

RECRUITMENT PACK FOR THE ROLE OF

DEPUTY HEAD ACADEMIC

1st April 2027

EMPLOYMENT STATUS	Full Time/permanent
SALARY	RHS Own payscale
CLOSING DATE FOR APPLICATIONS	11am on Thursday 26 November 2026
INTERVIEW DATE(S)	W/C 30 November 2026





KEY **FACTS**

Type of School: Co-educational, boarding and day

Age range: 11 – 18

Number of pupils: Approx. 560

Percentage of boarders: Approx. 51%

Percentage of international pupils: Approx. 24%

Fees per term: Boarding £12,906– £16,617 and day £7,326– £8,521

Memberships: HMC (The Heads' Conference)
BSA (The Boarding Schools' Association)
ISC (Independent Schools Council)

ISI result summary: RHS met all the standards and regulations in the January 2025 inspection.
Read the excellent full report here:
royalhospitalschool.org/about/isi2025

Leading Independent Schools HMC

bsa BOARDING SCHOOLS' ASSOCIATION

independent schools council

THE **ROYAL HOSPITAL SCHOOL**



WELCOME

Thank you for your interest in applying to work at the Royal Hospital School (RHS).

RHS is an independent co-educational boarding and day school for 11 to 18-year-olds, providing an outstanding, full and broad education enriched by a unique naval heritage. Founded in 1712 in Greenwich, London, it moved to its spectacular site, set in 200 acres of Suffolk countryside overlooking the River Stour, in 1933.

Today we place a strong emphasis on providing pupils with the knowledge and skills so they are future-proofed. We are proudly a school that seeks to understand each young person's strengths, to help them to make the right choices at the right time and ensuring their education becomes the foundation for their happiness and success.

Our educational aims are to develop our young people as individuals who:

- develop intellectual curiosity and academic confidence and fulfil their potential in all of their endeavours;
- are adaptable, resilient and equipped to live healthy and fulfilling lives after school;
- inspire others through a combination of leadership and teamwork;
- develop the ability to think and act creatively and imaginatively;
- are ambitious and adventurous and have a strong sense of self-awareness;
- value the benefits of service, loyalty and commitment;
- uphold the school's unique and rich heritage and contribute to the life of the school and their community;
- embrace a global outlook with a respect for individuality and difference.

However, RHS is more than just a school and we are fortunate that our campus engenders a strong sense of community with many staff and their families living onsite. This community feel is important in creating a warm and supportive environment for both the pupils that learn here, but also for the staff that work here.

From your first day at RHS you will have access to some of the best facilities in the country and will be encouraged to take part in the many activities here and to contribute to the life of a busy boarding school. You will have access to an extensive and ongoing CPD programme with opportunities to develop additional qualifications; there is also an extensive range of additional staff benefits.

Situated on a beautiful site in the Suffolk countryside, yet only 55 minutes from Central London by train, RHS is a very special place to work. We welcome applications from the creative, the passionate and the kind, and those from under represented groups, who are keen to contribute to our warm and friendly community.

I very much look forward to receiving your application.

Steve Dixon
Headmaster

NAVIGATING SUCCESS

The Royal Hospital School (RHS) was founded in London in 1712 by the Royal Naval Crown charity, Greenwich Hospital, to educate the children of the Hospital's pensioners and prepare them for a life at sea. Many went on to become famous admirals, explorers and pioneers. We are immensely proud of our historic, royal and naval links, and discovery, exploration and challenge continue to shape our ethos. The traditional values of loyalty, commitment, courage, respect, service and integrity have underpinned the school's core aims and philosophy from the very beginning. Three hundred years later, they are as relevant to the education provided now as they were then.

Divisions remains one of the school's historic traditions, and pupils parade in a whole school event on a small number of occasions each year, complete with guard of honour and marching band. The sense of teamwork, camaraderie, and being part of something bigger than oneself instils feelings of pride and belonging to the whole school community.

RHS inspires pupils to have the courage to be ambitious for their futures and the commitment to pursue whichever path they choose. We challenge pupils of all academic abilities, steering them to look beyond the moment and beyond the confines of the classroom, and to approach life with an open and receptive mind. It is through thinking creatively and taking the initiative that they discover their influence, strengths and ambitions and establish the skills they need to pursue purposeful and fulfilling lives.

Everyone can achieve the most exceptional things but we are all different. That is why we focus on the individual, getting to know every one of our pupils and finding out what motivates them, enabling us to navigate them through their critical and formative years.

It is this focus on personal challenge and individual guidance that enables pupils to develop into self-reliant, socially responsible adults with enviable open-mindedness and resilience, qualities which are so sought-after by employers and important in life.

In 2025, the school joined the Inspired Learning Group (ILG), opening a new chapter focused on long-term growth and a positive, sustainable future.





TEACHING AND LEARNING

Pupils are not educated simply to pass exams but to enjoy the adventure of learning and to develop a lifelong appetite for knowledge. The curriculum is broad and balanced, combining the best of academic traditions with the latest subjects and technologies. Our Sixth Form curriculum includes 23 different A Levels and 3 Level 3 BTECs, allowing pupils to select a learning path that suits their interests and skill set. Our Lower School curriculum includes 'Compass' lessons: a bespoke course unique to RHS that encompasses elements of education that equip pupils for 21st century living: Personal, Social and Health education, digital literacy, critical thinking, study skills and careers.

Digital devices have been embedded in our teaching and learning since 2013 and we are committed to this approach, with every pupil and teacher now using a Microsoft Surface in classrooms and for planning. The school has consistently been recognised as a beacon for education technology having previously been an Apple Regional Training Centre, and being recognised as a member of the EdTech 50, as well as a Microsoft Showcase School in 2025.

PEARSON NATIONAL TEACHING AWARDS SILVER WINNER

In August 2025, the school achieved an exceptional set of A Level and BTEC results, with 46% of grades at A*–A or Distinction*–Distinction, 69% at A*–B, 32% attaining the points equivalent of three A grades or better, and 86% of BTEC grades awarded at Distinction* or Distinction.

At GCSE, the school achieved outstanding outcomes, with 34% of grades at 9–8, 56.3% at grades 9–7 (an increase of over 5%), and 97.8% at grades 9–4, alongside 7 pupils achieving all 8s and 9s, 20 pupils gaining nine subjects at grade 7 or better, and 43 pupils securing six subjects at grade 7 or better.

Pupil success comes in many forms and post-school options for the leavers of 2025 range from top UK universities to higher degree apprenticeships, to direct entry into various careers.





CO-CURRICULAR

Great importance is placed on pupils balancing their academic work with interests and achievements outside the classroom and every child is encouraged to become fully involved in school life, to challenge themselves and to try something new. This involvement helps to produce confident, interesting, well-rounded individuals who will contribute to society in life beyond school.

Sport is a key feature of the RHS co-curricular programme, with pupils gaining success in an increasingly diverse range of sports. As well as high degrees of pupil performance in the main team sports, RHS is renowned for its sailing. All Year 7 pupils learn how to sail and our Sailing Academy attracts sailors from around the world, and consequently the school community contains many pupils who are world and national leaders in their class and age group.

The school is well-known for its musical excellence and music is embedded in the school's wider culture and ethos. Over 400 pupils learn to play at least one instrument and there is an orchestra, 80-strong chapel choir, chamber choir, ceremonial marching band, concert band, big band and numerous ensembles, including many rock and pop groups.

All teaching staff contribute to our co-curricular programme, and as a result pupils can choose from over 80 activities and clubs each week. From our strong CCF and Duke of Edinburgh's Award programmes, to cooking, climbing, music, sport, art and design, STEM and so much more, there really is something for every child (and teacher!).



FACILITIES

Staff often remark on the enviable location and wonderful facilities available at RHS. The school was purpose-built in 1933 and its progressive design enables us to benefit from fantastic spaces, with some of the most inspiring views.

Over the last 90 years, the school has continued to invest in its infrastructure, providing modern, well-equipped classrooms alongside other impressive teaching spaces. Classrooms are all equipped with modern technology and the school recently invested in upgraded Wi-Fi, to ensure seamless digital access.

The investment in larger projects in recent years has focused on aspects that will benefit the most pupils, including our climbing wall, refurbished fitness suite and weights room, and the library, a beautiful modern study and learning space at the heart of the school.

In 2025, the school was delighted to open a brand new Sixth Form Centre, Sailing Hub and RHS Clubhouse, as well as a transformed Greenwich Hall.





WELLBEING

WAS In partnership with National Children's Bureau — Wellbeing Award for Schools 2023-2026

As a school we prioritise the importance of wellbeing in our whole community, including that of pupils, staff and parents, and are committed to promoting and protecting positive emotional wellbeing and mental health. Our aim is to help our pupils build strong foundations that foster good wellbeing for life.

The school is fortunate to have a large and well-resourced Health staffed by registered nurses, it also accommodates a daily doctor's surgery, a dental surgery and a wide range of specialist medical services including counselling and physiotherapy.

ENVIRONMENTAL SUSTAINABILITY

School House Magazine 2023 Awards Sustainability Finalist ISEB – EST 1903

Staff and pupils actively identify and put into practice more environmentally sustainable ways of living and working, supporting and encouraging this both within and outside the school community. We have a proven track record of environmental responsibility and aim to further reduce our carbon footprint and renew our Gold Carbon Charter Award.





PASTORAL EXCELLENCE

All staff are encouraged to take a deep personal interest in pupil welfare and understand that young people need to feel supported if they are to succeed academically and that excellent pastoral care must underpin a good academic education.

Regardless of whether pupils are day or boarding, an incredibly effective pastoral network is designed to ensure that at every stage of the RHS journey our pupils are cared for, nurtured, supported, listened to and provided with all the appropriate guidance to help them develop in confidence.

Each pupil has a personal tutor – someone who is responsible for overseeing their academic achievements and pastoral and welfare, and providing a link between teachers and parents. Where possible, tutors retain their tutor groups as their tutees proceed through the school, enabling them to forge strong relationships with their tutees and their parents.

Our house system is tailored to meet the specific needs of each age group. Pupils joining in Year 7 all enter Blake House, before progressing into our senior houses that cater for pupils in Years 8 – 12. Senior boarding houses accommodate between 55-65 girls or boys and our co-educational day houses each accommodate c. 100 pupils.

As pupils progress through the school the structures and routines in the houses change to meet the needs of the maturing young people until they reach the Sixth Form and take on positions of responsibility. In Year 13, Nelson House is regarded as the pinnacle of their time at RHS, providing a pre-university experience - not only the place to focus on A Level and BTEC study but also the perfect springboard to life beyond school.



TEACHING AT RHS

Lessons from September 2025, run on a two-week timetable from Monday to Friday, with 80 lessons per fortnight, each lasting 45 minutes. A full-time teacher has 55 lessons per fortnight and teachers with additional responsibilities have a timetable remission for their role.

As a boarding school with over 50% of the school's population as boarders, teachers have an understanding that there is a commitment to boarding, and also to the wider curriculum. All teaching staff are expected to contribute to our supra-curricular Saturday morning programme on around 12 Saturdays, and a small number of Sundays per year. Teaching staff all contribute to the pastoral welfare of pupils, acting as personal tutors, and undertaking a weekly duty in one of our houses. Teachers also contribute to the co-curricular programme by running an activity.





JOB DESCRIPTION

Deputy Head Academic

Job Description

General

The Deputy Head Academic is a senior leadership position with responsibility for the strategic leadership, development and oversight of the academic life of Royal Hospital School.

The postholder will work closely with the Headmaster and other members of the Executive and Senior Leadership Teams to ensure that RHS provides an ambitious, inspiring and high-quality education for all pupils. They will lead the development and implementation of the school's academic strategy, promote consistently high standards of teaching and learning, and ensure that pupils are supported and challenged to achieve their full potential.

The postholder will lead and develop a substantial team of academic leaders, ensuring that there is a strong culture of collaboration, professional development, accountability and continuous improvement across the school.
As a senior position, the focus and responsibilities associated with this role will evolve and change in line with the requirements of the Headmaster and the School Strategy.

Reports to: Headmaster

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1. Strategic Leadership and Academic Standards

- To provide strategic leadership of the academic life of the school, ensuring that academic provision supports the overall School Development Plan and the long-term strategic objectives of RHS.
- To lead the development, implementation and evaluation of the school's academic strategy, communicating its priorities effectively to staff and other stakeholders.
- To promote a culture of academic ambition, intellectual curiosity, scholarship and a love of learning throughout the school.
- To establish and maintain high expectations of teaching, learning and pupil achievement, ensuring that all pupils are appropriately supported and challenged to fulfil their potential.
- To monitor and evaluate academic performance across the school, identifying priorities for improvement and ensuring that appropriate action is taken.
- To advise the Headmaster and Governors on developments in education, curriculum reform, national trends and emerging opportunities and challenges.
- To promote the academic reputation of RHS and act as an ambassador for its educational philosophy, achievements and provision.

2. Teaching and Learning

- To lead and implement the school's strategy for pedagogy and classroom practice, ensuring high-quality, research-informed and inspirational teaching and learning.
- To work closely with the Director of Teaching and Learning to develop and deliver a coherent programme of academic improvement across the school.
- To establish a culture of continuous professional learning, encouraging colleagues to reflect on and improve their teaching practice.
- To work with the Head of Learning Support and Head of EAL to ensure that teaching and learning effectively meet the needs of pupils with SEND and those for whom English is an additional language.
- To promote the effective use of digital technologies to enhance teaching, learning and pupil outcomes, working with the Director of Digital Learning and other relevant colleagues.

3. Curriculum Development

- To lead the development of an ambitious, coherent and inspiring curriculum which reflects the progressive and pioneering ethos of RHS and supports the school's wider strategic objectives.
- To have overall responsibility for the development and effective delivery of the Compass Curriculum.

- To oversee the subject and curriculum choice processes at GCSE and Sixth Form level, working with Heads of Year and other relevant colleagues.
- To oversee the production and quality of academic publications, including curriculum guides and revision guides.

4. Academic Leadership and Management

- To Line Manage the Director of Teaching and Learning, Director of Academic Systems, The Director of Digital Learning, Head of Sixth Form, Head of Futures and Heads of Year
- To provide effective leadership, support and direction to Heads of Department.
- To develop the leadership capacity of Heads of Department and other colleagues, providing appropriate training, coaching, mentoring and professional support.
- To ensure that new Heads of Department receive appropriate induction and support.
- To hold regular meetings of Heads of Department, ensuring that agendas reflect the needs of the school and its strategic priorities, and that minutes and action points are recorded and shared.
- To chair the Education IT Group working with the Head of Digital Learning, the Director of Academic Systems and the Information Systems Manager to provide and implement an IS strategic plan with particular emphasis on teaching and learning.
- To conduct and oversee quality assurance reviews of academic departments.
- To support Heads of Department in managing the performance and development of teaching staff, using the school's Teachers' Standards and Expectations policy.
- To oversee the academic appraisal process.

5. Assessment, Examinations and Academic Performance

- To provide strategic oversight of assessment across the school, ensuring that assessment practices support effective teaching, learning and pupil progress.
- To be responsible for the effective management and oversight of internal and external assessment, working with the Director of Academic Systems and Examinations Officer.
- To oversee the arrangements for internal examinations, mock examinations and other formal assessments, working with the Director of Academic Systems and Heads of Department.
- To oversee the academic aspects of the entrance examination process and advise the Headmaster on the award of academic scholarships and other awards.
- To oversee the academic provision for scholars and review their progress and performance.
- To ensure that effective systems are in place to monitor the academic progress and achievement of individual pupils.
- To work with Heads of Year and Heads of Department to identify underachievement at an early stage and ensure that appropriate support and intervention are provided.
- To ensure that academic data is used effectively to evaluate pupil progress, identify trends, inform teaching practice and drive improvement.
- To work with the Director of Academic Systems and Assistant Head (Cocurricular) to coordinate the academic calendar, including key assessment dates, examinations and reporting deadlines.

6. Staffing, Professional Development and Resource Management

- To have overall responsibility for academic staffing, including teaching staff and the deployment of relevant non-teaching support staff within academic departments.
- To work with the Director of Academic Systems to oversee the timetable, teaching allocations and teaching loads, ensuring the effective and efficient deployment of staff.
- To work with the Headmaster on the recruitment and appointment of teaching staff.
- To oversee the induction, probation and professional development of new teaching staff.
- To ensure that appropriate arrangements are in place for the training and induction of Early Career Teachers and trainee teachers, working with the Head of Initial Teacher Training.
- To work with the Director of Teaching and Learning to develop and deliver a coherent programme of teaching staff INSET and continuing professional development (CPD).
- To prepare, allocate and oversee academic budgets, ensuring that resources are used effectively and in accordance with agreed financial parameters.
- To work with the COO and other relevant colleagues to ensure that academic departments operate safely, meet statutory and regulatory requirements and maintain appropriate risk assessments.

JOB DESCRIPTION

7. Quality Assurance, Inspection and Compliance

- To lead and coordinate the school's academic preparations for ISI inspections, working closely with the Headmaster and other relevant senior colleagues.
- To oversee the school's academic quality assurance processes, ensuring that evaluation leads to meaningful improvements in provision and outcomes.
- To ensure that academic policies and procedures are reviewed regularly and implemented consistently.

8. Wider School Responsibilities

- To be an active member of the Executive and Senior Leadership Teams and contribute to the overall leadership, management and strategic development of RHS.
- To produce papers and reports for the Governors' Education Sub-Committee and attend meetings as required, as well as contribute to Full Governors' Meetings.
- To promote the academic life and curriculum of RHS to prospective pupils, parents, feeder schools and other external stakeholders.
- To contribute to national and international pupil recruitment, marketing and partnership activities, working closely with the Director of Admissions and other relevant colleagues.
- To work with the Commercial Manager and other relevant colleagues to develop and support academic activities and programmes for visiting groups of pupils.
- To share with other members of the Senior Leadership Team the responsibility for senior staff duties, including participation in a shared seven-day availability rota to provide appropriate senior leadership cover and respond to emergencies.
- To undertake such other responsibilities as may reasonably be required by the Headmaster.

9. Safeguarding

- To promote and safeguard the welfare of children and young people at all times, ensuring that the school's Safeguarding and Child Protection Policy and associated procedures are understood and followed.
- To maintain an active commitment to safeguarding and child protection, taking appropriate action in response to any concerns and ensuring that these are reported promptly through the school's established procedures.
- To contribute to a culture in which the safety and welfare of pupils are central to all aspects of school life.

Note: This job description is intended to provide an outline of the main responsibilities of the post and is not an exhaustive list. The postholder may be required to undertake other duties commensurate with the seniority and nature of the role, as reasonably directed by the Headmaster.

PERSON SPECIFICATION

Person Specification – Deputy Head (Academic)

The person specification highlights the skills, experience and personal qualities required for this role. If you feel that, although you may not meet every one of these requirements, you would nevertheless perform well in the role, we would encourage you to apply.

The Deputy Head (Academic) of the Royal Hospital School will:

Educational leadership

- Have a strong commitment to academic excellence and the highest standards of teaching and learning.
- Have a clear understanding of what constitutes effective teaching, learning and assessment, and the ability to promote and develop these across the school.
- Have experience of leading and managing colleagues, probably through working as a Head of Department or in a wider leadership role.
- Be able to think creatively and strategically about curriculum development, academic priorities and the future direction of the school.
- Have the ability to use academic data and evidence effectively to evaluate performance, identify priorities and secure improvement.
- Be ambitious for the academic development of the school and its pupils.

Leadership and management

- Have the ability to lead, motivate and develop colleagues, particularly Heads of Department, Heads of Year and other middle leaders.
- Have the ability to delegate, plan effectively, manage competing priorities and meet deadlines.
- Have a positive and constructive approach to problem-solving and managing change.
- Have the ability to work effectively as part of the School Leadership Team, contributing to the wider leadership and strategic direction of RHS.
- Have an appreciation of the whole-school perspective on all matters and understand the importance of balancing academic priorities with the pastoral and co-curricular life of the school.

Personal qualities and relationships

- Be a dynamic and energetic person who is ambitious for the school and its pupils.
- Have excellent interpersonal skills, with warmth, approachability and emotional intelligence.
- Be able to build positive relationships and command the respect of pupils, parents and colleagues.
- Have excellent communication and presentational skills, with the confidence to engage effectively with pupils, parents, colleagues and the wider school community.
- Have integrity, stamina, resilience and a sense of humour.
- Have high personal and professional standards, and demonstrate sound judgement and discretion.
- Have a proven track record of teamwork, initiative and collaborative leadership.
- Be committed to the development of others and to creating an environment in which colleagues are supported and encouraged to fulfil their potential.
- Have enthusiasm for the values and ethos of the Royal Hospital School and a willingness to contribute fully to all significant aspects of school life.

PERSON SPECIFICATION

Safeguarding

- Be fully committed to safeguarding and promoting the welfare of children and young people, and to ensuring that the highest standards of safeguarding practice are maintained throughout the school.

THE **BENEFITS**



PENSION
Pension Scheme



FEE REMISSION
School/Nursery fee remission subject to the normal admissions criteria (pro rata for part time staff)



USE OF FITNESS FACILITIES
Fitness suite, 9 hole golf course, tennis courts and other sports facilities. Opportunity to engage in staff sports activities including weekly 5-a-side football, staff cricket team and staff climbing sessions.



HEALTH PROVISION
Health plan that provides significant coverage such as optical, dental, dental accident, chiropody, therapy treatments and health club concession. Access to Doctor line from anywhere in the world, scanning such as MRI, CT and PET scan. Employees Assistance confidential helpline.



PROFESSIONAL DEVELOPMENT
There are plenty of opportunities for staff development, including INSET.



DEATH IN SERVICE
The school has a Death in Service benefit of 1 x basic salary.



MEALS
Lunch provided during term time.



CYCLE TO WORK
Access to the Cycle to Work scheme.



COMMUNITY
You are joining a ready-made community where people are more than just colleagues. From the staff bar, The Clubhouse, to wreath making, wine tasting, quiz nights, safari suppers, and more (additional costs may apply) - this is a wonderful community to be a part of.



WESTFIELD REWARDS
Discounts from various high street and online outlets.



ONSITE PARKING
Free onsite parking.



REFER A FRIEND SCHEME
Refer a friend scheme up to £750.

Full details and terms & conditions are available on request.

HOW TO **APPLY**

APPLICATION PROCEDURE

Please follow the link on our website to complete a job application form and submit a covering letter (no more than two sides of A4), including details of two referees.

Applicants should provide within their personal statement an explanation of how and where they have experience in the areas and skills listed in the person specification.

If you have any queries regarding this role, or require any assistance with the application process, please contact the HR Manager on recruitment@royalhospitalschool.org or 01473 326200.

The Royal Hospital School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a DBS check and references.

NOTE: Although this document is designed to give a fair picture of the nature of the role and conditions of employment, it does not represent a legally binding contract. A separate contract of employment will be submitted for that purpose upon receipt of references and acceptance of a verbal offer made to the successful candidate.

