



REPTON

DEPUTY HEAD ACADEMIC

Full Time

September 2024



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Welcome from the Headmaster

Repton is a wonderful and inspiring place to work: one of the UK's foremost co-educational boarding and day schools, located in the heart of the English countryside, yet within easy reach of major cities; strengthened by a history that goes back over a thousand years, yet with a keen eye on the challenges of the twenty first.

Following the promotion of the current post-holder to Principal Deputy Head, we are looking for an outstanding Deputy Head (Academic), who will work closely with the Principal Deputy Head, the Senior Management Team and Heads of Department to ensure the highest standards of learning and teaching across the whole school.

This high-profile role offers a truly exciting opportunity to lead the further development of our academic strategy and future innovation, and to continue to ensure the provision and delivery of a modern, broad, balanced and cutting-edge curriculum. With responsibility for all academic matters at Repton and oversight of Repton Prep's academic programme, the appointed candidate will be responsible for ensuring that every student is stretched academically during their time at Repton, and is able to achieve outstanding academic results, as part of the significant added value that they receive from their Repton education.

A major programme of investment and expansion has been completed across both Repton and Repton Prep in recent years, and the Repton Family of Schools now has schools in Dubai (2), Abu Dhabi (2), China, Malaysia, and Egypt, with plans to open a further four over the next few years.

We are a school with ambition and purpose, eager to employ and reward teachers who share our values and aims. Accommodation will be provided, and with a commitment to invest in the professional development of our staff, a generous fee-remission scheme and continued participation in the Teachers' Pension Scheme, Repton is a very attractive place to work.

I hope very much that you will read this document with interest, and I encourage you to apply.



Mark Semmence
Headmaster



An Introduction to Repton

Repton is the ancient capital of Mercia, and the School, founded in 1557 from a bequest from Sir John Port of Etwall, was established on the site of a 7th century Anglo-Saxon Benedictine abbey and latterly a 12th century Augustinian priory.

The School today incorporates many of the original buildings from the estate, namely, the Guest Chamber and Prior's Lodging (which as the Old Priory currently houses the School Library and Common Room), Overton's Tower, Tithe Barn, and the Arch. The latter is all that now remains of the Priory's original gatehouse, and which helped inspire the School's motto: *porta vacat culpa*.

The School has over one thousand pupils across the Prep and Senior School, making it large enough to achieve excellence in and out of the classroom, yet small enough for individuals to grow and flourish. At Repton Senior, each pupil, whether day or boarding, is a member of a House, of which there are 10 (six for boys and four for girls).

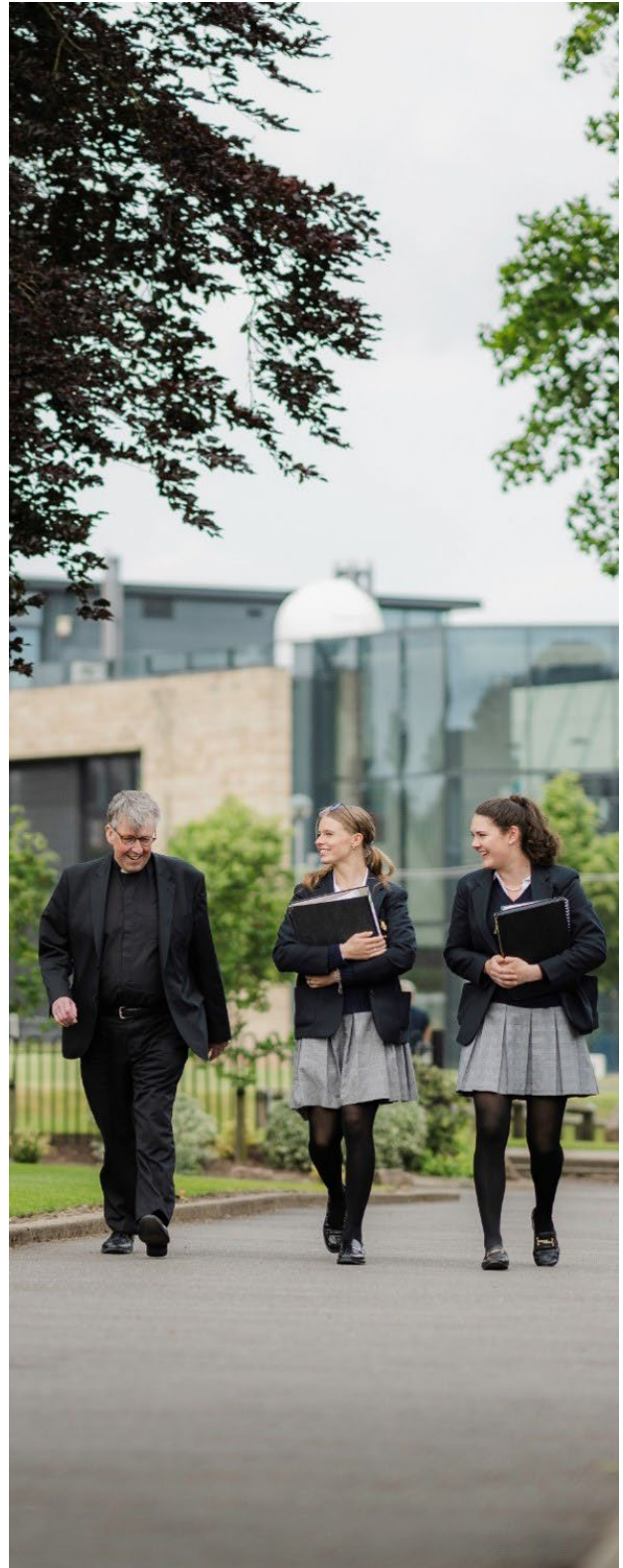




Academic standards are high and creative activities, including music, art, drama and design, flourish. The School has a national profile in sport, in particular in football, hockey, cricket and swimming. Our pupils thrive both in and out of the classroom and they develop the skills, qualities and values that will lead to a successful life.

Whilst Repton is undoubtedly modern in terms of practice and outlook, the traditional values of encouraging pupils to aim high whilst showing respect for all are still of utmost importance. The School continues its strong educational vision, recognising the importance of being able to offer a Repton education to potential pupils from all backgrounds by providing scholarships and bursaries in a wide range of subjects. The School's considerable strengths were recognised in the 2020 ISI Inspection which found Repton to be 'Excellent' in each of the areas examined. The inspectors judged that Repton pupils 'achieve highly and make excellent progress across the wide range of academic and extra-curricular opportunities available to them'.

Repton and Repton Prep have always enjoyed a very close relationship and in 2020, the schools became a through-school.





A Global Family of Schools

Repton was one of the first British schools to set up overseas schools with the establishment of Repton School Dubai in 2007, and the development of a community of international schools is key to Repton's future vision. Currently, Repton has schools in Dubai (2), Abu Dhabi (2), China, Malaysia, and Egypt, with plans to open a further four more over the next few years.

The additional income generated by our overseas schools provides financial support which will enable Repton to select pupils simply on merit and without regard to their parents' financial means. The Headmaster and Senior Management Team play a key role in helping to shape the development of Repton as a leading, global educational brand.

Repton also currently has four schools in the UK (Repton, Repton Prep, Vinehall and St Wystan's) with the ambition to grow its UK family of schools.





Teaching at Repton

The School is committed to employing and rewarding teachers who share its ambition, its aims and its values. This will be reflected in a highly attractive remuneration package as well as the investments in both staff and facilities.

The School will provide accommodation in connection with this position.

Full-time teachers also benefit from:

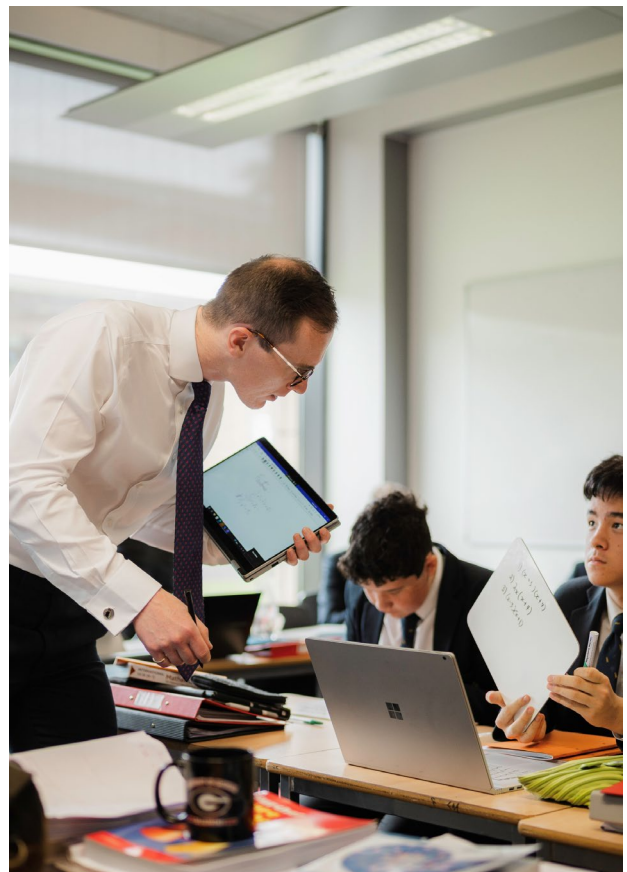
- Participation in the Teachers' Pension Scheme
- An attractive fee-remission scheme
- Free membership of Repton's Sport Centre

In its buildings and grounds, Repton combines the old and the new. The heart of the School is a beautiful 12th century Augustinian Priory, but following a major period of investment, the School has outstanding new and refurbished facilities in most teaching areas, most notably in the Science Priory, the School Theatre and a new Mathematics and PE Block.

A new Sports Centre including two full sports halls, a gym, a strength and conditioning suite, swimming pool, hospitality and reception suites and a café, was opened in November 2019.

Teachers work in well-equipped, spacious classrooms. All teachers are tutors in boarding houses and contribute to the extracurricular life of the School. This helps to develop the collegiate and purposeful atmosphere which is valued so much by staff at Repton.

The School is committed to the professional development of its staff so that they can continue to grow as teachers and educators and invests significantly in this.





The Role

The Deputy Head Academic at Repton is expected to be a dynamic and inspirational senior leader, responsible for all academic matters at the School. Their mission is to ensure excellence is engrained into teaching and learning for the purposes of pupil achievement but also to champion the intellectual life of the School for its own sake, encouraging the virtues of knowledge, curiosity and interest.

The Deputy Head Academic will create a modern approach to learning founded on the traditional virtues of academic rigour.

The Deputy Head Academic reports to the Headmaster, but on a day-to-day basis works to the Principal Deputy Head.

The Deputy Head Academic is responsible for ensuring the highest standards of teaching and learning, to monitor their effectiveness, and to produce outstanding and improving examination results as well as significant added value.

The Deputy Head Academic works with the Senior Management Team (SMT), leading, energising and enabling the Heads of Department and other senior staff in the effective development and delivery of the academic curriculum and the efficient management of academic departments.

The Deputy Head Academic is a member of the SMT and will also be expected to contribute to wider school matters. As a member of the SMT, the Deputy Head Academic will be available for School Detention and Saturday Night Duties.

The Deputy Head Academic is expected to teach a reduced timetable within an academic department. They are expected to make a full contribution to the pastoral and extra-curricular life of this busy boarding and day school. They will regularly attend school wide events in the evening and at weekends.

This job description provides a guide to and general description of the duties and responsibilities of the Deputy Head Academic and may be amended. It is not exhaustive, and therefore the Deputy Head Academic should be willing to undertake any other related tasks, as may be reasonably required by the Headmaster/Principal Deputy Head.



Key Areas of Responsibility

Strategic Development

- To oversee the School's academic strategy, in line with agreed educational priorities.
- To recommend to the Headmaster future academic priorities that meet the needs of all pupils.
- To represent Repton School at the relevant Governors' committee meetings, notably the Academic Committee, reporting on results and significant academic matters.
- To inform the Headmaster and the Senior Management Team of current research, trends and issues relevant to the academic life of the School, to facilitate future planning.

Leadership

- To be a core member of the Senior Management Team, representing the interests of the academic life of the School.
- To work with members of the Senior Management Team and, where appropriate, senior colleagues across Repton schools, to develop, refine and implement the Schools' policies and procedures (particularly those with an academic focus).
- To lead on all academic areas of the School Development Plan.
- To chair Heads of Department meetings and lead the Heads of Department in setting and meeting agreed academic targets.
- To be an excellent role model, in the classroom and beyond and in his or her role as a senior leader within the School.
- To take a lead responsibility in promoting an ethos of academic rigour, engagement and perseverance in the pursuit of academic excellence within a warm and supportive environment.
- As a trained Deputy Designated Safeguarding Lead, work with the Pastoral team and lead on academic interventions.



Curriculum and Administration

- To ensure that curriculum planning, development and delivery meets the needs of all pupils within the school.
- To oversee the school timetable (including individual pupil timetables and prep timetables), working in conjunction with the Head of Curriculum Management.
- To invigorate academic societies as an integral part of the intellectual life of the School.
- To manage the timetable, staff allocations and subject options.
- To manage parents' meetings and SchoolCloud.
- In conjunction with the Principal Deputy Head, handle parental questions and complaints of an academic nature.
- Assist the Principal Deputy Head in ensuring that the school is regulatory compliant in all academic matters, with self-evaluation and ISI Inspection and with all academic school policies as identified in Inspection preparation.
- Complete academic results and census returns to the DfE and ISC.
- Take responsibility for all academic reporting and assessments, ensuring a high quality of communication to pupils and parents.
- Oversee the construction of subject choices, columns and school timetable.
- In conjunction with the Principal Deputy Head, recommend academic dates for reports and assessments, internal examination periods and parents' meetings.
- Maintain oversight of organisation of internal and external examinations (via the Assistant Head Academic), as well as the recording, publication and analysis of examination results.
- Have oversight of compliance and efficiency in the operation of public examinations via the Assistant Head Academic.
- With the Assistant Head Academic, co-ordinate activity on A Level Results Day with the Higher Education and Examinations teams.
- Identify and develop the areas of academic development of a through-school programme with Repton Prep and assist the Principal Deputy Head in developing the over-arching, through-school plan.
- Support the Assistant Head Academic with oversight of programmes of lesson observation, learning walks, work scrutinies and other quality control mechanisms for teaching and learning.
- Monitor and advise on the condition and developmental needs of the physical academic spaces in the School.
- Be responsible for setting (in conjunction with the Headmaster and Finance Director) the budgets assigned to academic departments.



Technology

- To oversee the development of technology within an academic context, initially through the Digital Champions forum, the Academic Development Committee and thence HODs.
- To ensure the accuracy of pupil assessment and development through data- driven processes which become embedded in the academic culture of the School.
- Implement and manage (in conjunction with the Principal Deputy Head and the Deputy Head Pastoral) the management information systems.
- To ensure that Heads of Department plan for and execute high quality teaching and learning, leveraging educational technology in ways that offer tangible learning benefits.

Staffing

- To assess academic staffing requirements, recruitment and deployment.
- To oversee support staff (including recruitment) relating to academic departments.
- To monitor staff absence/illness, including conducting Return to Work interviews and have an active appreciation of staff wellbeing.
- To conduct staff appraisals, as agreed with the Headmaster, and manage underperforming staff.
- Assist the Principal Deputy Head in the production of a rolling audit of staff commitments and requirements, and the recruitment and retention needs of the School.
- Instruct the staff on the academic tutoring requirements of the School.
- Work with the Principal Deputy Head in developing, implementing and maintaining an effective appraisal system.
- To line manage: the Assistant Head Academic, the Director of Digital Learning, Heads of Department , the Director of Studies, the Head of Personalised Learning, and the Master of Scholars.

Quality of Teaching

- To ensure that the quality of teaching and learning is consistently excellent.
- Foster a positive culture of professional reflection and the sharing of excellent practice.
- To have oversight of academic line management and the continual improvement of academic departments.



Pupil Performance

- To develop effective systems for monitoring and evaluating the progress of all pupils, together with appropriate strategies to support pupil progress.
- To oversee the reporting of pupil progress, together with the Director of Studies and Assistant Head Academic.
- Together with the Assistant Head Academic, Director of Studies and Head of Curriculum Management, analyse public examination performance in relation to: individual pupils; academic departments; the School as a whole and nationally, reporting to Governors and senior staff on strategies for improvement.
- Develop, in tandem with the Deputy Head Pastoral, a coherent, holistic, data-driven process of pupil intervention.

Admissions and Marketing

- Oversee admissions testing at all entry points, including scholarships.
- Academic assessment of all applications.
- Oversight of academic scholarship applications (13+ and Sixth Form).
- Involvement in the interview and selection process of prospective pupils to the School.
- Produce content for and help edit the school website, academic booklets and other promotional material.

Repton Family of Schools

- Support the Managing Director of the Repton Family of Schools by facilitating academic links and collaboration between Repton UK and the wider family of schools.



Candidate Qualities

Skills required	
Previous experience and/or demonstrable skills which will inspire confidence in staff, pupils, parents and the wider community	<i>Essential</i>
Ability to lead others effectively with intelligence, wisdom and energy, and to work well as a member of the SMT	<i>Essential</i>
Gravitas, trustworthiness and an unwavering commitment and loyalty to the future direction of the School	<i>Essential</i>
Excellent interpersonal skills including the ability to relate well to people on all levels, to resolve conflicts in a sensitive manner, to encourage and motivate	<i>Essential</i>
Ambition for the School in both every day and strategic matters	<i>Essential</i>
Initiative and imagination, with the vision and ability to inspire others	<i>Essential</i>
Ability to take tough decisions and communicate them effectively	<i>Essential</i>
First class organisational and administrative skills, with the ability to remain calm under pressure and work to tight deadlines, managing competing priorities	<i>Essential</i>
Strong analytical and problem-solving skills, combined with a proactive and positive approach to change management	<i>Essential</i>
Effectiveness and energy in instigating and implementing change	<i>Essential</i>
Able to see through complex strategies from concept to conclusion	<i>Essential</i>
Able to maintain a high work rate, thrive under pressure, and to juggle a range of tasks and issues at the same time	<i>Essential</i>
Excellent written and spoken English	<i>Essential</i>
Sufficient numeracy to interpret statistical data, and manage budgets	<i>Essential</i>
An eye for detail and an appreciation of the legislative and compliance framework for independent schools	<i>Essential</i>



Qualifications/Attainment

An honours degree from a good university	<i>Essential</i>
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Knowledge Base

A solid understanding of UK independent schools and expectations of these schools by their key stakeholders	<i>Essential</i>
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An awareness of recent important national educational developments	<i>Essential</i>
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A clear understanding of recent developments in academic, safeguarding and pastoral provision in schools	<i>Essential</i>
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Experience

Successful teaching experience at secondary level	<i>Essential</i>
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Successful boarding experience	<i>Essential</i>
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Some experience of managing a range of different stakeholder groups	<i>Desirable</i>
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Attitude/Approach

A sensitivity to the needs of young people, staff and parents	<i>Essential</i>
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Personal integrity, honesty, energy, stamina, enthusiasm	<i>Essential</i>
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A willingness to give generously of their time to support School events and activities	<i>Essential</i>
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Commitment to personal development and life-long learning	<i>Essential</i>
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Information for Candidates

Candidates should apply electronically through the Repton Recruitment Hub. To submit your application please upload your documents by visiting <https://jobsearch.repton.org.uk/>

Your application should be accompanied by a covering letter and include the names and addresses of two professional referees. The closing date for applications is 5 pm on Friday 12 January 2024.

Long-list interviews will take place online during the week commencing Monday 15 January. Final interviews will take place in the weeks commencing Monday 22 and Monday 29 January.

If you would like to have an informal conversation about the role please contact the Headmaster via headmaster@repton.org.uk



In and around Repton

The Repton Village Community

Repton village itself is a thriving community. The village contains a number of shops, pubs, restaurants and takeaways. It also has its own Post Office and a butcher's shop. There is an active village hall community which has its own community run café. In addition, Repton School has its own café at the School Sports Centre.



Places of Interest

Repton is situated in the heart of Derbyshire on the northern edge of the National Forest area in rolling countryside. There are many places for walking locally and the Peak District and White Peak area are within easy reach of the village. There are also a number of National Trust properties close by. Places of National interest, such as Chatsworth House, are less than an hour away by car.



Transport Links

Both Derby and Burton-on-Trent have train stations which allow for fast connections to major cities. This includes direct trains from Derby to London. Lichfield Trent Valley also has a direct line to London.

There are also excellent links to local airports, including East Midlands and Birmingham.

Close to Major Cities

Repton is within easy reach of a number of major cities. These include Birmingham, Derby, Nottingham and Leicester.





Our commitment to safeguarding

In accordance with the Children Act any appointment to the Repton staff is conditional on criminal records clearance and the successful candidate will be required to supply the necessary information and documentary evidence. References will be obtained on all candidates called for interview and applicants should be aware that the interview will contain questions relating to the candidates' suitability to working in a post involving children.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment, therefore the following shall be deemed to be included, in addition to the duties that you may be required to perform:

- ***Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.***
 - Under the Sexual Offences Act 2003 it is a criminal offence for a person over 18 (e.g. teacher, matron, sports coach) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual.
 - This applies where the child is in full-time education and the person works in the same establishment as the child, even if s/he does not teach the child. Moreover, whatever the age of the pupil, a sexual relationship between an employee and a pupil will be considered an abuse of a position of trust and gross misconduct, likely to result in dismissal.





REPTON

Repton · Derbyshire · DE65 6FH