



# PENNTHORPE



## **APPLICATION PACK ASSISTANT HEAD (TEACHING AND LEARNING)**

**Pennthorpe**

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W: [www.pennthorpe.com](http://www.pennthorpe.com)

Dear Applicant,

We are delighted that you have shown an interest in the role of Assistant Head (Teaching and Learning) at Pennthorpe.

The Assistant Head (Teaching and Learning) is a new post which would suit a candidate who is looking to progress from a Head of Department position. It will enable the postholder to develop their role creatively; it will serve as an excellent career experience at senior level prior to seeking promotion to Deputy Headship or even Headship.

The successful candidate will be a senior or prep school teacher with significant expertise in teaching and learning for the 5-13 year group and with the skills to ensure progress, continuity and coherence in the learning experience of pupils moving through the school. We are seeking an innovator, someone who is prepared to step out of their comfort zone, take risks and create and implement a curriculum to make our children future ready whilst passing the essential Common Entrance exams. We want to excite children and provide them with the opportunity to shine, to explore themselves and the world around them and to grow into their skin, happy, confident and with an innate long term desire to learn. Is that for you?

Our school is situated on the Surrey/Sussex border, with all the modern facilities you would expect. We offer places for children up to age 13 (Year 8) with an integrated Nursery (Honeypot) caring for children from 2 years.

Pennthorpe has a simple aim: to put children in an environment where they want to learn and can discover their strengths and passions. We are proud of our well-deserved reputation for academic excellence and we have an enviable record of top pass rates and scholarships to senior schools rewarding not just academic achievement but our pupils sporting, creative and all-round prowess! The reason for this is simple: our teachers pride themselves on finding the spark in each child; whether that is lit in the classroom; in the iMac design suite; on the sports field or in the fabulous woodlands that provide the setting for our Forest Schools programme.

The information in this application pack and on the school's website will support you in understanding the context of our school and our priorities. The Assistant Head will be a key member of the Senior Management Team and will play a leading role in consultation with other members of the senior team but directly accountable to the Headmistress.

If you would like to visit the school before applying for the post, please contact Mrs Victoria Chapple, my fabulous PA, on 01403 822391 for further details or for a visit to the school.

Please note Pennthorpe is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo safer recruitment practices, including checks with past employers and an Enhanced Disclosure and Barring Service Check.

Please return your Application Form (no C.V's accepted), along with a supporting letter addressed to me, either by post to the school's address or by email to [vchapple@pennthorpe.com](mailto:vchapple@pennthorpe.com). Please check that we have the details of your two referees, one of whom should be your current or most recent employer.

Thank you for your interest in this position. I very much hope that you will consider making an application for this exciting opportunity.

Yours faithfully

Alexia Bolton MA

Headmistress

## About Our School

Pennthorpe is a truly independent prep school located on a beautiful site of 20+ acres in the heart of the Sussex countryside, close to the Surrey border. With around 260 pupils from 2 to 13, Pennthorpe has a real family feel, with a relentless focus on learning and pastoral care being high on our priorities for every child.

The majority of our pupils continue with us until the end of Year 8 and sit Common Entrance at 13+ in addition to the increasingly common pre-testing process in Year 6. We have excellent relationships with a large number of independent senior schools, which enables us to support parents and children in finding the right school for each individual child and to prepare them in good time for any entrance testing.

Academic standards are high, with an impressive track record on Common Entrance results and the acquisition of scholarships in a wide range of subjects. Our pupils regularly win scholarships to senior schools such as Wellington, Brighton College, Hurstpierpoint College, Christ's Hospital, Cranleigh, Seaford and Box Hill to name a few.

Children enjoy a broad and contemporary curriculum, delivered by a passionate and committed staff. We have two award winning rock choirs and an excellent chapel choir and our sports department achieves excellent results in a wide range of both girls' and boys' sports, and a number of our pupils play sport at County level. Pupils are encouraged to enjoy both their strengths and passions in a diverse range of arenas: sports, arts, academics or music and drama. The school runs an extensive Flexiday after school programme which our staff are actively encouraged to get involved with if they have appropriate skills to share as an after-school activity.

Our facilities are first rate: a full-size Sports Hall, a newly refurbished performing arts studio provides an excellent performance space for both the drama and music departments and a specialist art and design block incorporating a kiln, a design technology room, a 3D printer and a 21 station computer suite. Classrooms are modern and spacious creating a stimulating environment for both staff and pupils.

Pennthorpe's staff are spirited, innovative, fun and friendly, always looking for new ways to engage the children's interest in their subject with an autonomous remit to deliver in their own unique style. With a mentoring programme for every new member of staff and excellent career progression opportunities, all staff are encouraged to develop and extend themselves and to get involved in all aspects of life at Pennthorpe. Plus of course, they have a supportive and energetic Head 😊

Pennthorpe operates its own salary scale, which is normally national rates plus 1%. A hot lunch or salad bar is provided during term time. Parking is available on site.

More information can be found on our website at [www.pennthorpe.com](http://www.pennthorpe.com)

# PENNTHORPE

## ASSISTANT HEAD (TEACHING AND LEARNING)

### JOB DESCRIPTION



#### JOB PURPOSE:

To provide inspirational and professional leadership of the Teaching and Learning across the school and, working with the Senior Leadership Team, develop and deliver the vision for Pennthorpe School: securing the future success of the School, maintaining the current all-round excellent performance and enabling each child to fulfil his or her potential.

This is a Senior Management position. The post holder will continue to pursue excellence in the day-to-day operation of the school for which they will be accountable and is required to work independently but within policy, professional standards and budgetary limits.

**Working Hours:** Full Time

**Salary:** Senior Management Scale

#### REPORTING LINES:

**Responsible to:** The Headmistress of Pennthorpe

**Reporting to:** The Headmistress of Pennthorpe

#### WHOLE SCHOOL AIMS:

Here at Pennthorpe we aim:

- To establish an innovative curriculum and co-curriculum which inspires creativity and ingenuity;
- To develop a strong long-term work ethic in pupils incorporating a love of learning, risk taking and inquisitiveness;
- To challenge every child regardless of ability and inspire all pupils to achieve academic excellence;
- To assist parents and pupils in gaining their first choice of senior school;
- To empower and instil inner confidence and mutual respect;
- To value every child, identifying and developing each child's strengths and passions;
- To provide excellent care and guidance whilst encouraging independence;
- To inspire all to participate fully in the wider life of the school;
- To ensure all have an understanding of their place in the local and global community.

#### LEADERSHIP AND MANAGEMENT OF THE TEACHING AND LEARNING:

- In consultation with the Headmistress, lead, manage and have strategic oversight of the implementation of the school's teaching and learning;
- Champion outstanding teaching and learning and exemplify this in every aspect of your own practice;



- Cultivate an environment that promotes and secures excellent teaching, effective learning and high standards of achievement and success for all;
- Support the delivery of a stimulating, innovative and responsive curriculum which will further develop creativity, future readiness, independence and enhance the learning experience provided to our children whilst inspiring academic excellence and exam success;
- Take responsibility for the implementation of E-Learning and liaise with the Head of ICT and other staff in ensuring that technology plays a vital role in the delivery of the curriculum;
- Ensure school policies related to teaching and learning, including the ISI regulatory policies, are relevant, up to date and clearly understood and implemented by staff;
- Identify good quality teaching and learning resources and manage the relevant budgets, prioritising expenditure;
- Keep abreast of national changes in curriculum policy and thinking and advise on how best to respond to changes;
- Undertake self-evaluation of the teaching and learning in order to contribute to school systems of monitoring, evaluation and review, specifically the Strategic Plan;
- Be aware of and ensure that the school is meeting the 'good' and 'excellent' criteria in the ISI inspection process.

## LEADERSHIP AND MANAGEMENT OF STAFFING:

- To act as line manager for the Heads of Department and Subject Co-ordinators, undertaking performance management reviews yearly in conjunction with the school's policies and procedures;
- Manage the staffing of all academic lessons and advise on staffing requirements;
- Review the job descriptions for teaching and support staff when requested by the Headmistress;
- Undertake regular evaluation of staff progress towards agreed performance objectives through the school's appraisal, performance management and line management policies, practices and procedures;
- Utilise the school's observation procedures to monitor the learning, practice of staff and pupils, and follow up observations with a discussion on progress and areas for improvement;
- In conjunction with the Deputy Head (Pastoral), occasionally direct and act as mentor for PGCE/iPGCE/GTP/NPQSL and other professional placements, distributing this responsibility to colleagues as appropriate;
- Contribute positively to your own appraisal, performance management and line management.

## ADMINISTRATION:

- Direct the annual cycle of departmental monitoring to improve and develop standards in learning and teaching, including work scrutiny, lesson observations and peer observation;
- Monitor all departmental documentation, including Department Handbooks, Schemes of Work and all medium-term planning;
- Liaise with the Individual Needs Co-ordinator, meeting weekly in order to ensure that individual needs are being met;
- In conjunction with the Assistant Head (Lower School) and the HOD's, oversee and organise the enrichment programme for Gifted, Able and Talented pupils across the school;
- Monitor prep to ensure this is appropriate and set in accordance with the timetable;
- Co-ordinate and manage all setting arrangements in Years 1 to 8, where appropriate and the communication of these to parents;
- Chair the Academic and Non-Academic Steering Groups;
- Produce and present a termly report for the Governors' Education and Welfare Committee;
- Facilitate, and where necessary attend, departmental meetings across the school;

- Co-ordinate and leading regular department monitoring and subject improvement meetings with Heads of Department and Subject Co-ordinators, overseeing the production and updating of annual subject improvement and curriculum action plans;
- Organise cross-curricular partnership projects with other schools;
- In conjunction with SMT, organise the Prep Staff Rota and the Prep Timetable for the whole school;
- Liaise with all staff to ensure the smooth running of Open Evenings, providing or contributing to curriculum workshops;
- Co-ordinate in conjunction with Assistant Head (Lower School) the ordering of all academic stationary including books and planners.

## GENERAL RESPONSIBILITIES:

- Attend weekly SMT, Staff and 'Radar' Meetings;
- Liaise effectively with the Headmistress, Deputy Head and Bursar as part of the Pennthorpe Senior Management Team (SMT);
- To teach a significant number of periods each week (no more than 50%), and contribute to the wider duties and roles within the school;
- Fulfil other reasonable duties as directed by the Headmistress.

## EXPECTATIONS OF ALL SMT MEMBERS:

- To act with professional integrity at all times;
- Notwithstanding issues of confidentiality and tact, act with honesty and transparency with regard to your work;
- Be present where required at meetings, performances and other functions /events;
- Where requested to do so, attend school and Governing Body meetings to inform trustees of issues related to your role and undertake a proactive role within the school;
- Work as part of a team, submitting draft proposals and documents for further development by the Management Team, and accepting and supporting final Leadership;
- Be punctual to and attend scheduled meetings unless prior agreement for absence has been given by the Headmistress;
- All members are encouraged to express their views, but are expected to work to the majority decision or the final decision of the Headmistress. A consistent message should be given to staff and pupils at all times;
- When requested to do so by the Headmistress prepare and present reports on progress/issues related to areas of accountability and responsibility;
- Manage the sometimes-conflicting needs of transparency and confidentiality;
- At all times work as one team with the staff. Avoid the 'them and us' ethos.

Signed: \_\_\_\_\_ *(Assistant Head, Teaching and Learning)*

Signed: \_\_\_\_\_ *(Headmistress)*

Date: \_\_\_\_\_

*This job description will be reviewed annually as part of the Performance Review Process.*

# ASSISTANT HEAD PERSON SPECIFICATION



The school seeks to appoint a candidate with an honours degree, who holds the required teaching qualification and has appropriate experience and proven leadership qualities to take up the appointment in September 2018.

The position of Assistant Head (Teaching and Learning) is a key role within the school and a person of the very highest calibre is sought. Candidates should preferably have experience of independent schools and have would suit a candidate looking to progress from Head of Department position.

The following lists provide the Essential and Desirable characteristics, skills, qualities and experience for this post at Pennthorpe.

## ESSENTIAL:

- An ambitious person with great energy and clear leadership potential;
- A life long learner who understands the importance of new ideas and creativity for young people;
- Proven record of high level of administration and the ability to work under pressure;
- An ability to demonstrate that they:
- Are capable of taking the initiative, challenging unsatisfactory conduct or performance and leading and managing change;
- Are able to think and plan strategically;
- Can be creative in resolving difficulties;
- Have initiative, imagination, energy, enthusiasm, optimism and commitment;
- Are skilled and sensitive communicators (verbal and written), capable of persuading others to accept and adopt different methods and approaches;
- Have the inter-personal skills and values that enable them to work effectively with others and get the best from them;
- Experience of leading and managing a department;
- Ability to maintain confidentiality appropriate to the setting;
- Ability to see the wider picture;
- An eagerness to participate fully in the life of a busy Prep School;
- A sound level of competence in ICT;
- An outstanding teaching practitioner with the ability to provide evidence of using innovative methods of teaching and learning;
- Committed to safeguarding the physical, emotional and mental well-being of young people.

## DESIRABLE:

- Prior experience of Senior Management;
- Evidence of recent professional development;
- Experience of managing professional development;
- Remains positive and enthusiastic under pressure;
- Awareness of the needs of others;
- An ability to teach a core subject or coach sport