

# DEPUTY HEAD ACADEMIC

REQUIRED FOR JANUARY 2026

CANDIDATE PACK

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James Allen's Girls' School

# JAMES ALLEN'S GIRLS' SCHOOL

Do you have a passion for life and learning? If so, our inspirational teaching team at JAGS is looking for a colleague to join the school's Leadership Team as Deputy Head Academic. Your dynamic and creative approach will help encourage and champion today's young learners across Years 7 to 13 in this, one of the UK's leading independent schools.

With its distinctive heritage as the oldest independent girls' school in London, James Allen's Girls' School, JAGS, provides a forward-thinking and contemporary education for over 1100 girls aged 4 to 18.

Located in the London borough of Southwark, JAGS has a diverse school community and is committed to inclusive recruitment and inclusion in the workplace. JAGS recognises that celebrating the full diversity of staff and students has a positive impact on all and invites applications from candidates from a broad range of backgrounds.

Awarded the title of London Independent School of the Year 2024 by the Sunday Times, the school has entered an exciting new phase in its development. Your input will help to bring a bold educational vision to life for all students and colleagues as we work together to develop this already exceptional school in its next chapter.



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James Allen's Girls' School 144 East Dulwich Grove London SE22 8TE

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# DEPUTY HEAD ACADEMIC

## MESSAGE FROM THE HEAD

I am delighted that you are interested in joining the JAGS community. As Head, it's absolutely my belief that all girls should be given the opportunity to grow and flourish in an environment where there is no limit to their ambitions.

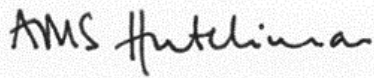
At JAGS you will find a happy, diverse and dynamic community, rooted in academic excellence and yet fully committed to the breadth of a holistic education both in and out of the classroom. Compassion and commitment are central to our ethos, in this environment that values individuality and inclusivity.

Our school aims, both in and out of the classroom, are clear:

- To celebrate our diverse and inclusive community
- To champion social awareness and sustainability
- To empower courage, creativity and compassion in each student
- To inspire aspirational and authentic lifelong learners and leaders
- To nurture respectful, resilient and kind individuals

It is an enormous privilege to lead this exceptional school, where all members of our school community share a passion for life and learning.

I hope that this matches your educational vision, and look forward to welcoming you soon.



MRS ALEX HUTCHINSON, MA (OXON) PGCE



# DEPUTY HEAD ACADEMIC

## WORKING AT JAGS

Working at JAGS is about more than just working. JAGS is a community and a family that nurtures a warm and supportive environment for both the students and staff who come to learn and work here. From your first day at JAGS you will have access to some of the best educational facilities in the country and will be encouraged to take part in the many shared activities here.

JAGS works hard to attract the best staff from both the independent and maintained sectors and the benefit package is both generous and competitive.



### We offer:

- The opportunity to join our outstanding school where public examination results consistently place JAGS amongst the leading schools in the UK
- A community of considerate, creative and compassionate students and staff
- A highly diverse and inclusive school community, committed to our bursary provision
- An inspiring and enthusiastic team of colleagues across the teaching and support staff
- Excellent facilities, including the latest resources to support learning
- A diverse benefits package including:
  - Competitive salary
  - Choice of Teachers' Pension Scheme or generous alternative defined contribution scheme
  - Free onsite parking
  - Free gym membership with discounted family rates
  - Employee Assistance Programme
  - Free lunches
  - Free access to the Dulwich Picture Gallery
  - School fee discount
  - Cycle to work scheme
  - Interest-free computer loans
  - Interest-free transport season ticket loans



# DEPUTY HEAD ACADEMIC

## THE JAGS COMMUNITY

We are looking for a well-qualified graduate to join this exceptional staff body, who shares our vision, is committed to full and broad educational opportunities for young people, is passionate about an exceptional learning experience for young people and who will bring their own individuality to this warm and supportive team. In addition, the postholder will be an outstanding educationalist who offers an innovative and ambitious vision for the academic life of this busy London day school, and who leads teams to work collaboratively to plan and implement programmes of outstanding depth, enrichment and rigour.

The talent and dedication of our staff team makes JAGS an outstanding place to work and we are committed to providing a stimulating and supportive environment for our staff. Teamwork plays an important role within our staff body: the staff love to enhance the experience of the students both in and out of the classroom by sharing good practice, resources and ideas. Our GCSE and A Level results are outstanding, as you would expect from this highly selective school. At JAGS, however, we believe there is so much more to education than simply exam results.

Our staff believe strongly in enrichment, extension and a vibrant curriculum; we aim to build adventure, critical thinking, confidence, independence and a sense of community into each experience.

In addition, any prospective candidate must show an active commitment to the values and expectations of our school community and to the welfare of the pupils within it. The enthusiasm to assist in a strong co-curriculum is an important quality of all who work at JAGS.



# DEPUTY HEAD ACADEMIC

## THE ROLE

<b>JOB TITLE:</b>	Deputy Head Academic
<b>TERMS &amp; CONDITIONS:</b>	This is a permanent full-time role; teaching allocation is approximately 6 periods per week.
<b>SALARY:</b>	JAGS Teaching Salary Scale – commensurate with experience
<b>RESPONSIBLE TO:</b>	This role reports to the Head and is a member of the JAGS Executive Team
<b>RESPONSIBLE FOR:</b>	This role line manages the Assistant Heads (Director of Studies and Staff Development); Data Manager, Exams Officer, SENDCo and certain academic departments as agreed with the Head.

### Overview

- The Deputy Head Academic will be an outstanding leader who is a convincing ambassador for this exceptional school and who commands the respect of students, staff, parents and Governors.
- The Deputy Head Academic will be a well-qualified and dynamic teacher with vision, gravitas, warmth and humour, who works positively within all areas of the school, who has a complete commitment to an outstanding education and who is passionate about the highest standards of teaching & learning across the school.
- The Deputy Head Academic will be an experienced leader with exceptional understanding of pedagogy and curriculum planning, who is a strong communicator, decisive, a detailed analyst and a creative thinker with abundant problem-solving skills.

### Purpose

To work within a team of three Deputy Heads who work closely and collaboratively to:

- assist the Head in communicating and delivering the strategic vision for the school.
- ensure that JAGS is an outstanding place to work.
- ensure that the students receive an exceptional all-round educational experience.
- deputise for the Head, as required.
- exercise academic, logistical, pastoral and community leadership in school.

And in particular, in this role:

- To provide strategic leadership for the academic life of the school

### Accountability

- Accountable to the Head for the successful delivery of the post's requirements.

# DEPUTY HEAD ACADEMIC

## Principal Responsibilities

### JAGS Executive Team

- Member of the JAGS Executive Team (JET); this is comprised of the Head, the Director of Finance, the Director of Operations, the Director of People, the Head of the Junior School, the Senior Deputy Head, the Deputy Head Academic and the Deputy Head Community & Co-Curricular.
- As directed by the Head, to work with the other members of JET to develop and implement the School's Strategic Development Plan.
- To assume line management of certain departments as directed by the Head.
- To attend Governors' Committees, as agreed by the Head and Chair of Governors.
- To deliver whole school and Section assemblies.
- Within the context of the SSDP framework, the Deputy Head Academic will have responsibility for the school's academic development.
- To assist the Head in the employee lifecycle of staff (as required) from recruitment, resourcing, training, people management, development, performance and reward.
- To ensure safeguarding is at the forefront of our school's ethos and practice.
- To work with all members of the Senior School Leadership Team (SSLT) to uphold high standards of pupil welfare, discipline, behaviour, punctuality and dress code within all aspects of school life.

### Academic Leadership

- To review educational changes and initiatives at a national level and to advise Governors, JET, SSLT and Heads of Department on these.
- To participate in dialogue regarding educational techniques and philosophies and to act as the main architect and communicator of JAGS' educational philosophy, thereby leading the development of tools to improve academic outcomes for all students.
- To lead the school's digital strategy for all academic matters, including use of 1:1 devices, AI and digital pedagogy
- To take responsibility for the development and implementation of all academic and curriculum policies and practice, working closely with the Head of the Junior School, Head of Pre-Prep and Deputy Head Academic (Prep).
- To report on an ongoing basis to the Head in relation to all academic matters.
- To lead on the coordination of pupil assessment, including nationally standardised scores and pupil progress tracking, and production of value-added data, and to have the overview of record keeping of student academic information.
- To lead HoD meetings every half-term and use these to develop strategic initiatives, support whole-school quality assurance where necessary, and gather valuable feedback from departments.
- To develop the leadership capability of the academic middle leaders within the school
- To prepare the agenda for, and attend, Governors' Education & Welfare Committee meetings, and to oversee the implementation of any actions agreed at these meetings.
- To line manage the SEND department and Exams Team.

### Curriculum Management, Timetabling and Staffing

- To continually evaluate the shape of the curriculum and staffing in terms of choice, academic outcomes and cost-effectiveness and recommend appropriate curriculum changes to the Head.
- To lead the discussion on the future of alternative examined/assessed courses.
- To oversee the work of the Assistant Head (Director of Studies) and ensure that the timetable is

produced on time, that it meets the best needs of learners and represents the most efficient possible use of staff resources.

- To work with the Assistant Head (Director of Studies) to ensure the completion of the options process for every relevant year group.
- To liaise with Heads of Department regarding the optimum deployment of staff.
- To initiate and lead on the recruitment for academic staff.

### Academic Enrichment

- To oversee the strategic development of the school's in-house Curriculum Plus enrichment courses across all Key Stages.
- To work with the Head of Curriculum Plus to monitor the quality of content and delivery of the school's enrichment courses.
- To work with the Head of Sixth Form to monitor the quality of content and delivery for the Sixth Form additional curriculum.
- To work with the Head of Sixth Form to monitor the effectiveness of the Oxbridge preparation and mentoring programme.

### Quality Assurance

- To continually evaluate the academic life of the school.
- To analyse public examination results with Heads of Department and use this analysis to inform targets for the academic year ahead.
- To oversee the quality of all systems for monitoring student progress and assessment.
- To oversee the quality of all systems for monitoring departments' value-added, quality of organisation and quality of teaching and learning.
- To arrange the distribution of line-management of the academic departments amongst the SSLT, and to monitor this.
- To deal with any parental concerns/complaints about the School's academic performance, either directly or through appropriate delegation.
- To liaise with Heads of Section and Heads of Year over any concerns regarding the academic progress of students (collective or individual).
- To organise occasional lesson observations/pupil shadowing in liaison with Heads of Year and other SSLT members.
- To support Heads of Department in managing any teaching staff who may be facing challenges in their teaching. Where necessary, and in liaison with the relevant Head of Department and JET/SSLT, to initiate capability procedures.
- To use pupil voice appropriately to gather insight to assist with academic planning and management.
- To review the relevant Head of Section/Year's analysis of internal examination results and draw up appropriate actions.

### Resources and Budgeting

- To liaise with Heads of Department and the Director of Finance and Director of Operations over any significant CAPEX bids or requests for increased staffing or rooming.
- To work with the Head of IT (Strategy & Projects) and the Assistant Head (Staff Development) to identify significant IT investments for recommendation to the Head.
- To review relevant budget expenditure across the academic life of the school.

### Communications and Marketing

- To communicate necessary information to parents regarding academic policies, options processes, changes etc.
- To attend all parent-teacher meetings.
- To oversee the annual updating of all course booklets.



- To monitor and, where necessary, amend and update, the academic content of the website.
- To liaise with the Admissions Department and Heads of Department on the 11+ assessment process, and to assist the Head and Senior Deputy Head in the analysis of entrance paper results.
- To assist the school wherever necessary in the effective marketing of academic successes and achievements.
- To act as an academic ambassador for the school to bodies such as the HMC and GSA.
- To ensure academic policies are communicated to all staff and pupils.
- To keep the Head informed of any matter that may impact on parental or external relationships.

### **School Policies and Procedures**

- To lead on the management, maintenance and review of all academic and curriculum policies.

### **General**

- The post has PA support.
- The post-holder will teach a reduced timetable.
- The post holder will be expected to carry out such other duties as reasonably requested by the Head that are commensurate with its level of responsibility.
- As Deputy Head Academic, the post holder will be expected to attend frequent events outside normal working school hours.

### **Main responsibilities as a classroom teacher at JAGS**

- To teach classes as directed by the Head of Department
- To undertake the preparation, assessment and reporting required to ensure that the students achieve the highest possible standards
- To carry out any reasonable subject related duties assigned by the Head of Department
- To ensure the safety, welfare and good conduct of students
- To be willing to accompany school trips or other events undertaken by the department
- To attend relevant staff professional development as appropriate
- To carry out such duties, including cover for absent colleagues and examination invigilation, as are allocated by the School Leadership Team in accordance with school practice
- To attend weekly staff briefing, staff meetings, parents' evenings, Open Morning, Founder's Day, the Year 13 Leavers' Ceremony and similar functions out of school hours
- To assist with any required marking of the school's Entrance Examination

# PERSON SPECIFICATION

Essential	Desirable
<b>Leadership</b>	
<ul style="list-style-type: none"> <li>• An experienced leader who commands the respect of students, staff, parents and Governors, with the appropriate gravitas to deputise for the Head when required</li> <li>• Strives for the highest standards at all times</li> <li>• Calm and positive whilst under pressure.</li> <li>• A measured and confident decision maker who is calm and positive whilst under pressure</li> <li>• The ability to communicate enthusiasm and vision to the staff and pupils.</li> <li>• The ability to lead and manage people to work towards a common goal.</li> <li>• The ability to blend firmness, patience and empathy when dealing with difficult situations.</li> </ul>	<ul style="list-style-type: none"> <li>• SLT experience in an educational setting</li> <li>• Experience of significant line management within a large organisation</li> </ul>
<b>Personal Behaviours</b>	
<ul style="list-style-type: none"> <li>• Outstanding interpersonal skills with the ability to lead and to work as part of a team</li> <li>• Resilient and optimistic; someone who is willing to go the extra mile in the busy life of the school</li> <li>• Ability to identify problems and bring positive solutions</li> <li>• An outstanding communicator who is dynamic, innovative and able to capture an audience</li> <li>• Flexible and adaptable, with energy, stamina and enthusiasm</li> <li>• Kind and open-minded</li> </ul>	
<b>Operational Excellence</b>	
<ul style="list-style-type: none"> <li>• A well-qualified graduate</li> <li>• Outstanding educationalist with a proven track record of success</li> <li>• Deep knowledge and understanding of trends and development in the education sector, in particular relating to the curriculum</li> <li>• The appetite to act as a trusted advisor to the Head and wider team at JAGS on the changing educational landscape</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of strategic curriculum design</li> <li>• Experience of embedded digital pedagogy</li> </ul>

<ul style="list-style-type: none"> <li>• Exceptional levels of planning and organisation, with outstanding attention to detail</li> <li>• Significant initiative and drive, allied to the ability to work quickly and accurately.</li> <li>• Articulate in all forms of communication. An accomplished public speaker; fluent and accurate written and spoken English.</li> <li>• Excellent time management skills.</li> <li>• Excellent IT skills.</li> <li>• A reliable and precise proof-reader</li> <li>• The flexibility to attend frequent school events outside normal school hours.</li> </ul>	
<p><b>Ethos and Whole School Values</b></p>	
<ul style="list-style-type: none"> <li>• An individual with a genuine commitment to the wellbeing of the staff and students in their care.</li> <li>• Committed to operating as part of the School community.</li> <li>• Committed to diversity, inclusion and anti-racism in the School community</li> </ul>	
<p><b>Safeguarding and Pastoral</b></p>	
<ul style="list-style-type: none"> <li>• Committed to safeguarding and promoting the welfare of children and young people.</li> <li>• A satisfactory Enhanced Disclosure from the DBS.</li> </ul>	



# DEPUTY HEAD ACADEMIC

## HOW TO APPLY

We welcome applications from all parts of the community and know that our school is strengthened when staff and pupils feel a true sense of belonging. To enable us to make any reasonable adjustments, please let us know when you submit your application whether you have any special requirements.

JAGS is partnering with the executive search firm RSAcademics who are advertising the post and running the search. RSAcademics will support the School in identifying a wide and diverse field of suitable candidates and will assist in the assessment of candidates against the requirements for the role. Candidates are welcome to visit JAGS prior to application should they wish to gain a greater sense of the school community. Please contact us to discuss this with one of the RSAcademics consultants.

Interested candidates are encouraged to contact RSAcademics to arrange a confidential discussion with one of the consultants handling this appointment:

Jenny Funnell, Search Consultant: [jennyfunnell@rsacademics.com](mailto:jennyfunnell@rsacademics.com) or  
Sarah Glencross, Head of Senior School Search: [sarahglencross@rsacademics.com](mailto:sarahglencross@rsacademics.com)

**The deadline for receipt of the application is 10.00am on Thursday 29 May 2025.**

Applications should be made electronically to RSAcademics. To submit your application, please upload your documents according to the instructions on the RSAcademics [website](#).

You should submit the following (both in PDF format):

- a completed application form (available alongside this candidate information on the RSAcademics [website](#))
- a covering letter addressed to the Head, Mrs Alex Hutchinson. The letter should explain your reasons for applying.

If you have any questions about uploading your application documents, please contact Jonathan Barnes, Head of Operations (Leadership Appointments) at [applications@rsacademics.com](mailto:applications@rsacademics.com). Jonathan can also be reached by calling our Head Office on +44 (0) 204 6269 791.

**The process is as follows:**

- all applications will be acknowledged by e-mail. If you have not received acknowledgement that your application has been received within two working days of sending it, please contact RSAcademics by telephone
- preliminary Interviews will take place with RSAcademics via Teams during the week commencing Monday 2 June 2025.
- long list interviews with the panel are scheduled to take place on Thursday 12 June 2025.
- short list interviews with the panel are scheduled to take place on Thursday 19 June 2025.

**N.B. Safer recruitment checks will be made at all stages in the recruitment process.**

### **About RSAcademics**

*Founded in 2001 by Russell Speirs, RSAcademics has advised and supported over 700 schools and educational organisations in the UK and worldwide. Through our working partnerships with heads, leadership teams, boards, staff and parents, we specialise in supporting schools in five main areas: strategy, marketing and research; equality, diversity and inclusion; operational improvement; leadership and governance and philanthropy. We enable schools worldwide to thrive, by finding and developing senior leaders, guiding decision makers, making connections and shaping debate. We are known for the calibre and spirit of our*

people. We exist entirely to serve schools because we believe that the world needs thriving schools. RSAcademics is committed to promoting diversity and inclusion in schools.

Please visit [www.rsacademics.com](http://www.rsacademics.com) for more information.

JAGS and RSAcademics are committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers, the Disclosure and Barring Service, and overseas police and regulatory authorities where relevant.

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# James Allen's Girls' School

Ages 4-18

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