



Deputy Head (Academic)

Required from January 2026

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- Provided as a separate document on the website:

- Application Form

The Appointment

We seek to appoint a **Deputy Head (Academic)** to join the Senior Leadership Team. The successful candidate will play a key role in leading the academic development of the school and will contribute to the vision and strategic direction of Birkdale School.

We are seeking an exceptional educational leader to join our School, reporting directly to the Head and working alongside the Deputy Head (Pastoral). The Deputy Head (Academic) will work closely with the Heads of Section and our Head of Teaching and Learning to ensure high quality teaching and learning across the school. This is a pivotal role within our Senior Leadership Team, responsible for shaping and delivering the academic strategy across our thriving co-educational community.

The Deputy Head (Academic) will also work with the Heads of Section to monitor pupils' academic performance and champion academic excellence. They will play a key role in developing our broad and balanced curriculum, supporting staff development, and fostering a culture where each pupil is empowered to flourish both academically and personally.

At Birkdale, our rounded education is underpinned by a strong Christian ethos, and the successful candidate will be a committed, practicing Christian.

This is an outstanding opportunity to shape the academic heart of a school committed to academic excellence in the context of nurturing the whole child.

The role is likely to involve teaching around 25% of a standard timetable allocation.

Key Responsibilities

Academic Leadership

- Lead, develop, and implement the school's educational philosophy within the academic curriculum.
- Identify and establish academic priorities in line with the school's strategic objectives.
- Ensure continuous improvement in teaching and learning.
- Monitor pupil outcomes to inform development of teaching, learning and the curriculum.
- Lead the professional development of teaching staff and promote a culture of continuous improvement and evidence-based teaching practice.
- Stay abreast of all academic issues and keep all stakeholders informed of developments.
- Foster strong links with other educational organisations.
- Update and maintain academic handbooks and policies.
- Promote departmental initiatives and support department meetings.

- Work closely with Heads of Section on academic matters.
- Work closely with Senior School parents on academic matters.
- Attend SMT, Policy Committee, and Governors' Committee meetings as required.
- Report progress on academic matters to the Academic Excellence Committee.
- Maintain strong links with the Prep School.
- Promote and contribute to the extra-curricular life of the school.
- Play an active role in the wider life of Birkdale, supporting the school's rounded education, Christian ethos, and commitment to pastoral care.
- Work collaboratively with the Deputy Head (Pastoral) to ensure that academic and pastoral systems are integrated and mutually supportive.
- Track and analyse pupil progress and attainment, identifying trends and implementing interventions to ensure all students achieve their full potential.
- Encourage and facilitate participation in academic clubs, competitions, and enrichment activities to broaden pupils' horizons and foster a love of learning.

Staff Management

- Lead and manage Heads of Department, encouraging the highest standards and expectations.
- Lead and coordinate professional development opportunities for academic staff, including INSET and CPD programmes.
- Mentor and support teachers and middle leaders, fostering a culture of continuous improvement and collaboration.
- Assist in the recruitment, induction, and appraisal of teaching staff, ensuring high standards of professionalism and expertise.
- Address any personnel issues with support from HR.
- Chair Heads of Department meetings.
- Review and develop the staff appraisal system.
- Monitor the quality of teaching and learning across the school and identify potential for improvements.
- Oversee Learning Support provision, working with the SENCo to ensure inclusive provision that enables all to reach their potential.
- Line manage a number of Heads of Department and the Teaching and Learning lead.

Timetabling

- Plan the structure of the school timetable in consultation with the Head.
- Oversee staff allocations and the construction of the timetable.
- Produce key timetable documentation (staff, room, form, homework schedules, and set lists).

Administration

- Manage the S3, GCSE, and A-Level options processes.
- Oversee academic reporting, target setting, and communication with parents regarding student progress.
- Manage the distribution and analysis of public examination results.
- Oversee the work of Examination Officers and support with post results services.
- Collaborate with the Registrar and Head of Lower School on entrance examinations and procedures.
- Administer the Sixth Form Scholarship programme.
- Work with Heads of Department to ensure effective academic data collection and systematic analysis that supports academic intervention and enhances pupil outcomes.
- Support in the organisation of major school events such as the carol service and prizegiving.

Safeguarding

- Act as a Deputy Designated Safeguarding Lead, upholding the highest standards of safeguarding and child protection.

Person Specification

Essential Qualifications and Experience

- A good honours degree and a recognised teaching qualification.
- Proven record of successful teaching within the 11–18 age range.
- Experience in leading and managing staff, likely as a Head of Department.
- Previous experience within a leadership role.
- Experience within a high-performing school environment.
- Demonstrable experience of successfully driving academic success.
- The role has an occupational requirement for the successful candidate to be a committed Christian who subscribes to the statement of belief on our website.

Skills and Attributes

- Strong leadership and management skills; ability to envision, encourage, support, and challenge colleagues.
- Commitment to Birkdale School's Christian ethos.
- Ability to work collaboratively within the school and with external partners.
- Strong communication skills, both oral and written.

- Excellent ICT proficiency.
- A clear understanding of excellence in teaching and learning.
- Commitment to continual personal and professional development.
- Reflective and able to learn from experience.
- Resilient and capable of working under pressure.
- Demonstrable commitment to safeguarding and promoting the welfare of children and young people.

School Information

Birkdale is a very successful independent day school located in Sheffield for children aged from 4 to 18, amounting altogether to 770+ pupils. Birkdale is located on three sites in south-west Sheffield, the 11-18 (Y7 to Y13) Senior School, the 4-11 (Reception to Y6) Prep School and the playing fields at Castle Dyke.

Birkdale is the only HMC (Headmasters' and Headmistresses' Conference) school in South Yorkshire and the Head is also a member of the Society of Heads. The Head of the Preparatory School is a member of IAPS (The Independent Association of Preparatory Schools).

The Christian ethos of the school manifests itself in the particularly friendly and supportive atmosphere. A good proportion of the staff are committed Christians, although as a community Birkdale is open to all, whatever their beliefs.

There have been some exciting developments in recent years which include the introduction of girls at Birkdale. From September 2020, Birkdale began the process of moving from being a school for boys only, with a co-educational sixth form to being a fully co-educational school.

From September 2024 all year groups at the Prep School were co-educational with the first 11+ co-educational cohort joining the Senior School. This is an exciting time to join our school.

Please visit our school website for additional information.

<https://www.birkdaleschool.org.uk/>



Key Terms and Conditions

- You may wish to note that the length of Birkdale's **terms are slightly shorter** than those of a maintained school and therefore the school holidays are longer. Term dates are on the school website.
- **Salary** will depend on experience and qualifications, and will be commensurate with the responsibilities of the role.
- **Pension:** Birkdale offers a choice of TPS pension or an attractive private salary sacrifice pension scheme APTIS with Aviva which is open to all teaching staff with a 16.7% employer contribution.
- Staff are entitled to a **remission of school fees** amounting up to 71.6% for full-time staff and pro rata for part-time and part year working staff.
- **Sick pay:** The company sick pay scheme provides ex-gratia sick pay at the full rate for up to 3 months in any 12 months, with 50% income protection for extended sickness.
- **Additional Benefits:** Death in service and access to additional wellbeing and health support including unlimited 24/7 remote GP appointments, Unlimited mental health support, Physiotherapy, Personal training, Nutrition consultations and more.
- During term time, **lunch** is provided to staff on site.
- **Car parking** is available on site.

Application Procedure

1. A cover letter **addressed to Ben Bowles, Head** of no more than one side of A4 explaining why you believe you are interested in the role, and the skills and experiences you can bring to it (minimum font size of 11)
2. A completed Birkdale School application form which includes the names, addresses, e-mail addresses and telephone numbers of two referees

Closing date for applications – Tuesday, 24 June 2025 at 9.am.

Interviews – Monday, 30 June 2025.

Email your application to: Ben Bowles, Head at Recruit@birkdalschool.org.uk by the closing date.

For an informal discussion regarding the role please do not hesitate to contact the above email address with any questions you may have.

Applicants who do not provide a Covering Letter and Application Form, as stipulated, will unfortunately not be considered. If you have any difficulties in providing this, please do not hesitate to contact the HR team at Recruit@birkdalschool.org.uk

Pre-employment checks

Birkdale School is committed to safeguarding and promoting the welfare of our children and young people. All applicants must be willing to undergo the relevant pre-employment checks relevant to the role.

Current legislation applying to this post includes the The Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) (England and Wales) Order 2008 and the Asylum & Immigration Act 1996. Therefore, the successful candidate will be required to prove their eligibility to work in the UK and undergo appropriate criminal record checks, including an application for an Enhanced Disclosure from the Disclosure and Barring Service. Details of the documentation etc needed in connection with all the above requirements will be sent to the shortlisted candidates. Prior to taking up appointment, we will then request a declaration about medical fitness, and proof of qualifications from the successful candidate.

Under the guidance set by KCSIE Birkdale School will conduct an online search for all shortlisted candidates.

Equal Opportunities Statement

At Birkdale School, we strive to create a supportive and nurturing environment for all individuals. We are dedicated to promoting equality and diversity, providing a level playing field for all of our staff and pupils. We aim to foster an inclusive culture, where diversity is celebrated and where everyone feels empowered, and encouraged to reach their full potential.

We welcome applications from all individuals, regardless of background, and encourage candidates from underrepresented groups to apply. If you meet most of the criteria but are unsure whether to apply, we encourage you to reach out—we value potential and a willingness to grow.