



**ST ALOYSIUS'  
COLLEGE**

**DEPUTE HEAD (ACADEMIC LEADERSHIP)**

**Role Profile**



## ABOUT ST ALOYSIUS' COLLEGE

St Aloysius' College is unique. Scotland's only Jesuit school celebrates its 160th anniversary this year with real confidence for the future. Situated at the very heart of the city of Glasgow, with a large campus right next to the Glasgow School of Art and near to the Royal Conservatoire, few schools feel quite so much part of the city. Our iconic green blazer is as much a part of the city as the Clyde and Central Station! More than 900 students are educated across the Junior and Senior Schools (3-18). The College has a proud tradition of academic excellence and the Higher results in 2018 were the best of any school in the country (98.4% A-C) and there is good demand for places at the key entry points to the schools. The College occupies a range of buildings from the imposing and listed 1859 Hanson Building, through the award winning Clavius Science Building to the £8 million sports complex at the very heart of our site which opened just 12 months ago. Possibly the most socially diverse of all the Glasgow independent schools the College is currently embarking on a major appeal for further bursary funds.

The College is proud of its traditions but is forward looking and determined to continue with its vision to create 'men and women for others' for the next 160 years and beyond. We are proudly independent and members of HMC but we are also linked to the world wide Jesuit network of schools educating over 2.5 million students worldwide. This brings unique opportunities for training, development and engagement with leading schools worldwide.

The College is proudly a Jesuit and Catholic school but its community is diverse and colleagues have a variety of faith backgrounds.

## **DEPUTE (ACADEMIC LEADERSHIP): THE ROLE**

The Depute will work to ensure that learning and teaching is consistently innovative, of the highest standards and continues to lead to exceptional outcomes for all our young people. This role has responsibility for all aspects of learning, teaching and academic outcomes in the Senior School. The successful applicant will be expected to be fully conversant with HGIOS4 and its key indicators and how these can be embedded in a whole school context. Likewise, there will be full understanding of GIRFEC and the wellbeing indicators and how these inform student outcomes and progress.

The Depute role carries a place on the College Leadership team which consists of the Head Master, Bursar, Senior Depute and one of the Deputes from the Junior School. The Depute also sits on the Senior Leadership Team, an extended group of leadership colleagues which is chaired by the Senior Depute.



## SHARED RESPONSIBILITIES

All members of the leadership team are responsible for the well-being and development of students and staff. By working with parents, governors, staff, outside agencies and the students themselves, members of the team set high standards, use innovative thinking and take a broad view.

All members of the leadership team are responsible for self-evaluation and quality assurance, through line management, performance review, lesson observations and the review of the School Improvement Plan and the Self-Evaluation Form (SEF)

All members of the leadership team are committed to the achievement of all students and therefore each of us carries ownership of a particular area of achievement within our job designation, but we work together in achieving achievement and aspiration for all.



## ROLE RESPONSIBILITIES

The Depute has responsibility for the areas detailed below, reporting directly to the Head Master but implementation and operations of the areas below will be shared with the Assistant Head: Quality of Teaching and Learning. The Academic Secretary provides full time administrative support to the Depute and Assistant Head. The job description is of necessity indicative and not prescriptive as it will be shaped around the skill set of the individual appointed but is envisaged that:

S/he is responsible for the continued smooth running and development of the teaching and learning within the school, together with ensuring that curriculum developments are monitored and appropriate adjustments and changes are made, providing opportunities for students to enrich and extend their education both within and beyond the classroom. S/he is responsible for teaching, learning and curriculum from 11-18 and therefore will work closely with the other members of CLT and SLT, Heads of Department and Heads of Year to facilitate a team based approach.



## ROLE RESPONSIBILITIES: CONTINUED

- Advise the Head Master and the Education Committee on national curriculum developments and progress in teaching and learning
- Quality assurance of teaching and learning so that the highest possible standards and results are achieved. Working with the Assistant Head and leadership team, this might include questionnaires (parent, staff, pupils); a programme of lesson observations, jotter, work and planner scrutiny by teacher, departments, year teams with monitoring and accountability being balanced with self review and evaluation in order to identify areas for improvement and of good practice
- The Depute will Chair the Heads of Department meeting
- Monitoring and observing classroom practice, ensuring good practice is shared and celebrated and where necessary support is in place for colleagues who need assistance or challenge
- Review of examination outcomes (working with the Head Master and Senior Depute)
- Target setting for departments and students (working with the Head Master and Senior Depute). This will involve meeting with each subject leader shortly after results are published in order to praise achievement and set targets. There will be a review meeting in January/February for all subject leaders
- To advise the Head Master on school targets at all levels and how these are being met
- To develop and evaluate benchmarking and target setting
- To quality assure marking and assessment of pupil work; that work is assessed on a regular basis in line with policy and best practice.
- Advise and lead on pupil tracking, assessment and reporting. Examinations and assessments, currently including term, prelim, catch-up, S1-S3 exams are well organised and well communicated to pupils, parents and staff and that our policy and practice assists learning and examination success

## ROLE RESPONSIBILITIES: CONTINUED

- Reports to parents are completed to a high standard and give parents a clear idea of what their son or daughter can do, has achieved and identifies, in a helpful way, what he or she needs to do to improve. Review best practice related to reporting and assessment
- Advise on allocations of Teaching and Learning (Departmental) budgets to facilitate effective learning
- By working with the timetabler ensure the composition of teaching groups and arrangements for setting or banding by ability or prior knowledge, in liaison with other staff e.g. pastoral staff, as appropriate, ensuring that all arrangements are practical and can be resourced
- Reporting and Tracking calendar together with any assessment calendar which might be needed
- Produce an appropriate homework timetable and advise on appropriate homework to be set
- Public examinations working. The administration of SQA and all certificated examinations, ensuring that they are well organised and efficiently run; submissions are accurate and made on time; our practice reflects up to date guidance; appeals are correctly and efficiently administered; parental and pupil questions and contact are quickly dealt with; staff are briefed on changes to regulations and guidance
- Organisation and administration of baseline testing e.g. MidYIS and the use of such testing to inform staff and track pupil progress
- **External Monitoring:** Download and ensure Performance Tables are monitored, challenging any inaccuracies in this data and liaising with the Head Master to ensure that he can communicate this to governing body



## LINE MANAGEMENT AND DEPARTMENTAL LINE MANAGEMENT

The Depute will be responsible for the Assistant Head: Quality of Teaching and Learning and whilst having oversight of the performance of all academic departments will also line manage an agreed set of departments. This includes being a source of help and support to the department and its Head, a 'critical friend' in terms of its practice and implementation of College policy and a representative of the department's interests at senior management meetings. To include approving the departmental improvement plan, attendance on an occasional basis at departmental meetings, regular (no less than five times a year) meetings with the Head of Department, staff review and observation as appropriate.

## OTHER INFORMATION

All members of CLT share in a cover rota for holidays (providing emergency contact) and it is essential with this role that the colleague will be directly available for the two weeks of exam release to school and students (ie: the last two weeks of the summer vacation). In a similar way members of CLT support a wide range of functions and activities beyond the school day.

# PERSON SPECIFICATION

## Qualification/skill/experience

Currently a Depute or Assistant Head (applications may be considered from colleagues in other significant promoted posts which can demonstrate whole school responsibilities)

Strong personal academic profile with evidence of further study

Range of teaching experience with strong personal examination outcomes at all levels

Significant recent CPD that demonstrates commitment to personal development

Understanding of national developments and changes in education with a clear view of how these can be applied to St Aloysius

Clear understanding of SQA examinations process and experience of presenting students for national qualifications up to Advanced Higher

Strong understanding or willingness to quickly acquire an understanding of Jesuit teaching and educational values and how these impact and enhance the learning experience at St Aloysius

Possess or commitment to undertake the 'Into Headship' qualification (leading to the award of SFH), or to be working towards or have achieved SQH or NPQH.

Able to demonstrate by example effective strategies and techniques to drive improvement

Strong presentational skills to variety of stakeholders

Able to communicate effectively and succinctly in a variety of media and to a range of audiences

Strong organisational skills

## PERSON SPECIFICATION: CONTINUED

Be able to demonstrate capacity to build strong relationships with a variety of stakeholder groups (students, parents, staff, governors)

Capacity for innovative thinking and to drive organisational change

Understanding of shared and corporate responsibility

Able to work under pressure and to fulfil specific working requirements of the role

Resilience and capacity to use setbacks as vehicles for learning

Ability to delegate whilst retaining appropriate oversight

Understanding of transition from Primary to Secondary phase and a willingness to work with colleagues in the Junior School

Attention to detail and meticulous approach to working practices

Strong personal presence, determination but openness to new ideas and new ways of thinking

## REMUNERATION

This is one of the most senior posts in the College and remuneration will reflect this, being on a range appropriate to a Depute. The College pays above SNTC and benchmarks against other large HMC schools. The exact salary will reflect the experience of the successful applicant. Whilst the colleague appointed will teach 6 periods, there is no preference as to the subject specialism required.

There is a significant fee remission available for all children of teachers at the College (from KG1-S6).



# APPLICATION AND SELECTION PROCESS

There will be a two phase selection process. Applicants should complete an application form (available from the College website ([www.staloysius.org](http://www.staloysius.org)) where it is attached to the descriptions for vacancies currently advertised) and a letter of application. The letter should detail how your skills and experiences have prepared you to meet the demands of the new role and your vision for the post.

Letters of application and a completed application form should be emailed directly to the Head Master at [MDBartlett@staloysius.org](mailto:MDBartlett@staloysius.org) and received not later than **9am on Tuesday 23rd April**. Applications received after this will not be considered. CVs are not required.

You should nominate two referees to support your application (please note referees will be asked to assess you against the person specification above rather than being generic in nature).

The initial phase of interviews will take place on Tuesday 30th April or Wednesday 1st May and usually comprises of a formal interview with a panel of two governors, an external advisor, the Head Master and the Senior Depute. There will also be an in tray exercise, a chance to tour the College and engagement with students.

The date of the second phase has yet to be determined and will be based on how many applicants are taken forward but will comprise a presentation, further interview(s) and a possible further task. Governors and an external advisor will be involved in this stage as well.

The Head Master would be very pleased to discuss the post and any other aspect of the College with potential applicants and can be contacted directly by email or on 07961 549923.

*\*St Aloysius' College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate is required to become a member of the PVG scheme.*

*To comply with the new regulations under The Education (Scotland) Act 2016, all teachers who commence employment at any Scottish Independent School must be registered with the General Teaching Council for Scotland (GTCS), either Provisional, Provisional (Conditional) or Full. Further information can be obtained from the GTCS website.*



# ST ALOYSIUS' COLLEGE

Start your story at [staloyisius.org](https://staloyisius.org)

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