



Halliford
School
SHEPPERTON

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Halliford School

Appointment of a Deputy Head Academic
February 2020

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EXECUTIVE SUMMARY

Founded on strong family values, Halliford School is an HMC independent day school for boys aged 11 to 18 and girls aged 16 to 18 in South West London, on the Surrey border. We offer a supportive, community environment in which every student can flourish and we aim for excellence by being both academically ambitious and academically sensitive.

This is an exciting opportunity for a highly motivated leader aspiring to headship to drive forward the academic life of Halliford School and contribute strategically to our future development. The successful candidate will be responsible for evolving our pedagogical practice, leading teaching and learning innovation, and developing our systems of academic assessment, data and reporting.

Reporting to the Headmaster, James Davies, this post offers an excellent opportunity to develop as a senior leader in a successful, rapidly developing school. The appointee will be a dynamic team player and an inspirational teacher. He or she will bring a track record of successful senior or middle leadership experience, intellectual curiosity and the ability to lead others in developing their subject expertise. Strong interpersonal skills, organisational skills, and a visible, collaborative style are essential. We seek candidates with a demonstrable passion for teaching and learning excellence who resonate with our holistic educational values.

AN INTRODUCTION TO HALLIFORD SCHOOL

Ethos, Vision and Aims

Halliford School encourages and supports every student to become the best version of themselves that they can be. We inspire Hallifordians within a community founded on high quality teaching and learning, outstanding pastoral care and first-class sporting, cultural and extra-curricular activities.

Our vision is to be acknowledged as the small independent school of choice for 11-18 year olds, where we are proud to belong to a thriving, happy and aspirational community that is committed to each student as an individual.

We have five clear aims:

- To provide a stimulating learning environment for boys 11-18 and girls 16-18 where we promote academic excellence and provide opportunities to realise the full potential of every individual to become the best version of themselves.
- To provide a warm-hearted family ethos in which every student is known and valued as an individual.
- To enable each individual to discover and develop his / her talents, character, creativity, resilience and ability to work within a team by providing a balanced and wide-ranging co-curricular programme.
- To create an environment in which all members of the school community feel supported and valued and able to contribute positively to the lives of others by providing a framework of outstanding pastoral care.
- To equip our students for the world they will encounter beyond Halliford School.

History and Facilities

Halliford School was founded in 1921 and moved to our current site near the picturesque River Thames in Shepperton in 1929. We educate 420 students drawn from a range of backgrounds within a 20-mile radius of the School. Halliford School teaches boys in Year 7 to 11 and since 2007 we have admitted girls into Sixth Form. In November 2014, the school was admitted into membership of HMC.

The School has seen expansion over recent years and has an impressive array of facilities including a dedicated theatre, classroom block, technology building, multi-purpose sports hall, gymnasium and sports pitches, both at school and on a nearby separate site. More recently the

School completed the magnificent Philip Cottam Centre which houses: Music, Art, Sixth Form Centre and Cafe along with refurbished kitchens and dining room.

Over the course of the last two years we have invested heavily in new facilities within the School, including a new state-of-the art Sixth Form Study Centre, IT suites, two new Science Laboratories and an iMAC music composition suite. Further exciting plans are being considered by the dynamic governing body for the next phase of development at the School.

Approach to academic life

At Halliford School we recognise that every student is unique and that the key to reaching their true potential lies in an education that is as full as it is diverse. Our approach of striving for academic excellence is perfectly complemented by a dedication to developing a wide variety of other interests, helping our young people to build their aspirations and instilling in them confidence and resilience for the future.

We recognise that a child's potential could lie anywhere – so we ensure that every student is exposed to a vast array of opportunities and experiences. We then pride ourselves on identifying and honing their strengths to make the most of their natural abilities, while working hard with them to develop any areas that might need further improvement. We are able to offer small class sizes which enable personalised teaching and learning strategies suitable for our students.

We recognise that the environment in which a child learns is just as important as what they learn. Renowned for our outstanding pastoral care, we work hard to create a community where our students and staff can come together, where they are encouraged to flourish, where they can feel safe and comfortable, confident and proud, stimulated and inspired and, most of all, happy.

LEADERSHIP, MANAGEMENT AND GOVERNANCE

The new Deputy Head Academic at Halliford School will serve on the Senior Management Team, which also includes:

- Mr James Davies, Headmaster
- Mrs Elspeth Sanders, Bursar
- Mr James Bown, Senior Deputy Head
- Mr Sean Slocock, Assistant Head Co-Curricular
- Mr John MacLean, Head of Sixth Form

Halliford School is ably served by twelve committed Governors, chaired by Mr Ken Woodward.

The Deputy Head Academic will line-manage:

- Heads of Department in conjunction with the Senior Deputy Head
- Teaching and Learning Coordinator
- Data Administrator
- SENCO
- Examination Officers
- Librarian
- PHA Coordinator

ROLE DESCRIPTION

The Role

The Deputy Head Academic has overall responsibility for the academic life of Halliford School, the teaching and learning of students and the strategic oversight of academic development.

The Deputy Head Academic is line managed by the Headmaster and is responsible for Heads of Department, the Data Administrator, the SENCO, the Examination Officers, the Librarian, the PHA Coordinator and the Teaching and Learning Coordinator.

It is envisaged that the appointee will contribute significantly beyond the scope of his/her academic brief to the wider strategic development of Halliford, in preparation for headship. The appointee will benefit from the personal and professional mentorship of James Davies, and will have significant opportunities as part of HMC and the Society of Heads senior leaders' groups in learning from best practice in other schools.

The appointee will also play a full part in the life of the School, including attendance at evening and weekend functions and events, Open Days and promotional visits off-site. S/he will be expected to teach a reduced timetable and to be fully involved in the extra-curricular life of the School.

Key Responsibilities

In greater detail, the Deputy Head Academic's responsibilities include:

Strategic Academic Development

- To provide engaging, dynamic and purposeful leadership to promote and support the delivery of ambitious and inspirational levels of learning and teaching throughout the School.
- To develop and implement an Academic Development Plan for the School.
- To oversee, monitor and review the School's assessment, tracking and reporting procedures to ensure that every Hallifordian achieves their true potential.
- To maintain an up-to-date knowledge and understanding of current legislation, examination specifications and pedagogical methods in order to advise the Headmaster, SMT and Governors on academic policies and procedures.
- To work closely with the Senior Deputy Head to prepare the academic aspects of the School for inspection.

Staff Leadership and Management

- To appoint and develop high performing academic staff and in particular support the continuous professional development of all Heads of Department.
- Overall responsibility for Academic Data at the School and the successful use thereof by all members of staff in setting departmental targets and providing personalised targets and guidance to students.
- To chair Heads of Department meetings and lead discussions at the Governing Body's Academic and Staffing Committee.
- To encourage relevant use of IT to enhance students' learning outcomes.
- To support the Bursar by acting as budget co-ordinator for all Academic Departments.

Student Academic Progress

- To work closely with the Senior Deputy Head to manage all areas of student performance, behaviour and progress.
- To maintain an overview of the analysis and tracking of data relating to students' academic progress and provide guidance and support to staff and students on this.

Wider Contribution to Halliford Life

- To contribute as part of a collegiate Senior Management Team to Halliford's ongoing strategic development.
- To take a full and active role in the extra-curricular programme on offer at the School.
- To model the agreed values and vision of the School and as a member of the SMT be seen to translate this into practice.
- To demonstrate and role model positive and constructive leadership behaviours and in so doing to act as a mentor and role model for students and staff.

PERSON SPECIFICATION

The successful candidate will possess the following experience, knowledge, skills and personal attributes:

Qualifications and Experience

- An excellent first degree.
- A demonstrable personal record of outstanding teaching.
- Academic leadership experience as a Head of Department (essential).
- Whole school academic leadership as an Assistant Head or whole school coordinator (desirable).
- Experience in a variety of academic positions (desirable).

Knowledge and Skills:

- A deep knowledge and understanding of trends and development in the education sector, in particular relating to the curriculum and teaching and learning.
- Strategic capabilities with the potential to contribute to whole school strategy and the immediate ability to lead academic strategy and innovation.
- Strong leadership and management skills, with the ability to get the best out of staff and students.
- First rate analytical skills, with the ability to assess teaching and learning accurately.
- A facility with data – both in devising suitable systems of tracking and reporting, and in presenting the results lucidly to colleagues and governors.
- Strong organisational and time management skills with the ability to prioritise, innovate, and keep an eye on the fine detail.
- Experience of leading school improvement through collaborative approaches.
- Excellent communication skills, both verbally and in writing.

Personal Attributes:

- Intellectual curiosity and a personal ethos of scholarship.
- The ability, drive and commitment to act as a trusted advisor to the Headmaster, Governors and wider staff on the changing educational landscape.
- The confidence and personal impact to gain the trust of students, parents and staff.

- A team player with the ability to build positive working relationships with colleagues, students, parents and governors.
- A visible, flexible and adaptable leadership style.
- Tenacity, self-motivation and resilience.
- A willingness to contribute to the wider life of the School.
- A deep resonance with holistic education.

APPOINTMENT PROCESS AND HOW TO APPLY

Halliford School has retained the services of Perrett Laver to help identify the widest possible field of suitable candidates and assist in the assessment of candidates against the requirements for the role. An executive search exercise is being undertaken alongside the public advertisement of the post.

Applicants should submit a CV and an application form (including comprehensive details of key achievements and responsibilities) along with a covering letter addressed to the Headmaster, James Davies, which fully addresses the competencies outlined in the job description and person specification and outlines their interest in Halliford School.

Completed applications should be uploaded at <https://candidates.perrettlaver.com> quoting reference 4600. The closing date for applications is 0830 hours GMT on Thursday 5th March 2020.

The longlist of candidates will be determined in the week commencing 9th March and longlisted candidates will be invited for a first-round interview with Perrett Laver later that week. The shortlist will be determined during the week commencing 16th March and shortlisted candidates will be invited to visit the School informally and complete a first round interview later that week. Successful candidates will then be invited to formal interviews during the week commencing 23rd March.

A competitive remuneration package is available. This post is for September 2020.

Halliford School is committed to safeguarding and promoting the welfare of children. The successful candidate must be willing to undergo an enhanced disclosure through the Disclosure and Barring Service.

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