



Llandoverly College

An independent day and boarding school for boys and girls from 3 to 18 years old, set in the heart of the Welsh countryside

Appointment of a

Deputy Warden Academic

September 2024

Llandovery College



Gwell Dysg na Golud: Our Education is our Wealth

Llandovery College, one of Wales' oldest and most successful independent schools, is situated in a small market town in the heart of the beautiful Tywi Valley, West Wales. Comprising an Early Years setting, Prep School and Senior School, our ethos is driven by pride, passion and performance. Our values are compassion, tolerance, kindness, integrity, generosity of spirit combined with a commitment to service and academic excellence.

Our pupils receive a bespoke academic education, tailored to excite and inspire young minds. We provide a stimulating and fulfilling learning environment where, in small class sizes, teachers have time to give children the individual attention they deserve.

With outstanding sporting provision and a legendary rugby heritage, the College provides an excellent rounded educational experience: drama, music, the Combined Cadet Force and outdoor pursuits flourish at the highest level and the College organises a wide range of tours, trips and expeditions.

“Passionate about Sport. Serious about Education”

Home to a growing roll of currently around 250 pupils, aged 3 to 18, Llandovery College is a close-knit community of boys and girls, boarders and day pupils from Wales, and from all over the World.





Deputy Warden Academic

Full time, permanent: Monday to Friday with occasional Saturday work

A key senior leadership position within the College reporting to the Senior Deputy Warden / Warden, with representation on the Senior Leadership Team and remunerated at the appropriate point.

Job Description

Following the promotion of the current post-holder to a Headship, we are looking for an outstanding Deputy Warden (Academic), who will work closely with the Senior Deputy Warden, the Senior Leadership Team, and Heads of Faculties to maintain the highest standards of teaching and learning across the whole school.

Finally, the role would suit an individual who aspires to Headship within 5 years and who fully understands the demands on pupils and staff of a non-selective, high level performance environment responsible for educating students in a fully rounded manner.

What we can offer you:

As well as offering a competitive salary, staff concession on academic fees, TPS pension, and the support of a dedicated and committed staff team, we can also offer you the opportunity to further develop your skills and talents with us.

The role will require a hard-working, enthusiastic individual who will be able to easily fit into a friendly and supportive team of talented and committed senior leaders and teachers who are focused and well-organised.

The main duties for this role are:

1. To provide an exceptional level of oversight within the College of curricula and academic systems, heading the Faculty Leads in academic excellence in order to demonstrate the College's commitment to its mission of providing a 'transforming' intellectual experience.
2. To monitor Teaching and Learning within the classroom and to be the first port of call for any teacher in need of advice or support.
3. To provide line-leadership of all Faculty Leads as detailed in the College's management structure. This will include the following across all Faculties:
 - Ensuring high professional standards in all aspects of Teaching and Learning.
 - Undertaking performance management of Faculty Leads in line with College policy and providing the Senior Deputy warden with information and judgements as appropriate.
 - Liaising with the Senior Deputy Warden to ensure appropriate subject provision and deployment of academic staff at all key stages.
 - Contributing to the appointment, induction, support and training of teaching staff.
 - Liaising with senior staff regarding Faculty budgets and spending priorities.
 - To provide assistance in the liaison of the Faculties with other key staff, including but not limited to SLT, Inclusion and EAL.
 - Assisting Faculty Leads in annually updating Faculty and development plans.
4. Monitoring the operation of the Faculties including:
 - Schemes of work
 - Handbooks
 - Lesson observations
 - Learning walks
 - Marking, assessment and feedback.
5. To provide lead oversight of all issues pertaining to Assessment, Recording and Reporting, including the following:
 - Organising all summative assessments, including Baseline Testing (CAT, YELLIS, ALIS) and Three-Week checks
 - Creating and monitoring data capture records on ISAMS
 - Have oversight of Reports Manager, Tracking Manager and the Online Assessment System (ISAMS)
 - Tracking assessment data and monitoring pupils progress, in order to feed into the Academic Management Group
 - Having oversight of Faculty Leads' Action Plans for pupils who are identified as a cause for concern, including monitoring progress and ensuring that staff carry out appropriate communication with parents and keep appropriate records on REACH.
6. To guide decision making about pupils undertaking or changing Academic Options and have oversight of Teaching Manager.

7. To oversee the effective organization, delivery and analysis of internal and external examinations.
8. To co-ordinate a robust on-entry assessment process for all prospective pupils.
9. To work with the Admissions Department to ensure option group/entry information is kept up to date.
10. To compile Academic data and evidence for Estyn inspections.
11. To maintain the College Data Booklet, providing governors and other stakeholders with accurate and timely information.
12. Leading Faculty Leads to deliver appropriate cross-curricular and extension opportunities and initiatives, particularly in literacy, numeracy, digital competency, citizenship and Welsh culture
13. To represent the Faculties at appropriate meetings
14. To be Appraised by the Senior Deputy Warden / Warden, or any other person acting on their behalf.
15. To undertake a reduced teaching timetable.

Leadership

1. Support the Warden in leading and managing the College, creating an environment and culture which attracts, inspires and retains high quality staff.
2. To assist the Warden in the development and application of College policies and strategic planning, to ensure the development of the College's mission.
3. To assist in the planning, preparation, and management of inspections, and advise on regulatory requirements and issues of compliance.
4. To lead and direct the use of College ISAMS management system.
5. To report to the Governors as requested.
6. Liaising with College HR to develop policies, procedures and staff well-being.
7. Developing and implementing staff induction and INSET provision.

General

1. Adopt a flexible approach to fulfilling the job description which will involve some weekend and evening work and participation.
2. Maintain and develop constructive employee relations aimed at meeting the objectives of the College, liaising with HR to manage employment issues effectively through the appropriate policy.
3. Maintain professional competence by complying at all times with the training and competence procedures set down by the College.
4. To proactively ensure the College's activities are carried out in accordance with organizational strategy, legislation and best practice in terms of Diversity and Equality

5. Sustain and promote the aims, ethics and aspirations of the College
6. Undertake any other duties as directed that can reasonably be accommodated within the scope and salary range for the job and your expertise

Applications

Llandovery College is an equal opportunities employer; we value diversity and are strongly committed to providing equal employment opportunities for all employees and all applications for employment.

Equal opportunities are the only acceptable way to conduct business and we believe that the more inclusive our environments are, the better our work will be.

Llandovery College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This appointment will be conditional on successful pre-employment and enhanced DBS checks.



Applications should be submitted to the Warden via his PA, together with a covering letter and the names, addresses, telephone numbers and email addresses of two referees.

For convenience, email communication may be used.

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