

ASSISTANT HEAD (STAFF DEVELOPMENT)

REQUIRED FOR SEPTEMBER 2026

CANDIDATE PACK


jags

James Allen's Girls' School

JAMES ALLEN'S GIRLS' SCHOOL

Do you have a passion for life and learning? If so, our inspirational teaching team at JAGS is looking for a colleague to join the Senior School Leadership Team. Your dynamic and creative approach will help encourage and champion today's young learners across Years 7 to 13 in this, one of the UK's leading independent schools.

With its distinctive heritage as the oldest independent girls' school in London, James Allen's Girls' School, JAGS, provides a forward-thinking and contemporary education for over 1100 girls aged 4 to 18.

Located in the London borough of Southwark, JAGS has a diverse school community and is committed to inclusive recruitment and inclusion in the workplace. JAGS recognises that celebrating the full diversity of staff and students has a positive impact on all and invites applications from candidates from a broad range of backgrounds.

Awarded the title of London Independent School of the Year 2024 by the Sunday Times, the school has entered an exciting new phase in its development. Your input will help to bring a bold educational vision to life for all students and colleagues as we work together to develop this already exceptional school in its next chapter.



James Allen's Girls' School 144 East Dulwich Grove London SE22 8TE

ASSISTANT HEAD (STAFF DEVELOPMENT)

MESSAGE FROM THE HEAD

I am delighted that you are interested in joining the JAGS community. As Head, it's absolutely my belief that all girls should be given the opportunity to grow and flourish in an environment where there is no limit to their ambitions.

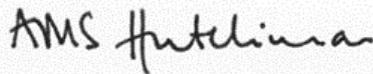
At JAGS you will find a happy, diverse and dynamic community, rooted in academic excellence and yet fully committed to the breadth of a holistic education both in and out of the classroom. Compassion and commitment are central to our ethos, in this environment that values individuality and inclusivity.

Our school aims, both in and out of the classroom, are clear:

- To celebrate our diverse and inclusive community
- To champion social awareness and sustainability
- To empower courage, creativity and compassion in each student
- To inspire aspirational and authentic lifelong learners and leaders
- To nurture respectful, resilient and kind individuals

It is an enormous privilege to lead this exceptional school, where all members of our school community share a passion for life and learning.

I hope that this matches your educational vision, and look forward to welcoming you soon.



MRS ALEX HUTCHINSON, MA (OXON) PGCE



ASSISTANT HEAD (STAFF DEVELOPMENT)

WORKING AT JAGS

Working at JAGS is about more than just working. JAGS is a community and a family that nurtures a warm and supportive environment for both the students and staff who come to learn and work here. From your first day at JAGS you will have access to some of the best educational facilities in the country and will be encouraged to take part in the many shared activities here.

JAGS works hard to attract the best staff from both the independent and maintained sectors and the benefit package is both generous and competitive. Candidates are welcome to visit JAGS prior to application should they wish to gain a greater sense of the school community.



We offer:

- The opportunity to join our outstanding school where public examination results consistently place JAGS amongst the leading schools in the UK
- A community of considerate, creative and compassionate students and staff
- A highly diverse and inclusive school community, committed to our bursary provision
- An inspiring and enthusiastic team of colleagues across the teaching and support staff
- Excellent facilities, including the latest resources to support learning
- A diverse benefits package including:
 - Competitive salary
 - Choice of Teachers' Pension Scheme or generous alternative defined contribution scheme
 - Enhanced sickness, maternity and paternity pay
 - Free onsite parking and bicycle storage
 - Free gym membership with discounted family rates
 - Employee Assistance Programme
 - Free lunches, tea and coffee all year round
 - Free access to the Dulwich Picture Gallery
 - School fee discount
 - Cycle to work scheme
 - Interest-free computer loans
 - Interest-free transport season ticket loans

ASSISTANT HEAD (STAFF DEVELOPMENT)

STAFF DEVELOPMENT AT JAGS

We are looking for a well-qualified graduate to join this exceptional staff body. The successful candidate will bring their own individuality to this warm and supportive team. They will share our vision and be excited about the professional development and support of our staff body, will be passionate about teaching & learning, and committed to full and broad educational opportunities for young people.

The talent and dedication of our staff team make JAGS an outstanding place to work, and we are committed to providing a stimulating and supportive environment for our staff. Teamwork plays an important role within our staff body: the staff love to enhance the experience of the students by sharing good practice, resources and innovative ideas. Our GCSE and A Level results are outstanding, as you would expect from this highly selective school. At JAGS, however, we believe there is so much more to education than simply exam results. Our staff believe strongly in enrichment and extension and in all our teaching we aim to build critical thinking, confidence, independence and a love of each subject.

In addition, any prospective candidate must show an active commitment to the values and expectations of our school community and to the welfare of the pupils within it. The enthusiasm to assist in a strong co-curriculum is an important quality of all who work at JAGS.



ASSISTANT HEAD (STAFF DEVELOPMENT)

THE ROLE

JOB TITLE	: Assistant Head (Staff Development)
TERMS & CONDITIONS	: This is a permanent, full-time role
SALARY	: JAGS Teaching Salary Scale – commensurate with experience
RESPONSIBLE TO	: Deputy Head Academic
RESPONSIBLE FOR	: Heads of Department as directed by the Head

Overview

The Assistant Head (Staff Development) will be a strong leader who is a convincing ambassador for this exceptional school and who commands the respect of students, staff, parents and Governors.

The Assistant Head (Staff Development) will be a well-qualified and dynamic teacher with integrity and warmth, who works positively within all areas of the school, who has a complete commitment to education in its broadest sense and who is passionate about opportunities for both staff and young people.

The Assistant Head (Staff Development) will work in close liaison with the Junior School Leadership Team to ensure cross phase opportunities for collaboration and sharing of best practice.

The Assistant Head (Staff Development) will be responsible for:

- Along with the Deputy Head Academic, the strategic development and oversight of the Senior School's Teaching & Learning programme
- the professional development of the Senior School teaching staff
- the appraisal and training for the Senior School teaching staff body
- the mentoring of Senior School PGCE students, ECT teachers and unqualified teachers

The Assistant Head will play a key role in the full life of the school as a member of the Senior School Leadership Team. The SSLT work closely and collaboratively to:

- Assist the Head in communicating and delivering the strategic vision for the school
- Ensure that JAGS is an outstanding place to work
- Ensure that the students receive an exceptional all-round educational experience

It is expected that the role will develop over time and new responsibilities may be added.

Main Responsibilities

Membership of the Senior School Leadership Team (SSLT)

- Attend SSLT meetings and contribute to whole school strategic and operational discussion. The post holder will carry out management and leadership functions elsewhere in the school and will play an integral role in all aspects of school life. This includes Open Days, Entrance Exam Days

and Founder's Day, as well as attending functions including concerts, plays and festivals which may be held at JAGS or locally

- The post holder will be expected to carry out such other duties as reasonably requested by the Head that are commensurate with its level of responsibility

ECTs, Unqualified and PGCE students

- Oversee the mentoring of unqualified teachers and ECTs at the Senior School and to be the Senior School ECT Lead, liaising with ISTIP as appropriate
- Coordinate and act as Professional Tutor for Senior School PGCE students, including those with us on placement as well as those employed by the school

Staff Professional Development

- Advise and support staff wishing to undertake professional development
- Organise the teaching and learning aspects of the Senior School teaching staff professional development programme
- Oversee the CPD budget for Senior School teaching staff
- Monitor and review the effectiveness of all Senior School professional development activities to assess impact and ensure appropriate value return on investment
- Support performance development processes through lesson visits, feedback and targeted support

Coaching

- Work with the Deputy Head Academic to continue to grow the whole-school coaching provision and deepen the collaborative coaching culture throughout the school

Appraisal

- Co-ordinate and lead the Senior School teaching staff appraisal process

Teaching & Learning

- Work with the Deputy Head Academic to articulate and embed the school's teaching and learning philosophy
- Ensure a sustained focus on the power of research-led practice, ensuring that our pedagogical approaches are informed by educational research and broader developments in the science behind teaching and learning
- Lead the staff teaching and learning group, piloting and embedding best practices in teaching and learning
- Promote evidence informed approaches to pedagogy, assessment and curriculum planning
- Monitor and analyse school-wide teaching standards, identifying strengths and areas for improvement
- With the Deputy Head Academic, ensure consistency and high expectations across all departments
- Lead systems for evaluating and improving the quality of teaching, including learning walks and work scrutiny
- Report regularly to JET and Governors on teaching quality, learning outcomes and progress towards strategic goals

Digital Technology and AI

- Lead the Senior School staff Educational Technology group, embedding best practices in digital pedagogy, to ensure the best educational experience for all students
- Support the development, implementation and evaluation of a coherent digital literacy curriculum that equips students with the skills to learn, communicate, and thrive in a digital world, where future technologies emerge at pace

- Lead the Southwark School's Learning Partnership AI Working Party in collaboration with Dulwich College, guiding cross-school work on AI strategy and practice
- Work closely with the Academic Team and Head of IT in the development of AI in the classroom, and in maximising efficiencies for colleagues, balancing innovation with due regard to safeguarding and ethical considerations

Teaching Staff Recruitment, Deployment & Information

- Assist the Head and Deputy Head Academic in the employee lifecycle of staff as required

Teacher Responsibilities

- Teach classes as directed by the Deputy Head Academic and Head of Department
- Undertake the preparation, assessment and reporting required to ensure that the students achieve the highest possible standards
- Carry out any reasonable subject related duties assigned by the Head of Department
- Ensure the safety, welfare and good conduct of students
- Contribute to the school's co-curricular programme
- Be willing to accompany school trips or other events undertaken by the department
- Undertake and commit to the role of Form Tutor, if required
- Attend relevant staff professional development as appropriate
- Carry out such duties, including cover for absent colleagues and examination invigilation, as are allocated by the School Leadership Team in accordance with school practice
- Attend weekly staff briefings, staff meetings, parents' evenings, Open Morning, Founder's Day, the Year 13 Leavers' Ceremony and similar functions out of core school hours
- Assist with any required marking of the school's Entrance Examination
- As a member of the teaching staff, the post holder will be expected to involve themselves fully in school life, and to participate in other such duties as may be reasonably required

GENERAL

- Carry out such other duties as reasonably requested by the Head that are commensurate with the role and level of responsibility

ASSISTANT HEAD (STAFF DEVELOPMENT)

PERSON SPECIFICATION

Operational Excellence

- A well-qualified graduate with a degree in a subject closely allied to their main teaching role, preferably with a PGCE
- A dynamic leader with a proven track record of middle leadership
- Articulate in all forms of communication; fluent and accurate written and spoken English
- Excellent subject knowledge and a passion for their specialist subject
- The ability to teach their specialist subject to highly able pupils across KS3, GCSE and A Level
- A talent for motivating and enthusing staff and students to achieve their best
- Knowledge and understanding of effective teaching and learning styles and of monitoring assessment, recording and reporting of pupils' progress
- Experience of enhancing their own teaching practice and that of others through the use of digital technology
- Excellent knowledge of contemporary educational research and effective pedagogy
- Experience of supporting other staff to improve and enhance their own practice
- Clear commitment to their own professional development
- Desirable: An experienced coach with the ability to develop these skills in others
- Articulate in all forms of communication; fluent and accurate written and spoken English
- Excellent digital literacy

Leadership

- The ability to lead and manage a team to work towards a common goal
- The ability to communicate enthusiasm and vision to the staff and students
- An individual who strives for the highest standards at all times
- A measured and confident decision maker who is calm and positive whilst under pressure
- The ability to blend firmness, patience and empathy when dealing with difficult situations
- Ability to identify problems and bring positive solutions

Personal Behaviours

- A reflective practitioner who demonstrates insight into their own and others' behaviours
- Kindness and open-mindedness
- Intellectual curiosity, enthusiasm and a personal ethos of lifelong learning
- Resilience and optimism; someone who is willing to go the extra mile in the busy life of the school
- Team-working abilities and a keenness to enable all colleagues to contribute ideas and be part of positive change

Ethos and Whole School Values

- The enthusiasm to assist in a strong co-curricular programme
- An individual with a genuine commitment to the wellbeing of the staff and students in their care
- Committed to operating as part of the School community
- Committed to equality, diversity, inclusion and anti-racism in the School community
- Committed to sustainability within the School community

Safeguarding and Pastoral

- Committed to safeguarding and promoting the welfare of children and young people
- A satisfactory Enhanced Disclosure from the Disclosure and Barring Service

ASSISTANT HEAD (STAFF DEVELOPMENT)

HOW TO APPLY

If you are interested in joining us, please complete the online application form via MyNewTerm. Please note that applications must be submitted via MyNewTerm. CVs and covering letters sent via email will not be accepted.

All candidates must read our [recruitment policy and safeguarding \(child protection\) policy](#) before applying for any position within the School.

For further information please contact recruitment@jags.org.uk or call the recruitment team on 020 8693 1181.

Closing Date: Midday on Tuesday 03 March 2026

Interview Date: Week commencing Monday 09 March 2026

We welcome applications from both early career and experienced teachers from the independent and maintained sectors. The school operates its own generous and competitive pay scales and will offer a salary commensurate with experience and the nature of this role.

To enable us to make any reasonable adjustments, please let us know when you submit your application whether you have any special requirements.

If you would like to request alternative application formats, please do get in touch with Recruitment at recruitment@jags.org.uk or 020 8693 1181.

Kristina Lewis; Deputy Head Academic, will be happy to answer any questions you may have regarding the role. Please contact her PA, Nichola Puddick (Nichola.puddick@jags.org.uk) with any queries.

If you would like to visit the school prior to applying, please contact the Recruitment Team via (Recruitment@jags.org.uk) who will be able to arrange this.

Interviews may be held at any stage after applications are received. Interested candidates are advised to apply as soon as possible. We reserve the right to close this vacancy earlier than the specified deadline, if a suitable candidate is found.

JAGS 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 and regulatory authorities where relevant.

James Allen's Girls' School 144 East Dulwich Grove London SE22 8TE



James Allen's Girls' School

Ages 4-18

144 East Dulwich Grove, London SE22 8TE
Telephone: 020 8693 1181 • Email: enquiries@jags.org.uk
www.jags.org.uk