



# BALLARD

BESPOKE EDUCATION



Appointment of  
**Deputy Head Academic**  
Information for candidates

*"Quite simply, a remarkable school."*  
Parent

# Introduction

*“Pupils are reflective and have high levels of self-esteem and empathy. They are highly successful in displaying these characteristics through academic study as well as the wealth of sporting, performing arts and extra-curricular opportunities in which they participate.”* ISI

Welcome to Ballard, the award-winning, co-educational, independent day school for children from Nursery to GCSE. Set in 34 acres between the New Forest and Solent on the Hampshire / Dorset border, we are rated ‘excellent & outstanding’ by ISI.

Ballard pupils achieve excellent examination results; subject specialist teaching staff and a diverse and inspiring range of activities and trips nurture self-confidence, aspiration and help develop each pupil’s personality.

We offer extensive and exciting opportunities across the four pillars of Ballard (STEM, arts, sport and life) throughout the School, encouraging all to contribute and participate, providing a solid grounding in both academic subjects, and in developing pupils’ sense of self and their resilience. Ballard offers inspiring teaching and excellent pastoral care; children are encouraged to take on responsibilities from an early age including a mentoring programme whereby older children help younger children.

There are some exciting changes taking place at Ballard, with a new Leadership Team in place moving the School forward with confidence. With many new initiatives including, ‘Thinking Hard’, ‘DEAR’, and a new scholarship programme, we are already seeing excellent results, including a record set of GCSE results this summer, and an increase in enquiries from prospective parents across all age groups.

“The staff have guided and nurtured him into the fine young man we see today.” Ballard Parent

# Mission Statement and Aims

## Our mission:

To provide a supportive and caring environment for learning, and excellent teaching designed to ensure all pupils achieve their academic best.

## Our aims:

1. To identify and build on strengths to help each individual pupil reach their potential within a secure, caring community and to equip our young people to be well-behaved, resilient, rounded and resourceful members of society and prepared for their future working lives.
2. To aim for academic excellence, so that each individual pupil may achieve his or her personal best. We believe all our pupils are entitled to an education that extends beyond the purely academic. Pupils are actively encouraged to take part in a wide-range of artistic, creative, cultural, musical, sporting and other extra-curricular activities.
3. To recognise the worth, dignity and contribution of each member of the Ballard Family and to foster self-discipline, self-esteem, mutual respect and co-operation within an atmosphere of friendship and trust; promoting an appreciation of the needs and gifts of others.
4. To offer scope for spiritual, moral and personal development within a disciplined and mutually supportive environment which affirms Christian values.
5. To expect high standards of achievement by developing in pupils the ability to manage change, to think and research independently, and to communicate confidently and effectively.
6. To celebrate our achievements, gifts and diversity irrespective of individual differences.
7. To respond to the wider needs of society through community projects, charitable fundraising and outreach and by increasing awareness of local, national and world issues.

# Job Title: Deputy Head Academic

## Accountability: To the Headmaster

The position of Deputy Head Academic is one of significant importance and responsibility. The Deputy Head Academic will be a member of the Leadership Team (along with the Headmaster, the Bursar and the Deputy Head Pastoral) and will therefore play a vital role in the strategic development of the School, in particular, the academic provision, alongside the day-to-day running of the School. The Deputy Head Academic will sit on the SMT and may, when required, be asked to chair the SDT.

The Deputy Head Academic will be a committed team player with a collegiate and collaborative approach, together with an ability and willingness to create a working environment in which staff are empowered to take decisions.

He / she will be responsible to the Head for managing the academic provision of the School, line managing key Heads of Department and providing an outstanding academic education for Ballard pupils (from Reception through to Year 11).

Furthermore, the Deputy Head Academic will:

- Direct and manage the structure, content and delivery of the curriculum.
- In conjunction with the Deputy Head Pastoral and as part of a working party, review, reshape and implement the appraisal system.
- Maintain an up-to-date knowledge and understanding of current legislation, examination specifications and classroom best practice in order to advise the Headmaster, Leadership Team and Governors on academic policies and procedures.
- Oversee, monitor and review the School's assessment, pupil tracking and reporting procedures, ensuring they are fit for purpose and allow for continuity of procedures throughout the School.
- Sit on the Exclusions Committee and be integral to the re-admissions process.
- To act as a mentor and role model for colleagues.

## Areas of specific responsibility

Lead the strategic development of academic provision at Ballard School, including the development of the academic section of the SDP / SIP. Take a lead in drafting and evaluating academic (reporting, assessment, tracking) policies. Present such policies at Leadership Team and SMT meetings when appropriate and necessary. Chair Heads of Department meetings and Academic sub-committee meetings.

In conjunction with the *Progress, Tracking and Teaching Lead*, devise, implement, monitor and evaluate a data-driven, academic tracking programme that will allow academic progression to be tracked for a pupil from Year 1 (or whenever a pupil arrives at the School) through to Year 11. Liaise with SIMS Manager to ensure effective data collection.

When applicable, co-ordinate initial teacher training, including iStip.

Promote the highest standards of teaching and learning at Ballard and encourage relevant use of IT to enhance pupils' learning outcomes. Be a member of the IT Strategy Committee.

Ensure that report writing is completed appropriately at the various times of the year.

Take full responsibility for the timetable, including staffing levels and setting. Run the options process for Year 9 pupils including subject blocking, run the Option's Evening, and produce appropriate literature. Keep the Headmaster informed of future staffing needs and ensure teacher allocations are fair and efficient.

Lead, with the Headmaster, on the safe recruitment of staff and participation on interview panels for staff when required.

Oversee the collation of statistical data for the Department for Education, ISC and other bodies as requested by the Headmaster.

Lead, monitor, support and appraise *Progress, Tracking and Teaching Lead*, key Heads of Department / Faculty (e.g. Science, MFL), the Examinations' Officer and SIMS administrator.

Assume responsibility, in conjunction with the Examinations' Officer, for public examination results summaries and performance analysis (value-added, etc.) at School and departmental level. Present public examination results at Governors' Education sub-committee.

Oversee, with the Deputy Head Pastoral, the School Council.

Alongside the Deputy Head Pastoral, organise and co-ordinate the Speech Day and Carol Service.

Maintain and publish reporting, coursework, controlled assessment and NEA schedules.

Ensure that teaching and learning at Ballard School develops in accordance with relevant research and best practice as appropriate, and promote relevant training for staff on such matters.

Deal with parental concerns/complaints regarding teaching and learning at Ballard and investigate where appropriate.

Work with the Head of DEL (Senco) and the Examinations' Officer to help organise readers, scribes and any other support required for internal and external examinations.

Co-ordinate the writing of references for those pupils who are leaving in Year 8 or below.

In conjunction with the Deputy Head Pastoral, co-ordinate and lead new staff induction.

Liaise with the Registrar in establishing a list of candidates for scholar selection. Oversee the Scholarship assessment programme and co-ordinate the feedback. Lead the awards' committee meeting. Track current scholars.

With the Leadership Team, plan and co-ordinate whole staff training. Meet with staff when necessary to discuss individual CPD needs and manage the CPD budget.

## Management of Staff

Work with the Heads of Section on all academic matters. Meet with them regularly to discuss academic progress of pupils; identifying causes for concern and agreeing actions. In particular, ensure there is good communication between School and home.

In conjunction with the Deputy Head Pastoral, ensure effective use of tutor periods, and ensure effective communication between Heads of Section, tutors and parents.

Line manage and work closely with the *Progress, Tracking and Teaching Lead*.

## Teaching and Learning

Devise a supportive and effective work scrutiny policy and lesson observation programme.

Monitor, evaluate and revise School policies that affect teaching and learning.

Monitor and evaluate the schedule and procedures for reporting, so they are manageable and fit for purpose.

## Inspection

Take a lead in and assume responsibility for the academic/curriculum sections of the ISI school self-evaluation form, ensuring that the School is fully prepared for ISI inspection in his/her areas of responsibility.

Keep abreast of developments in inspection criteria and implement plans to achieve excellence against the standards required.

## Parents' Evenings and Colours Committee

Co-ordinate all Parents' Evenings for Years 6 to 11.

Co-ordinate and lead the Colours Committee.

## General

Assist, as required, with the production of publicity material for the School and with communications to parents. Attend and assist with the organisation and staffing of key events.

Promote good relations within the School, and with visitors, parents, prospective parents, feeder schools, professional organisations and the local community.

Build strong relationships with parents and attend School functions. When required by the Headmaster, promote the School at prospective parents' meetings, Prep Heads' meetings and in other ways to help prospective parents understand the strength of the academic provision.

As a member of the Leadership Team, contribute to the wider leadership of the School.

Conduct capability and disciplinary procedures and investigations as required.

## P&C

The salary of the Deputy Head Academic will be determined by experience and via a discussion with the Headmaster.

Lunch in term-time is provided for staff free-of-charge.

As a member of an academic department, the post-holder is expected to teach no more than six 50-minute periods per week and to report to the relevant Head of Department on such matters.

The above is only an outline of the tasks and responsibilities of the role. The post-holder will carry out any other duties as may be reasonably required by the Headmaster.

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the School.

# Person Specification

## Experience Required

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• A good honours degree, or equivalent, and recognised teaching qualification.</li> <li>• Evidence of continued CPD.</li> </ul>	<ul style="list-style-type: none"> <li>• NPQSL</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience as a member of a Senior Leadership / Management Team.</li> </ul>	
Knowledge, skills and abilities	<ul style="list-style-type: none"> <li>• Be extremely well-organised and hard-working.</li> <li>• Display discretion and integrity.</li> <li>• Demonstrate a passion for and a deep understanding of current teaching, learning and assessment issues.</li> <li>• Possess a good track record of leading and managing staff at a senior level, be motivational, sympathetic, and, where necessary, challenging with staff. Be able to have 'difficult conversations' whilst remaining positive and constructive.</li> <li>• Be mindful that the pupils' best interests are always at the forefront of any decision and action.</li> <li>• Be an experienced and inspirational teacher.</li> <li>• Be proficient in the use of ICT.</li> <li>• Be highly articulate and precise in writing, with an eye for detail.</li> <li>• Display an absolute commitment to the highest standards of professional behaviour and expect the same from others. Be active in promoting those expectations.</li> <li>• Display an absolute commitment to promoting the welfare and safeguarding of children.</li> <li>• Demonstrate reliability, versatility, energy, resilience and enthusiasm.</li> <li>• Be able to form good relationships with staff and pupils, and work well in a team.</li> <li>• Possess a sense of humour and a willingness to 'muck in'.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of timetabling and timetabling software.</li> </ul>

## The Appointment

This job description and accompanying documentation do not form part of the employment contract.

## Terms and Conditions of Service

The post-holder will be required to comply with all policies and procedures issued by and on behalf of the School. The post-holder will be required to participate in the School appraisal procedures as an appraisee and, if applicable, as an appraiser. The post-holder will be required to attend statutory and mandatory training.

## Information Security, Confidentiality and Data Protection

During the course of employment, the post-holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All person identification information must be held in the strictest confidence. All employees are required to make themselves familiar with the School's Privacy Notice for Staff Policy.

# Applications

## How to apply:

Applicants are asked to complete an application form (available on our website: [www.ballardschool.co.uk](http://www.ballardschool.co.uk)), along with their letter of application and email it to the Headmaster ([headmaster@ballardschool.co.uk](mailto:headmaster@ballardschool.co.uk)), to arrive no later than **9.00am on 1<sup>st</sup> December, 2020**.

The School retains the right to interview and appoint at any time during the application process.

The successful candidate will be required to complete and sign a medical questionnaire and declaration.

Ballard School is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment. The successful applicant must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (Enhanced Disclosure).

The post is exempt from the Rehabilitation of Offenders Act.

## Equal Opportunities

The post-holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion or trade union membership.

## Interviews

Interviews will be held at the School on **Monday, 7<sup>th</sup> December 2020**. Shortlisted applicants will have the opportunity to meet the Leadership Team, members of the Senior Management Team and some of our pupils.