

“Pupils flourish at Lancaster Royal Grammar School”
– Ofsted



APPLICATION PACK

Deputy Head (Academic)

September 2022



Lancaster Royal Grammar School

State Day and Boarding School for Boys 11 to 18
Coeducational Sixth Form



**Brief for the post of
Deputy Head (Academic)
Lancaster Royal Grammar School
Leadership scale: 18-22**

Welcome from the Head

I am delighted that you are interested in the post of Deputy Head (Academic). Lancaster Royal Grammar School is an exceptional state day and boarding school for boys aged 11-18 with a highly successful coeducational Sixth Form.

The school has around 1260 pupils on roll including 170 boarders. We welcomed Sixth Form girls as day students in 2019 and boarders in 2020, and 100 girls have so far joined the school. Most of our boarders are from northwest England, but a growing number live in London or overseas.

We are a selective grammar school, and most of our pupils join in Year 7. We have six forms of entry, and a significant 16+ intake. Our Sixth Form has grown significantly (currently 395 students) and we are planning for some further growth over the next two years. A smaller number of pupils join other year groups, particularly as boarders.

Our pupils are energetic and ambitious, and it is definitely “cool to succeed” at LRGS! The school aims to provide a well-balanced and rigorous academic education, and our students’ academic record is excellent. Students proceed to a wide range of courses, from Oxford, Cambridge and Imperial College to RADA, Glasgow School of Art and a range of competitive apprenticeships.

A profusion of extra-curricular activities provides an exceptional range of cultural and sporting opportunities, including a full programme of Saturday games fixtures.

The school enjoys an extensive site, and pupils get fit (and occasionally wet) walking between lessons. Several buildings have benefited from successful CIF bids in recent years. We transformed former Victorian building accommodation in our Grade II listed Old School House into new classrooms and an expanded Sixth Form centre in 2019. We completed a science extension in 2018 and added a further laboratory this year. Governors have further ambitious plans for investment in the estate to meet the needs of the growing school.

One of our core aims is to be a school that develops exceptional teaching. New members of staff are assured of help and support from colleagues in this welcoming school. Staff induction and ongoing professional development and career progression are fully supported.

We believe in academic excellence through exceptional teaching. We provide a broad curriculum, promote intellectual curiosity and inspire independence. We wish to continue to drive innovation in all our academic systems, to inspire our students to perform at the highest level. We are also a caring school with excellent pastoral provision, and we aim to shape students with a conscience who are ready to take on the world.

Thank you for your interest in this important role of Deputy Head (Academic). I very much hope that you will apply to join us, to help lead the next exciting stage of our development.

Dr Christopher Pyle – Head

The role

This exceptional opportunity arises from Mr Mark Chambers' retirement from this role after 19 years of outstanding service as Deputy Head. It comes at an exciting time in the life of our growing school, and at a vital moment for pupils whose education has been disrupted by the pandemic.

We are looking for an excellent teacher with leadership experience who has a sophisticated understanding of teaching, learning and curriculum development. We wish to appoint an innovator whose considerable drive and initiative will further enhance Lancaster Royal Grammar School's reputation for teaching and academic excellence. The post may therefore suit a candidate who intends to progress to headship in the medium term.

The school has a deeply-rooted culture of academic success and intellectual curiosity. We are fortunate to attract very well-qualified subject experts as teachers. We constantly review and develop our curriculum offer and are proud of its breadth. For example, Physics, Chemistry and Biology are taught as separate subjects from Year 7, and all pupils study French, Spanish, German and Latin before specialising. Pupils study ten GCSEs, and there is currently no setting until Year 10. Most Sixth Formers take three A-levels, but it is possible to study four, and to complete the Extended Project Qualification. A carefully designed Values programme runs through the school.

We provide an extensive programme of university and careers advice. The Learning Support department provides excellent additional support to pupils. There is a wide range of supra-curricular opportunities beyond the classroom, from MedSoc and Parliament Ambassadors to the Whewell (debating) Society, Literature Society, and numerous other clubs and competitions.

The school also has strong links with other schools, external organisations and ITT providers. For example, we work closely with the Prince's Teaching Institute, Lancaster University and the University of Cumbria. We are lead school for the NNW Maths Hub, and work with partner schools across Europe. InspirUS is our ambitious outreach programme of masterclasses for 50 local primary schools.

Ofsted graded the overall effectiveness of the school as Good in October 2021, with Outstanding judgements for Personal Development, Behaviour and Attitudes, and the Sixth Form. In Ofsted's ParentView survey, 99% of respondents said that they would recommend LRGS to another parent. Our 2019 Ofsted boarding report found our provision Outstanding in all areas.

The senior leadership team currently comprises:

Head – Dr Chris Pyle

Deputy Head (Director of Studies) – Mr Mark Chambers

Deputy Head (Pastoral) – Mr James Hallsworth

Assistant Head (Boarding and Co-curricular) – Dr David Rowe

Assistant Head (Head of Sixth Form) – Miss Sarah Haigh

Director of Finance and Support Services – Mrs Catherine Lodge

We will add a new Assistant Head role for September, whose responsibilities will include timetabling and pupil tracking. The Deputy Head (Academic) will work closely with this person to provide guidance and authorise decisions concerning timetable structures, staffing and pupils.

The wider academic structure of the school includes the Teaching and Learning Lead, our large team of Heads of Department, ITT Professional Mentor, Mentor Coordinator, Examinations Officers, independent Careers Adviser, and the Learning Support Department.

Job description

The Deputy Head (Academic) will report to the Head and play a key part in the life of the school. The purpose of the role is to ensure that our pupils benefit from an exceptional academic education. The successful candidate will be responsible for the school curriculum, the quality of teaching and learning, and the recruitment and professional development of academic staff. The Deputy Head (Academic) will promote quality and drive improvement in all areas of our academic provision.

The main duties of the post:

Curriculum leadership and development

- Ensure that we provide a broad, ambitious and enriching academic curriculum that is appropriate for all pupils in our selective and high-achieving school
- Review our curriculum to ensure its continued relevance for pupils in a fast-changing world
- Support Heads of Department in developing and monitoring their departmental Quality Improvement Plans
- Ensure the highest quality in schemes of learning and the use of assessment and feedback
- Provide strategic oversight to mapping the school's examined and non-examined curriculum
- Ensure consistency and coherence in Values and PSHE provision from Year 7 to Upper Sixth
- Promote academic and cultural opportunities for pupils beyond the classroom
- Ensure that the school meets and exceeds the highest standards of the Ofsted framework
- Provide oversight and guidance to the Options process

Teaching and learning

- Promote excellence in teaching and learning for all pupils and in all subjects
- Develop a careful quality assurance programme, making use of information such as pupil voice, lesson observations, learning walks and work scrutiny
- Use information on internal and external examination results, target grades and value-added data to support progress for all pupils
- Take responsibility for examination outcomes
- Act as the primary contact for concerns raised about academic matters
- Lead arrangements for reports, grades and Parents' Evenings
- Coordinate arrangements for 11+ entrance testing
- Work with Examinations Officers to agree arrangements for internal and external exams
- Coordinate academic prizes and rewards

Academic staffing and professional development

- Coordinate academic staffing, advise the Head on staffing needs, and find solutions to staffing issues
- Lead the recruitment process for all academic appointments
- Make decisions about set sizes and timetable allocations, within budget constraints, so that timetabling can schedule lessons effectively
- Promote teachers' professional and career development: Take overall leadership of CPD for teachers, lead the ECT programme and coordinate the school Inset programme
- Provide overall leadership of the teacher appraisal and performance management process, leading to appropriate training, support and intervention as appropriate

Committee and budgets

- Chair Heads of Department meetings each half term
- Report to the governors' Curriculum Committee each term
- Oversee all departmental and staff training budgets, and work with the Director of Finance and Support Services in setting and managing those budgets

Senior leadership

- Work closely as part of a senior leadership team who have great drive to develop the school to provide exceptional education and care for the pupils we serve.
- Contribute to senior leadership discussion and decision-making across all areas of the school, respecting confidentiality and sharing responsibility.
- Demonstrate optimistic attitudes and positive relationships with pupils, staff, parents, governors and the wider community, in an environment of *high challenge – high trust*.
- Sustain wide and up-to-date knowledge and understanding of education, and pursue continuous professional development.
- Provide highly visible leadership during the school day, and contribute willingly to the wider functions and events which are part of the life of a busy day and boarding school.
- Model high standards of written and spoken communication, including contributing to the assembly programme and leading training for staff.
- Undertake other duties from time to time as agreed with the Head and which are consistent with the post's level of responsibility; and deputise for the Head when required.
- Teach a reduced timetable commensurate with the seniority of the role.

The person

Essential characteristics:

- Honours Graduate with Qualified Teacher Status.
- Significant experience of school leadership at a middle or senior level.
- Experience of leading school-wide change to benefit pupils.
- An energetic portfolio of professional development.
- Detailed knowledge of curriculum innovation and development.
- Ability to promote the highest standards of teaching and learning.
- An excellent track record in managing colleagues, resources and budgets.
- Clearly articulated moral purpose, focused on providing a world-class education for pupils.
- Evidence of significant contribution to school extracurricular activities.
- Commitment to the ethos of a selective, academic state day and boarding school.

Desirable characteristics:

- Further qualifications such as Masters in Education or a National Professional Qualification in school leadership.

Interviews

Interviews are likely to take place over two days in the week commencing 21st February 2022.

The interview process may include staff and pupil panels, a written task, and interviews with the Head and Governors including a short presentation on a vision for academic excellence at Lancaster Royal Grammar School.

APPLICATION PROCESS

Applications for posts at LRGS should consist of a fully completed application form and a supporting letter. Candidates may also send a CV if they wish.

Applications may be submitted on email to recruitment@lrgs.org.uk, or by post.

The supporting letter should address your particular strengths and how your experience to date has prepared you for the role of Deputy Head (Academic) at Lancaster Royal Grammar School.

Closing date: 9am on Monday 7th February 2022

Shortlisting will take place shortly after this date and all candidates will be contacted.

LRGS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's Designated Safeguarding Lead or to the Head.

FURTHER INFORMATION

<https://reports.ofsted.gov.uk/provider/23/136742>

<https://www.goodschoolsguide.co.uk/schools/lancaster-royal-grammar-school>