



CRANMORE

INDEPENDENT DAY SCHOOL

Appointment of

Deputy Head (Academic)

From September 2020

Information for Applicants



Cranmore *part of the Effingham Schools Trust*
Epsom Road, West Horsley, Surrey, KT24 6AT
01483 280340

• Registered Company No. 4509623 • Registered Charity No. 1095103

CRANMORE **ST TERESA'S**

About Cranmore



Cranmore is a leading independent school in Surrey having taught prep school pupils for 50 years. In September 2019, Cranmore joined the Effingham Schools Trust resulting in the widening of the provision to offer education for pupils age 2 to 18.

The Trust's diamond model will offer the benefits of the co-ed classroom to very young pupils, the benefits of the single sex classroom in later prep and secondary years, before finally returning to co-education at 6th Form. This method reflects and acknowledges that girls and boys approach their learning in different ways as they develop.

Cranmore has a wonderful 25 acre site and is blessed with fantastic facilities. Combined with its sister school, St. Teresa's, the Trust has 1,000 pupils and £20m+ assets. There are exciting plans for new capital development as the Trust grows to 1,200 pupils over the next few years.

Cranmore is proud of its reputation as a leading independent school with all round excellence across a broad curriculum enriched with co-curricular activities. We are excited to be expanding our education and invite outstanding individuals to join us on our journey.

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INDEPENDENT DAY SCHOOL

Deputy Head (Academic) – The Role

The successful candidate is required to take the initiative on all matters to do with teaching and learning and will ensure that effective systems are in place to support further progress. Furthermore, have a commitment to innovation in the classroom and to celebrating and sharing best practice.

In addition, the successful candidate will create and sustain a broad, balanced, coherent curriculum for years 7 to 11 delivered through lessons, with a strong emphasis on progress, continuity, and relevance to the world beyond school. Cranmore encourages a diverse range of teaching styles with a strong commitment to active and independent learning.

The post lies at the heart of the leadership of the school at an exciting time in its development.

The successful candidate is expected to:

- Serve on the Senior Management Team and to undertake duties associated with that role.
- Inspire a love of learning and nurture a scholarly culture in the school.
- Oversee all aspects of teaching and learning to ensure the maintenance of high standards.
- Be the first port of call for parents or boys with significant academic and curriculum issues.
- Keep abreast of educational change and advise the Headmaster as to the best responses.
- Support a professional development programme that will engender high morale, spread best practice, and identify specific issues and strategies to resolve them.
- Have oversight of academic enrichment activities within the school.
- Act as line-manager for Heads of Department.
- Oversee GCSE choices and all aspects of their publication.
- Co-ordinate and monitor departmental budgets.
- Organize school prize giving.
- Take on any additional responsibilities the Headmaster may require.
- Assist the Headmaster in the recruitment and appointment of staff.
- Conduct teaching staff professional development review, capability and disciplinary procedures as required.
- Attendance at meeting of Governors' committees by invitation.
- Support the religious ethos of the school including sharing responsibility for assemblies with the Deputy Head (Pastoral) and leading several assemblies each term.



Deputy Head (Academic) – The Person

Qualifications

- Evidence of further professional development or higher qualification.
- Evidence of extensive, relevant continuing professional development.

Experience

- An impressive record of outstanding and **recent senior school (Years 7 – 11) teaching**.
- Experience of school improvement planning for pupil progress and monitoring the impact of actions.
- Proven success in a leadership role.

Knowledge

- A clear understanding of the essential qualities necessary for effective teaching and learning.
- Up to date knowledge of national education agenda, statutory regulations and guidance relating to the post.

Skills

Be able to:

- Demonstrate excellent communication skills and the ability to set and communicate a clear vision
- Demonstrate good interpersonal skills
- Analyse and interpret both school and national data to evaluate the performance of pupil groups, pupil progress and plan a robust course of action for whole school improvement.
- Develop and review whole school systems to ensure accurate evaluation of school performance actions to secure improvements.
- Deal sensitively with situations that may include tackling difficult situations and conflict resolution.
- Excellent written and oral communication.

Personality

- Ability to inspire and motivate colleagues, act as a role model and have high expectations of self and others.
- Ability to investigate, resolve problems and make informed decisions.
- Have excellent organisational skills and the ability to prioritise when under time pressure.
- Possess imagination, enthusiasm and a good sense of humour.



Application & Selection Process

All applicants are required to complete an **application form** containing questions about their academic and employment history and their suitability for the role. **The application form should be accompanied by a Letter of Application addressed to the Headmaster.**

Long listed applicants will be invited to attend a formal interview with a panel at which their relevant skills and experience will be discussed in more detail. They will also be given a tour of Cranmore. Candidates subsequently selected for the short list will spend a day at Cranmore completing a series of relevant tasks. Interview panels will include at least one person trained in Safer Recruitment.

If it is decided to make an appointment following the formal interview, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract;
- the receipt of two satisfactory references (one of which must be from the applicant's most recent employer) which the School considers to be satisfactory; **Please note that references will be taken up on short listed candidates prior to interview.**
- the receipt of an enhanced disclosure from the DBS which the School considers to be satisfactory;

Cranmore School is committed to safeguarding and promoting the welfare of children. Our recruitment process follows the guidelines in KCSIE. Applicants undergo enhanced screening including checks with past employers, the DFE and the DBS.

Key dates

Closing Date for Applications:	Monday 30 September 2019
Long list:	Week commencing 7 October 2019
Short list:	Week commencing 14 October 2019
Start date:	1 September 2020