of Learning Support
- School Librarian

Key relationships

- Deputy Head*
- Head of Pre-Prep*
- Operations Manager*
- Admissions Officer
- Headmaster's Secretary
- School Office Staff
- Executive team, Uppingham School

* = member of the Senior Leadership Team

Benefits

- Free Westfield Healthcare
- Free staff lunches in term-time
- School fee discount for children of Maidwell staff.
- Retail, gym, supermarket, cinema and restaurant discounts
- Cycle to work scheme
- Employee Assistance Programme.
- Occupational Health Services
- Free annual flu jabs
- Recognised as a "Disability Confident" employer
- Recognised as a "Mindful" employer

Safeguarding

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the school's safeguarding (child protection) policy 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 they must report any concerns to the school's Designated Safeguarding Lead (DSL) or to the Headmaster.

MAIDWELL HALL

Note

This Job Description is not an exhaustive list of what may be expected of you in the role. It is non-contractual and may be amended by Maidwell Hall from time to time.