



# THE PORTSMOUTH GRAMMAR SCHOOL

## PGS JOB DESCRIPTION – JUNIOR SCHOOL DEPUTY HEAD (ACADEMIC & OPERATIONS)

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

### Summary of the role

The Portsmouth Grammar School is a leading co-educational school located in the historic heart of Portsmouth. We are very much a family school known for excellent teaching, superb pastoral care and wide-ranging co-curricular opportunities and offer an education across the age range from Pre-School to Sixth Form.

The Junior School Deputy Head (Academic & Operations) is a senior leadership role responsible for the academic leadership and management in our Junior School, from Pre-School to Year 6. They are a key member of an effective and professional Junior School Senior Leadership Team and contribute to the School's strategic planning and development.

This role involves driving educational excellence, overseeing curriculum development, and ensuring ambitious standards of teaching and learning. The Deputy Head (Academic & Operations) works closely with senior leaders in both the Junior and Senior School to develop and implement the school's academic vision and strategy.

### How to apply:

Candidates are asked to apply via the 'Apply' button linked to the related advert on the ['Work With Us'](#) page of our PGS website.

Any informal enquires about the role or how to apply are welcome at [recruitment@pgs.org.uk](mailto:recruitment@pgs.org.uk)

	The closing date will be midday on <b>Monday 27<sup>th</sup> April 2026</b> and interviews will be scheduled to take place on <b>Wednesday 6<sup>th</sup> May 2026</b> . Candidates are asked to allow a whole day for the interview process, which will include teaching an observed lesson.
<b>Line management responsibility</b>	The role holder will have line management responsibility for our Teaching & Learning and Enrichment Coordinators and also Core Subject Leaders.
<b>Main duties and responsibilities</b>	<p>The post includes responsibility for the following areas. This role description is designed to be indicative rather than restrictive and will be subject to review.</p> <p><b>Academic Leadership:</b></p> <ul style="list-style-type: none"> <li>• Lead the development and implementation of the Junior School’s academic vision and strategy</li> <li>• Foster a culture of academic excellence and continuous improvement</li> <li>• Oversee curriculum planning, development, and implementation across all year groups</li> <li>• To oversee and determine the nature of all assessment procedures used within the Junior School and monitor the academic progress of each pupil, ensuring that appropriate feedback is given, and records of pupil progress are recorded and maintained</li> <li>• To oversee the production of termly academic reports ensuring that they are an accurate record of each pupil’s effort, progress and academic ability</li> <li>• To liaise regularly with the Head of the Junior School to keep them fully informed of all relevant academic information relating to the curriculum, staff performance and pupil progress</li> <li>• To collaborate with the Deputy Head (Pastoral &amp; Operations) on all curriculum and teaching requirements, to enable the timetable to operate effectively</li> <li>• To collaborate with the Deputy Head (Pastoral &amp; Operations) to ensure the comprehensive pastoral and academic needs of all pupils are met</li> <li>• To ensure effective liaison and planning with Senior School academic staff and particularly those in whole school teaching departments to drive the continuity of academic provision, guaranteeing excellent transition</li> <li>• Oversee the awarding of academic prizes</li> <li>• Advise on academic matters relating to pupils, and become involved in discussions with pupils and parents where appropriate, to support the school’s provision of a very high level of support for individual pupils, as coordinated primarily by the Phase Leaders, the Teaching and Learning Co-ordinators and the Deputy Head (Pastoral &amp; Operations)</li> </ul>

- Coordinate the planning of reporting and assessment cycles and Parents' Evenings, ensuring that these functions smoothly and effectively support pupil progress and pupil and parental engagement, working closely with the Deputy Head (Pastoral & Operations)
- Oversee the prompt production of effective pupil tracking data from reporting and assessment cycles, in a user-friendly format, for the use of all colleagues, and ensuring its effective use to support pupil wellbeing and progress, working closely with the Teaching and Learning Coordinator: Pupil Progress and Challenge
- Work with the Head of Junior School to monitor the performance and effectiveness of teaching staff, and address performance issues where appropriate

**Teaching and Learning:**

- Monitor and evaluate the quality of teaching and learning
- Ensure that teaching practices are innovative, effective, and aligned with the latest educational research and best practices
- Provide guidance, support, and professional development opportunities for teaching staff
- Implement strategies to improve pupil outcomes and close achievement gaps
- Promote the use of data and assessment to inform teaching and improve pupil learning
- Ensure that all teaching staff are fully conversant with the subjects that they have responsibility for teaching and that they teach effectively, thus enabling pupils to make the appropriate progress for their age and ability.
- Ensure that Subject Leaders have a full understanding of their roles and responsibilities and that these roles are undertaken effectively and efficiently to promote a high standard of learning and teaching
- Determine the nature and content of the curriculum in all subject areas ensuring that all pupils are taught appropriately for their age and ability and that personalised learning alongside stretch and challenge for all pupils is considered at every stage
- Ensure that any disruption of academic lessons is monitored and maintained at an appropriate level

**Staff Management:**

- Alongside JSSLT line manage and appraise academic and support staff
- Support the recruitment, induction, and retention of high-quality teaching staff
- Foster a collaborative and supportive working environment for staff
- Chair meetings of the Academic Committee (ARM) and play an active role in the development of the curriculum, which includes working closely with Phase Leaders on all aspects of pupil progress, reporting, assessing and monitoring

- Keep all staff fully informed of all relevant educational information and innovation that will ensure that they are able to fulfil their roles effectively and efficiently
- Oversee the work of subject leads, ensuring that they are supported, developed and empowered to lead their teams effectively and provide the best quality provision for pupils, as well as working closely with other SLT / SMT members with line management responsibility, including leading relevant in-house CPD (Continuing Professional Development) as appropriate
- Alongside JSSLT to lead non-safeguarding/pastoral investigations involving staff / pupils / parents
- To support safeguarding by ensuring that all staff, volunteers and supply staff are appointed in accordance with the school's Recruitment, Selection and Disclosure Policy and Procedure

**Pupil Support:**

- Oversee academic support programs to ensure all pupils can achieve their full potential
- Work with pastoral staff to support pupils' academic and personal development
- Address and resolve any academic issues or concerns raised by pupils, teachers, or parents
- Monitor the academic progress of each pupil ensuring that all are making appropriate progress in relation to their age and ability and working with parents, alongside the Learning Support department, to ensure appropriate support is in place
- Monitor the standard of academic achievement within the School to ensure that academic standards are improved in accordance with the aims of the School and that the School is adding demonstrable value to the progress of each child

**Quality Assurance and Compliance:**

- Ensure compliance with national education standards and regulatory requirements.
- Play an active role in the school's preparation for ISI inspection, working closely with the Director of Compliance and the Senior Leadership Team to ensure that the school is compliant with the relevant standards and that all documentation is up to date.
- Implement and maintain effective quality assurance systems and processes.
- Oversee quality assurance through a professional development schedule which includes lesson observations and learning walks.

**Strategic Planning and Development:**

- Contribute to the strategic planning and development of the school.

- Contribute to policies and ensure that all documentation relating to the curriculum and academic matters in the Junior School is of an excellent standard.
- Keep fully updated on all relevant educational information and innovation thus ensuring that the Junior School is providing its pupils with a quality and standard of education that is relevant to their needs and meets the educational criteria that has been determined as appropriate for the Junior School.

**Operational Leadership:**

- As part of a whole school team alongside JS Deputy Head (Pastoral & Operations), assist with the design and delivery of the timetable to deliver an efficient timetable from Pre-School to Year 6 using whole school systems to ensure integration with the Senior School timetables
- Coordinate logistics for parents' evenings and reporting arrangements and ensure effective communication about the logistics for the above to staff and parents
- Oversee the display boards throughout the school ensuring these are changed regularly through liaison with Phase Leaders / Subject Leads
- Oversee the organisation and sharing of the JS Overview document, ensuring it includes details of Twilights, meetings, briefings and PDDs
- Oversee continuous staff training in the use of online platforms (e.g. PGS Portal, SOCS, PGS online)
- Continually look to improve Junio School processes and protocols, by reflection and by seeking regular feedback from those using them day to day, to ensure that these are clear and fit for purpose

**In addition, as a member of the Senior Team, the postholder is expected to:**

**Health and Safety:**

- Ensure that the Junior School premises are safe, secure, and well-maintained, in close liaison with the Estates Operations Manager
- Ensure health and safety policies and procedures are representative of the Junior School and take an active role in developing these policies and procedures

**Other:**

- Deputise for the Head of Junior School where required

	<ul style="list-style-type: none"> <li>• Maintain an involvement in classroom teaching and contribute to some aspect of the school's co-curricular programme</li> <li>• Attend school events as appropriate (e.g. concerts, fixtures, talks)</li> <li>• Take a leading role in the recruitment of new staff, for instance through lesson observation and interviewing</li> <li>• Lead workshops for parents on relevant matters</li> <li>• Oversee effective and prudent use of academic budgets, liaising with the Bursar and Head of Finance within your designated authority as a budget holder</li> <li>• Support the Head of Junior school with emergency cover arrangements, acting at specified times during the year as nominated Deputy, attending SMT if required and being able to act as main point of contact and to attend site if required, where necessary outside the normal school day and in school holidays.</li> <li>• Support pupil admissions processes</li> <li>• Support processes connected with school policies e.g. the Complaints policy as directed by the Head</li> <li>• Report to Governors meetings as required, particularly to the Education Committee, producing clear, comprehensive and evaluative reports on your work, ensuring that key performance indicators are tracked and reported on with frequency and accuracy.</li> <li>• Regularly evaluate your activity and the work of the departments you lead</li> <li>• Undertake presentations on school media platforms when required</li> <li>• Undertake other reasonable duties as directed by the Head</li> </ul>
<p><b>Safeguarding responsibilities</b></p>	<ul style="list-style-type: none"> <li>• This role involves regulated activity with children: all teaching staff are involved in the academic and pastoral life of the school. All are required to attend regular training in safeguarding and child protection.</li> <li>• Ensure that staff attend all Professional Development Days and attend other essential staff training sessions throughout the year, as required by the Head of the Junior School or the Bursar.</li> <li>• Ensure that all newly appointed departmental staff attend suitable staff induction, in liaison with the Deputy Head (Pastoral and Operations).</li> </ul>
<p><b>Benefits</b></p>	<p>The Portsmouth Grammar School prides itself on being a caring employer and all staff are encouraged to discuss any aspects of their terms and conditions of employment initially with their line manager and, as necessary, with the Bursar who signs all contracts of employment on behalf of the Governing Body.</p>

The school is a strong supporter of Continuing Professional Development (CPD) and its INSET programme of Professional Development Days provides staff with many personal development opportunities.

Key financial benefits of employment at PGS include a generous salary structure. The salary offered will be commensurate with the responsibilities and seniority of the post and the qualifications and experience of the successful candidate.

The school offers a generous fee concession for the children of teaching staff.

Teachers joining PGS will be auto-enrolled into the school's defined contribution pension scheme with Aviva. We also have a non-contributory death-in-service policy calculated at 4 times annual salary.

The school supports the Cycle to Work scheme and all members of staff have free use of the school's sports facilities which include a well-equipped Fitness Centre. The school provides a two-course lunch during term, with a meal provided before all parents' evenings. The school offers an Employee Assistance Programme.

The school is always looking for innovative ways to improve the working conditions and remuneration of its employees and welcomes suggestions from all staff.

**Person Specification**

**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**

	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
<b>Qualifications</b>	<p><i>The professional, technical or academic qualifications that the Applicant <b>must have</b> to undertake the role or the training that they <b>must have</b> received</i></p> <ul style="list-style-type: none"> <li>• Strong academic qualifications</li> <li>• PGCE/BEd</li> </ul>	<p><i>The professional, technical or academic qualifications that the Applicant <b>would ideally have</b> to undertake the role or the training that <b>they should ideally have</b> received</i></p> <ul style="list-style-type: none"> <li>• QTS</li> <li>• NPQML or IAPS equivalent</li> <li>• ISI/Ofsted Inspector</li> </ul>	<p>Production of the Applicant's certificates</p> <p>Discussion at interview</p> <p>Independent verification of qualifications if necessary</p>

<b>Experience</b>	<p><i>The categories of work or organisations, types of achievements and activities required by the Applicant that would be likely <b>to predict</b> success in the role</i></p> <p>Experience in positions such as:</p> <ul style="list-style-type: none"> <li>• Head of Year/Phase Leader</li> <li>• Head of Department/Subject Lead</li> <li>• Curriculum Lead</li> <li>• Staff Development or CPD Coordinator</li> </ul>	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to <b>contribute to</b> success in the role</i></p> <p>Experience working in:</p> <ul style="list-style-type: none"> <li>• Junior/Primary or Prep schools (state/independent/international)</li> <li>• Schools with both academic ambition and pastoral depth</li> <li>• Schools embracing digital learning and innovation</li> <li>• Schools with strong parent communities</li> </ul>	<p>Interview</p> <p>Professional references</p>
<b>Skills</b>	<p><i>The skills <b>required</b> by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• High-quality classroom practice</li> <li>• Innovation in teaching and learning</li> <li>• Ability to lead an academic department</li> <li>• Ability to contribute to the pastoral and co-curricular life of the school</li> <li>• Exhibit strong strategic insight, thinking broadly and creatively while maintaining a firm grasp of whole-school priorities</li> </ul>	<p><i>The skills that would <b>enable</b> the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Ability to deliver strong pupil progress results</li> <li>• Ability to use assessment to drive improvement</li> </ul>	<p>Interview</p> <p>Professional references</p>

<b>Knowledge</b>	<p><i>The knowledge <b>required</b> by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Key Stage 1 and Key Stage 2 curriculum frameworks</li> <li>• Effective pedagogies for younger learners (literacy, numeracy, inquiry-based learning, phonics, early reading)</li> <li>• Curriculum progression and assessment for learning</li> <li>• Knowledge and understanding of current education legislation, including Keeping Children Safe in Education and other guidance issued by the Department for Education and ISSR</li> <li>• Formative and summative assessment approaches</li> <li>• Data analysis for pupil progress and attainment</li> </ul>	<p><i>The knowledge that would <b>enable</b> the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• EYFS Curriculum Framework</li> <li>• Adaptations for diverse learners, including SEND</li> <li>• How to interpret and act upon assessment data to raise standards</li> <li>• Reporting systems for pupils, teachers, parents and senior leaders</li> </ul>	<p>Interview</p> <p>Professional references</p>
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<p><b>Personal competencies, qualities, attitude and behaviours</b></p>	<p><i>The personal qualities, attitude and behaviours that the Applicant <b>requires</b> to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> <li>• motivation to work with children and young people</li> <li>• ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• ability to lead and line manage a team of staff</li> <li>• to communicate effectively with all stakeholders</li> <li>• willingness to participate in the sharing of ideas and best practice within the department</li> <li>• ability to contribute to the pastoral life of the school</li> <li>• willingness to support the school's wider external partnerships</li> <li>• willingness to support the aims and ethos of the school</li> </ul>	<p><i>The personal qualities that would <b>assist</b> the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Effective team leadership and motivation of staff</li> <li>• Coaching and mentoring skills</li> <li>• Ability to manage staff performance and professional development</li> <li>• Ability to run effective meetings</li> <li>• Strategic planning and self-evaluation</li> </ul>	<p>Interview</p> <p>Professional references</p>
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