

INFORMATION
FOR CANDIDATES

Each day, discovery.



ELTHAM COLLEGE





About Eltham College

Eltham College is a thriving independent day school currently catering for boys aged 7 to 18, with a co-educational Sixth Form. From 2020, it will begin to move towards becoming a fully co-educational day school, when it welcomes its first intake of girls alongside boys in Year 3 and 7.

It is a highly successful and exciting school which aims to provide a broad and balanced education that will prepare them for the modern world. The school is regularly found amongst the leading academic schools in the country and boasts many county and national players in a range of sports. The broader co-curricular programme is wide and diverse.

The College also has a distinctive character, born out of its Christian heritage, and continues to focus on the care of the individual. Strong pastoral care and a relaxed and unpretentious atmosphere make the school a happy and vibrant place.

There is an ambitious programme of development and expansion as well as a strong emphasis on staff development. Many staff choose to stay; but equally others are prepared and trained for future promotion in leading HMC schools.

HISTORY

The College was founded in 1842 as the School for the Sons of Missionaries. It was a small boarding school catering for those children whose parents were serving overseas, famously including Olympian Eric Liddell. The school moved to its present extensive site in Mottingham in 1912, with just under 70 acres of playing fields surrounding an elegant 18th century mansion. The school developed into a day school and now has over 900 students in total, with 240 pupils in the associated on-site Junior School and c250 students in the co-educational Sixth Form.

LOCATION

Eltham College is fortunate to occupy a spacious and pleasant site in the London Borough of Bromley, adjacent to the boroughs of Royal Greenwich and Lewisham. The College has easy access to the Kent countryside and the M25, which is just 15 minutes away. There are frequent fast trains to London Bridge, Cannon Street, Charing Cross and Waterloo East (15-20 minutes). The majority of students live locally but the catchment area is expanding and students are drawn from Kent, Dulwich, Croydon, Canary Wharf and Docklands.

FACILITIES

The College enjoys superb facilities which have been improved considerably in recent years, including the new Turberville Centre for the Mathematics, Languages and Music departments. A new Sixth Form Centre and dedicated medical and wellbeing facilities have also been completed.

Further plans for science and sport development in both the Senior and Junior Schools will be introduced over the next four years.

ADMISSIONS

Students are mainly admitted at the ages of 7, 11 and 16 via our own entrance examination. The school is academically highly selective, with at least five applicants for every place. Approximately half our students come from primary schools and half from the preparatory sector. The school has an unusually wide social mix, thanks, in part, to our generous Bursary scheme, which provides financial assistance for those unable to afford the full fees. In the most deserving cases, remission of up to 100% of fees is available.

CURRICULUM

Eltham College has maintained its academic ethos. The curriculum is broad and balanced, incorporating both traditional and modern elements: for example, all students in the Junior School study French, German and Mandarin. In the Senior School, most students take ten GCSEs and three or four A levels, chosen from an increasingly wide range of subjects.

EXAMINATION RESULTS

Recent examination results placed Eltham College amongst the top day schools in the country: at GCSE 90% of grades 7-9, and the vast majority of Sixth Formers start with the equivalent of straight A*/A profiles. The A level results are consistently over 90% A* to B. Almost all students go on to Russell Group universities and, over the past five years, more students have taken places at Oxford or Cambridge than any other university.

BEYOND THE CLASSROOM

The College is equally proud of the co-curriculum that provides an impressively wide range of opportunities while ensuring that academic potential is fulfilled. Eltham College has an enviable reputation in Sport, Music and Drama: The College has a number of international and Olympic standard sports coaches; the quality and range of Music compares favourably with specialist Music schools; and audiences are frequently treated to spectacular Drama productions in our purpose-built theatre.

The majority of students participate in the vast amount of clubs and societies available, including (to name but a few), The Duke of Edinburgh's Award Scheme, Debating Society, Chess, Climbing Club, Eco-Eltham, Rocket Club and Water Polo. Students are encouraged to help those less fortunate than them by participating in charity fundraising events and the Lower Sixth Formers take part in our Community Service scheme.

Trips and expeditions are a major feature of life at Eltham College. These range from the traditional UK visits to more ambitious overseas trips, which in recent years have included Nepal, Uganda, Italy and China. Language trips and exchanges are encouraged. Sports, Drama and Music tours are frequent occurrences, and have included the USA, Australia and South Africa.



PASTORAL CARE

Eltham College values all members of the school community as individuals with the aim that all students should be happy at school, in the belief that by being happy, they are more likely to be successful. Within each year group, students are under the daily care of their Form Tutor, who works closely with other staff, as well as the Heads of Section, to ensure a co-ordinated and supportive approach. There is a peer support service and, for those in difficulty, there is an informal counselling service available through the Chaplain and our qualified school nurses, as well as a more formal in-house counselling provision.

RELIGIOUS AFFILIATION

Eltham College was founded as a school for the Sons of Missionaries and still upholds these founding Christian principles, whilst accepting students of all faiths or none. The College has its own chapel and all students and staff from Year 6 upwards are expected to attend a weekly service led by the Chaplain, a member of the senior staff or by students.

STAFF

There are over 100 members of teaching staff and approximately 90 support staff. All are highly committed and give freely of their time to help students to achieve their potential.

The College is organised so that each department shares a suite of

classrooms or laboratories, and most have a departmental office, normally adjacent to its teaching space. Departments are extremely well resourced, and all teachers are provided with Microsoft Surface tablets which can connect to display screens in each classroom.

There are a number of departmental technicians and the School Office provides support with a variety of tasks. All departments have access to the well-stocked Mervyn Peake Library and to assistance provided by IT Support and the Reprographics Office.

Class sizes are capped at 24 in Years 7 and 8. For GCSE, sets are often smaller than the ceiling of 22 students and A level classes typically range from 8 to 14 students. The maximum teaching load is 75% (less for staff with additional responsibilities), and we provide full induction for NQTs, enabling them to gain QTS. Professional development is strongly encouraged and generously financed. The Headmaster is personally committed to staff development and offers a series of devolved leadership projects every year to ambitious and talented staff who are seeking either senior leadership experience or promotion and career development. Staff are frequently successful at gaining promotions to other leading HMC schools.

There is a lively Common Room with a good balance of age and experience. All teaching staff are expected to involve themselves fully in the co-curricular life of the school. There is no teaching on Saturday mornings, but many sports fixtures and other activities – such as play rehearsals, Music ensembles and conferences – take place at weekends. Eltham College is a non-smoking environment.

Further details of the school can be found by visiting our website:

www.elthamcollege.london



Job Description

Job Title

Head of the Junior School

Reports to

Headmaster

Principal Role

The Head of Eltham College Junior School is responsible to the Headmaster of Eltham College and the Governors for the strategic direction and management of the Junior School, and is expected to inspire and motivate staff and pupils through effective leadership.

Context

Eltham College Junior School is open to students from Year 3 to Year 6. In September there are expected to be 220 students on roll across 11 classes. It is expected that the roll will continue to grow to around 240 students across 12 classes by 2023, with the first co-educational intake joining the school in September 2020.

The school is co-located with the Senior School at one end of the 70 acre Eltham College site, with entrances from the Senior School site and from Mottingham Lane. Students at the Junior School benefit from use of the dining hall and the extensive indoor and outdoor sports facilities of the Senior School. Teaching staff are well integrated with their Senior School counterparts.

Junior School students are not required to sit a separate entrance exam for Eltham College, and are involved in a wide range of transition activities as they move up through the Junior School to ensure that they make a smooth transition between the sites.

There are approximately 20 teaching staff and 7 support staff working specifically within the Junior School, and there is a clear line management structure below the Senior Leadership Team, which comprises the Head, the Deputy Head and the Director of Studies. This team works closely with the Headmaster and Bursar at the Senior School as part of a school-wide Senior Leadership Team, and high level strategic planning is carried out at a whole school level.

Support functions such as reprographics, facilities management, finance, HR and IT are all provided on a school-wide basis and the Head of the Junior School plays a key role in ensuring that the needs of the Junior School are being appropriately met.

Main Duties

STRATEGIC LEADERSHIP

The Head of the Junior School is a key member of the wider executive that oversees both Senior and Junior Schools and, as such, is expected to:

- Work with the Headmaster and Governors to agree and promote a clear sense of vision and strategic direction for the Junior School within the wider framework of the College;
- Be accountable to the Headmaster and Governors for the effective management of the Junior School;
- Identify key milestones and targets and to provide regular reports on performance against strategic objectives;
- Identify priority areas for financial investment and work with the Bursar to incorporate these into ongoing financial and strategic planning;
- Ensure that the ethos and values of the Junior School are maintained and developed.

MANAGEMENT

On a routine basis, the Head of the Junior School manages his or her own Senior Team and works with College-wide support staff to ensure that:

- Appropriate admissions targets are set and, with the support of Admission's Team, that sufficient high-quality pupils are recruited and retained each year to ensure that the Junior School is full and meets its recruitment targets;
- Appropriate standards of teaching and learning are set and managed effectively, and to oversee the implementation of appropriate strategies to achieve change where required;
- Strong, clear leadership is provided to ensure that Junior School common room is cohesive, innovative and effective and that staff are supported and well-managed;

- Excellent and warm links with parents are maintained, ensuring effective and appropriate communication;
- The financial and physical resources of the Junior School are well managed to ensure maximum efficiency, and to ensure that expenditure is controlled within the confines of agreed budgetary limits and the College's wider aims and objectives.

MARKETING

The Head is also expected to work closely with the Headmaster and Head of Marketing to:

- Develop the marketing and communications strategy to engage with the existing and future school community;
- Develop and maintain good relationships with the local community and feeder schools;
- Develop the excellent reputation of the Junior School and increase its profile;
- Be the principal ambassador for the Junior School, effectively communicating its vision and ethos to prospective parents and other external stakeholders.

TEACHING AND LEARNING

Supported by the Director of Studies and Subject Leaders, the Head is expected to:

- Be responsible for the overall academic life of the Junior School, nurturing a culture of scholarship and ensuring the highest possible standards of teaching and learning through a rich and balanced curriculum, ensuring that pupils are well prepared for life in the Senior School;
- Regularly evaluate the Junior School's curriculum to ensure that it remains appropriate;
- Monitor and evaluate the standards of teaching and learning to ensure that the progress of both teachers and pupils is assessed and that high standards are maintained;
- Maintain and develop the Junior School's extra-curricular programme to nurture the talents of the pupils, ensuring they have sufficient opportunities to develop their leadership skills.

PASTORAL

Supported by the Deputy Head and Heads of Section, the Head is expected to:

- Be responsible for the overall pastoral life of the Junior School and to maintain the focus on the needs of the individual and wellbeing of each pupil;
- Ensure that high standards of behaviour are set and maintained;
- Ensure that all staff have the skills needed to play an effective pastoral role in the school.

PERSON SPECIFICATION

The successful candidate will have:

- A willingness to support and promote the Christian ethos of the school;
- Evidence of the personal and intellectual ability required to manage the school's operational needs and to develop a clear and imaginative vision of its future development;
- Previous experience of working at a senior level in a similar environment;
- A good understanding of the challenges and opportunities in the sector;
- The ability to think strategically and to delegate effectively;
- Demonstrable passion for, and commitment to, ensuring the success of pupils;
- Excellent communication skills with the ability to communicate effectively with governors, staff, parents, prospective parents, pupils and other stakeholders;
- Skill to analyse problems, to make informed decisions and, where possible, to negotiate solutions;
- The ability to manage change effectively across the school community;
- Enthusiasm, flexibility, determination and the ability to inspire and motivate others.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he / she is responsible, or with whom he / she comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School he / she must report any concerns to the Designated Safeguarding Lead.



How to find us

Mottingham / Grove Park

Frequent fast trains from London Bridge, Cannon Street, Charing Cross and Waterloo East (15-20 minutes).

A20

Postcode for satnav: SE9 4QF
Easy access to the Kent countryside and the M25 (15 minutes away).

Gloria Filiorum Patres



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