

# HIGHGATE

Candidate Information Pack

## ASSISTANT PRINCIPAL (CURRICULUM)

The Junior School

September 2019





# THE SCHOOL

Highgate is one of the UK's leading independent co-educational schools. Established in 1565, we are both steeped in history and propelling forward. A progressive, entrepreneurial and creative community, we educate around 1,700 pupils across our three schools; Pre-Preparatory School (ages 3-7), Junior School (ages 7-11), and Senior School (ages 11-18).

We cultivate individual curiosity, intellectual rigour and passion to prepare our pupils intellectually and emotionally for the real world. Academic standards are high; our pupils obtain outstanding exam results and the vast majority go to university. Pupils are offered wide range of co-curricular activities which enhance both their childhood experience and their future aspirations. We encourage social responsibility through our charity work, both locally and further afield. For example, we are the principal education sponsor for the London Academy of Excellence Tottenham and support Great Lakes High School in Uganda.

Our School is situated in one of the most attractive and popular areas of North London, a short distance from central London and adjacent to Hampstead Heath. We endeavour to be a sustainable school and are well served by good public transport links, including bus routes and the London Underground (Northern line).

Highgate currently employs approximately 550 teaching and support staff. Working at Highgate is an opportunity to be part of a vibrant, diverse and welcoming community, committed to academic excellence and the highest standards of pastoral care. To find out more, please visit our website to view videos by pupils and staff about Highgate.







*Pupils praise the community feel, the high energy bustle, the fact that everyone finds their niche – Tatler 2018*





*The new Junior School building is a wonder to behold – a grass roofed eco-creation, with a private outdoor space for each classroom and every detail designed to appeal to young minds – Tatler 2018*





# LEARNING AT HIGHGATE

Highgate's Junior School (Years 3-6), which has been in its new building since 2016, has two clear academic priorities.

Firstly, we ensure pupils believe there is no ceiling to what they believe they can achieve by the time they leave Year 6, and we adapt our curriculum planning and teaching accordingly.

Secondly, we ensure all individual pupils, rather than just some, have the opportunity to engage fully with everything we offer, and develop their confidence, as well as their skills, during their time with us. This is achieved by tracking and monitoring their involvement in high-quality and varied co-curricular activities. We aim that they will develop self-confidence and know themselves to be equally valued for their contributions and achievements.

The modern design of our new building means pupils can regularly use break out-areas away from their classroom, and pupil work can be prominently displayed, thus demonstrating the high standards achieved. Our on-site facilities for art and design technology and engineering have allowed us to maximise time spent in lessons.

Highgate's teachers are enthusiastic, experienced and well-qualified subject specialists. Our modern teaching, and outlook ignites our pupils' learning, leading to impressive exam results. We successfully prepare our pupils for future study and employment.



# LIFE AT HIGHGATE

## **Pastoral care**

Highgate provides a caring and enriching environment, with the wellbeing of pupils at the heart of what we do. We want pupils to feel safe and happy at school, and we organise our pastoral processes with this in mind. We aim to provide a supportive environment, where our pupils feel academically and socially stimulated.

All our Junior School pupils belong to a class and to one of four houses, where their sense of belonging is encouraged through daily contact with a trusted teacher.

In our Senior School, Year 7 and 8 pupils are placed in a form group of around 20 to 22 pupils under a form tutor. Pupils are encouraged to take part in inter-form competitions and activities, and to contribute to our weekly assembly and tutorial programme.

On arrival in Year 9, each pupil is placed in one of our twelve houses. Each Head of House, assisted by tutors, monitors the progress and welfare of their house, and liaises with parents. Our house system establishes a basis for lasting friendship and each house creates its own identity through inter-house activities and competitions.

## **Charitable work and sustainability**

We remain committed to our original status as an educational charity. Highgate offers a significant number of bursaries to pupils who would otherwise be unable to access our excellent teaching and enriching activities. We are also the primary educational sponsor of the London Academy of Excellence, Tottenham, which opened to provide an academically selective, well-governed free sixth form in a community where such opportunities are lacking.

Alongside this, our staff and pupils undertake a number of charitable activities throughout the year. These range from teachers giving up their time to neighbourhood schools and charitable organisations, to pupils undertaking community work in the local area or further afield. For example, we also sponsor the Great Lakes High School in Uganda.

Highgate endeavors to be a sustainable school, so we support a number of environmentally-friendly local, national and global initiatives on a daily basis.







*Pastoral care is one of the jewels in Highgate's crown – Tatler 2018*





*Blessed with playing fields and space beyond the dreams  
of other London schools – Good Schools Guide 2018*





# BEYOND THE CURRICULUM

Across Highgate's three schools, we aim to provide as many opportunities as possible in which our pupils develop qualities of self-reliance, endurance and leadership, serve the community, and develop their interests and enthusiasms.

Highgate offers a large number of clubs and societies, plus a variety of educational and curricular trips to places including The Globe Theatre, The Natural History Museum and Bletchley Park, and a Year 6 residential trip to Wales.

## Music

Highgate music has a long and distinguished tradition, meaning many former pupils are now leading composers, conductors or performers. Our range of musical activities encourages the beginner or furthers the talented musician. Individual music lessons are available with specialist visiting teachers in all the main instruments and in singing. A large number of our Junior School pupils regularly gain merits or distinctions for ABRSM and Trinity exams. We offer state-of-the-art performance spaces for orchestral and chamber music, plus computerised recording facilities.

We have the following instrumental ensembles within our Junior School: a junior symphony orchestra, chamber orchestra, a junior woodwind ensemble, several jazz bands and a brass group. Three choirs provide music for Sunday Choral Evenings, with a further three covering a range of repertoires. There are four main concerts each year, one in a major London venue.

## Drama

Every encouragement is given to participation in drama - as actors, in stage management, or assisting with sound and lighting. There are drama productions for each year group,

in which all pupils have the chance to shine, while our active Drama Club encourages those with a particular interest and stages their own smaller scale productions.

## Art

Our excellent Art Department has facilities for painting, print-making and life drawing. Whether taking part in formal classes or working in their free time, pupils are encouraged to explore ways of expressing ideas visually. Work is regularly exhibited, both in the department and around our School. Again, we are proud that every pupil is able to see a piece of their own work displayed somewhere in our communal spaces.

## Sport and exercise

Highgate is exceptionally fortunate when it comes to sport. Our extensive playing fields are complemented by facilities at the Mallinson Sports Centre, by courts for squash, tennis and Eton Fives, by our all-weather pitch, by our cricket nets, and by our location next to Hampstead Heath.

Our sport and exercise curriculum aims to maximise participation, promote enjoyment and ensure progression. Sports offered within our Junior School include team games of football, netball, hockey, cricket and rugby, plus: athletics, Eton Fives, swimming, tennis, cross-country, climbing, fencing, gymnastics, dance and squash. Specialist coaches and teachers lead on the delivery of this innovative curriculum, which is complemented by early-morning, lunch-time and after-school training.

Highgate's co-curricular offering continues to grow and develop in response to the changing needs of our pupils and the world around us.



# BENEFITS

## Location

Our School is located in Highgate Village, adjacent to Hampstead Heath. Highgate is one of the most beautiful and popular areas of North London, appreciated for its green open spaces, quaint shops and easy connections across London. Transport links include good bus routes and the Northern line of the London Underground, meaning central London is just twenty minutes away. This enables a smooth commute to the School, with staff and pupils coming from a wide area.

## Induction and support

Highgate's induction and support for new teachers ensures a smooth transition for all. In the first two years, regardless of previous experience, all new teachers follow a strong programme of induction and professional development. To ensure ongoing support, a member of our Senior Team is responsible for the welfare of teachers, administrative staff provide assistance across a wide range of areas and school counsellors are also available for staff.

## Pension

Highgate pays the employer's contribution to the Teacher Pension Scheme.

## Leisure facilities

Our staff are offered free access, at stipulated times, to our extensive sports facilities, including a fitness suite and swimming pool (currently being refurbished). The Mallinson Sports Centre also offers fitness classes at a competitive rate.

## Holidays

As an independent school, Highgate's holidays are slightly longer than state schools, with typically 8 weeks in the Summer and three weeks at Easter.

## Social life

Our staff common room offers a venue for informal relations, with Highgate teaching staff coming from a range of professional backgrounds, including state and independent sectors. There is an active program of social activities for staff including staff football and pilates on Fridays. There are regular social events in local venues and our well-attended staff Christmas and summer parties.

## Lunch

A complimentary lunch for all staff is available in our Dining Hall. This includes hot meals, sandwiches, salads, fresh fruit and dessert. A packed lunch may be ordered, if preferred.

## Library

All Highgate staff can borrow books from our collection of 1,700 items, held in our magnificent Sir Martin Gilbert Library, a beautifully restored Victorian building.

## Cycle to Work Scheme and season ticket loan

The Cycle to Work Scheme is a salary-sacrifice arrangement that enables employees to make tax and National Insurance savings when purchasing a bike. Our Transport and Logistics Manager is happy to help staff plan their cycle route to work. Highgate also offers an interest free loan to pay for your season ticket on public transport.









# INTRODUCTION TO THE ROLE

The Assistant Principal (Curriculum) is a member of the Senior Leadership Team of the Junior School which consists of the Principal, the Deputy Principal, the Director of Studies, and two other Assistant Principals.

The Assistant Principal will have overall responsibility for the quality of the curriculum in the Junior School and will work closely with the Director of Studies as one of the two senior professionals overseeing the academic life of the Junior School.

The Assistant Principal (Curriculum) is answerable to the Principal for the oversight of key strategic matters outlined below.





# JOB DESCRIPTION

## **The Assistant Principal is responsible for:**

- Providing vision, direction and leadership for the Junior School as a member of the Senior Leadership Team, including teaching as required and setting an example of excellent teaching
- Developing and managing the Junior School curriculum: ensuring the curriculum is designed to engage, motivate and challenge all; makes links between subjects through cross-curricular activities; and makes the most of the curriculum freedom arising from the school's independent status
- Managing important operational aspects of Junior School life, as directed by the Principal
- Keeping up-to-date with teaching and learning developments in education and all other educational matters

## **Specific Duties**

### **Subject coordination**

- Leading, developing and managing the work of the Subject Coordinators
- Supporting Subject Coordinators with operational matters such as the writing of subject policies, content of report descriptors, and other day-to-day aspects of a Subject Coordinator's role
- Ensuring that all schemes of work are appropriate and meet the needs of the Junior School Development Plan
- Leading, developing and managing work scrutinies across the school
- Developing and organising curriculum focused parent events, such as the curriculum workshops
- Leading, developing and managing cross-curricular initiatives
- Taking a lead on the production of curriculum information for external use, e.g. the School's website
- Writing policy documents relating to curriculum matters
- Overseeing the curriculum content on Juno, the school's VLE

- Managing the scheduling and curriculum rationale for educational visits, the logistical aspects of which (including Health and Safety checks, Risk Assessments and recording) are managed by the Deputy Principal

### **Support, Extension and Enrichment**

- Identifying pupils with and devising the programme for AGT pupils
- Ensuring that there is suitable stretch and challenge across the curriculum for all children in all year groups
- Managing the Learning Support provision within the Junior School

### **Other**

- Assisting the Director of Studies on areas such as assessment, data tracking, lesson observation, staff CPD and staff induction
- Attending all Heads of Year meetings
- Assisting the Assistant Principal (Partnership and Communication) on partnership initiatives and communication materials
- Operational aspects of the Junior School life, as directed by the Principal

Beyond these core responsibilities, the Assistant Principal's flexible portfolio will include some key operational duties which are shared across the Senior Team. A 60% teaching timetable of any subject taught in the Junior School is envisaged. The post-holder will be expected to have a good knowledge, or be prepared to acquire knowledge, of SIMS.

Mr Mark James, Principal of the Junior School, is happy to answer any questions on [jsoffice@highgateschool.org.uk](mailto:jsoffice@highgateschool.org.uk).



# PERSON SPECIFICATION FOR TEACHING POSTS AT HIGHGATE

We seek to appoint teachers who will have the following proven qualities, or the potential to develop them. At interview candidates will have the opportunity to demonstrate or give an account of these attributes.

- The energy, dynamism and stamina to contribute fully to the life of a busy co-educational independent day school
- Willingness to contribute to the extensive range of activities provided for pupils and to support them in their co-curricular pursuits
- Excellent knowledge of the core curriculum subjects in Key Stage 2, and the ability and willingness to contribute intelligently to a challenging and stimulating curriculum
- An understanding of the National Curriculum computing/coding curriculum and a genuine interest in and enthusiasm for using technology to enrich teaching and learning across all subject areas
- Capacity for industry and initiative
- The depth of knowledge and agility of mind to allow flexibility in lessons, adapting delivery as appropriate in the light of pupils' responses
- Empathy with pupils across the age and ability spectrum at Highgate and the ability to implement a range of teaching strategies to cater for each individual pupil
- Awareness and understanding of matters relating to the personal, social, health and emotional development of Highgate pupils
- General knowledge of Child Protection issues and good practice, particularly relating to professional obligations on safeguarding the welfare of each child and avoiding guarantees of confidentiality in any disclosure
- Sympathy with and knowledge of fundamental British values
- Capacity to deal sensitively with problems raised by pupils, in line with Highgate's pastoral policies and sanctions systems, working in partnership with Highgate's designated staff responsible for pastoral care
- Ability to create effective rapport and a sound relationship with pupils, earning their respect and trust but maintaining proper professional boundaries by not deliberately courting popularity or friendship
- Willingness and ability to liaise effectively and professionally between pupils, staff and parents when required, making accurate records of these exchanges
- Patience and thoughtfulness to see any issues that may arise with pupils, parents or colleagues from a variety of perspectives
- The ability to de-fuse difficult situations using different strategies such as careful listening, sensitive use of humour, praise and recognition where due, utilising the School's reward system
- Retention of a sense of perspective and, on occasion, the invaluable ability to laugh at oneself



# CHILD PROTECTION

Highgate is 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 checks where appropriate.

## APPLICATION PROCEDURE

Please complete the on-line application form and attach a full curriculum vitae, including the names, addresses, telephone numbers and email contacts of two referees.

**Closing date: 27 November 2018 but applications will be considered as they are received.**





# HIGHGATE

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