



# HALSTEAD ST ANDREW'S SCHOOL

Deputy Head  
(Academic and Operations)

Start date: September 2025



## Deputy Head (Academic and Operations)

### Line manager

The Deputy Head (Academic and Operations) reports directly to the Head.

### The role

The Deputy Head (Academic and Operations) is responsible to the Head for all academic and operational matters, ensuring the smooth running of the school on a daily basis.

They are responsible for ensuring the highest standards of teaching, learning and academic attainment across the school. They will work closely with the Heads of Departments and other senior staff to ensure the effective development and delivery of the academic curriculum and the efficient management of academic departments.

### Duties and responsibilities

The precise duties will be determined by the Head and will be in line with these specifications:

#### Strategic Development

- Deputise for the Head in their absence and when required.
- Be a core member of the SLT and, as such, participate in all areas of policy development and the strategic leadership of the school.
- To develop and implement the school's vision, aims and objectives.
- Be responsible for the review and evaluation of sections of the school's strategic plan.
- To oversee the school's academic strategy, in line with the agreed educational priorities.
- Report to the Governing Board on all academic and operational matters involving pupils and staff.

#### Leadership

- To work with members of the Senior Leadership Team and, where appropriate, senior colleagues from the Pre-Prep to develop, refine and implement the school's policies and procedures (particularly those with an academic focus).
- To lead on all academic areas of the School Development Plan.
- To be an excellent role model, in the classroom and beyond, in the role of senior leader within the school.
- Be a highly visible presence around school, particularly in the mornings, at break and lunch times and after school, overseeing pupils' behaviour and being approachable for pupils.
- 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.
- To lead the Heads of Departments in setting and meeting agreed academic targets.
- To work with the Exam Officer, ensuring all operational aspects are in order for public exams (future).
- Assist with Front of House at events and functions, alongside the Director of Finance and Operations.
- Routinely attend school events including information evenings, concerts, exhibition, Senior School Fairs etc.

#### Operational Management

- Maintain oversight of day-to-day operations including allocations and supervision of duties in Prep and Senior years.
- In collaboration with the Head, manage the end of year prize winners list.
- Organise and oversee the budgets for each department in consultation with the Head.
- Compile the whole school events calendar for each academic year (in conjunction with the Head of Pre-Prep) and work with the Senior Leadership Team on whole school events.
- Oversee the arrangements for Open Days in conjunction with the Marketing and Admissions department.
- To develop the use of iSAMS within the school and have good knowledge of this platform ensuring staff are suitably trained.
- Respond to the needs of pupils, staff and parents as part of the wider responsibilities of Deputy Headship.
- Liaise with the Director of Finance and Operations

on matters that overlap with their responsibilities, particularly in relation to whole school events.

- As a member of the Senior Leadership of the school, be available for the on-call rota during the holiday and out of hours as and when required.
- Attend Governors meetings as directed by the Head.

#### Curriculum

- To ensure the curriculum planning, development and delivery meets the needs of all pupils within the school and is coordinated across the whole school.
- To oversee the teaching timetable (including individual pupil timetables and prep timetables), working in conjunction with the Head of Pre Prep and the Head.
- To manage the timetable, staff allocations and subject options (future).
- To inform the Head and Senior Leadership Team of current research, trends and issues relevant to the academic life of the school to facilitate future planning.
- To lead on the development of the GCSE curriculum, ensuring the examination board selected is appropriate and the school functions as a credible examinations centre.
- Be an exemplary teacher, with an excellent track record in teaching and behaviour management, who is able to role model outstanding teaching.
- Teach an appropriate level of timetable as that will allow you to fulfil your role - as defined by the Head.

#### Quality of Teaching

- To ensure departmental leadership and management, and the quality of teaching and learning is consistently excellent, utilising an effective quality assurance model.
- In conjunction with the Heads of Departments, 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.
- Oversee and lead professional development of teaching staff across the school.

#### 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 Heads of Departments.
- Working in conjunction with the Heads of Departments

to ensure that all pupils are supported and well prepared for 11+, 13+ and 16+ exit points.

- To 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.
- Oversee the scholarships application process and make recommendations to the Head for pupils who meet the appropriate criteria.
- Support the Cover Coordinator to arrange cover for staff absence from Church Hill House and specialist teachers at Woodham Rise, including room changes and overseeing back-to-work interviews.

#### Staffing

- To assess academic staffing requirements, recruitment and deployment in conjunction with the Head of Pre Prep and the Head.
- To be part of recruitment panels where required.
- To lead the staff appraisal process.
- Ensure new staff are inducted in line with the school requirements.

#### Person Specification

- Ability to teach and lead up to GCSE level, preferably with direct experience of overseeing GCSE provision in a school.
- A strong academic background with a sound awareness of recent trends in curriculum content, aims, objectives and assessment.
- Well-developed knowledge of issues relating to the academic curriculum, timetabling, teaching and learning and educational management.
- An awareness, understanding and experience of issues relating to safeguarding the health, welfare and safety of children.
- An enthusiastic, creative and successful classroom practitioner.
- Value and contribute to the development of a nurturing school environment.
- Evidence of successfully leading and managing change, ideally at strategic level.
- Ability to work under pressure, demonstrating resilience and dealing with a multitude of tasks and priorities successfully.
- Ability to communicate effectively and engage positively with colleagues.
- Be supportive, approachable and positive in nature, displaying a collaborative leadership style.
- Ability to take initiative and creativity in problem solving and inspire staff.
- Have the ability to see the big picture and be able to think strategically at whole school level.
- Outstanding time management and organisational skills.
- The ability to understand, use and to encourage a variety of teaching and learning styles.
- Excellent written and oral communication skills and the confidence to make effective presentations to audiences of pupils, parents and staff.
- The ability to chair meetings in an effective and inclusive manner.
- A good eye for detail with high standards and outstanding levels of professional and personal integrity.
- A sense of humour.

#### Working conditions and remuneration

The Deputy Head (Academic and Operations) will be based at Church Hill House and Woodham Rise.

Salary will be competitive based upon qualifications and experience.

#### Benefits

A first-rate benefits package includes:

- A contributory staff pension scheme
- Death in service benefit
- Free school meals (term-time only)
- Fee remission for eligible children attending the school
- Free car parking

#### Application process

Applications to be completed on the School Staff Application form found at [www.hsaschool.co.uk/vacancies](http://www.hsaschool.co.uk/vacancies) together with a covering letter.

This must be completed in full and include the names, addresses and telephone numbers of TWO referees one of whom, if appropriate, should be your current employer.

Applications should be submitted electronically to [hr@hsaschool.co.uk](mailto:hr@hsaschool.co.uk). Closing date is 12pm on 25 April 2025. Interviews will take place on 2 May 2025.

We reserve the right to interview and appoint before the closing date.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that will be carried out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Head.

This job description may be amended at any time in consultation with the postholder.

#### Safeguarding

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.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

As a provider of employment and education, we value the diversity of our staff and students. We are committed to providing a fair, equitable and mutually supportive learning and working environment for our students and staff.





Church Hill House

## About Halstead St Andrew's

Halstead St Andrew's is an independent, all-through school located in Woking, Surrey. We are more than just a school – we are a community dedicated to empowering every child to become a confident, compassionate, and curious learner.

We are proud to be a family-oriented school, dedicated to creating a caring, secure, and nurturing environment where pupils thrive as happy and confident learners. Our values-driven and opportunity-rich ethos provides an inspiring educational experience that fosters the holistic development of every pupil while instilling a lifelong love of learning.

Halstead St Andrew's is set over two sites; our Nursery and Pre-Prep at our Woodham Rise site. Woodham Rise is a stimulating, age-appropriate environment for our youngest pupils. Our teachers and wider school team ensure the children enjoy a happy and secure learning environment.

From Year 3, pupils move to Church Hill House. Here they enjoy continuing outstanding teaching and the facilities of our well-appointed site and extensive playing fields. They then, when we extend our offering in 2026, will have the opportunity to stay with us through to GCSE.

The success of Halstead St Andrew's School is built upon our values of endeavour, positivity, creativity, respect and kindness. These values form the foundation of everything that we do and enable pupils to reach their potential in all areas and it is our pledge to equip pupils with the skills necessary to navigate an ever-changing world.





## HALSTEAD ST ANDREW'S SCHOOL

Pre-Prep  
Woodham Rise  
Woking  
Surrey  
GU21 4EE

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Prep and Senior  
Church Hill House, Wilson Way Horsell,  
Woking  
Surrey  
GU21 4QW

T: 01483 760943  
E: [officechh@hsaschool.co.uk](mailto:officechh@hsaschool.co.uk)

“For parents wanting the personal touch,  
this school delivers.”

*Good Schools Guide*



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