

APPOINTMENT OF HEAD OF SENIOR SCHOOL (FOR JANUARY or APRIL 2019)

The Head of Senior School is a key Senior Management post at City of London School for Girls. The post holder has overall responsibility for the academic and general development and pastoral welfare of pupils in Years 9 – 11.

This is an exciting, important and demanding role. Applications are invited from candidates with suitable experience and qualifications and who understand the demands and expectations of high achieving schools such as CLSG.

DETAILS OF POST

Senior Management Team

The Senior Management Team is comprised of the Headmistress, Senior Deputy Head (Staff Management and Development), Deputy Head (Pastoral), Deputy Head (Academic), Bursar, Heads of Section (Sixth Form, Senior School and Lower School), Assistant Head of Teaching, Learning and Research, and the Head of the Preparatory Department.

The Head of Section has a leadership role in the strategic leadership and management of the whole school, helping to formulate policy and writing and implementing aspects of the whole school development plan.

Head of Section

The Head of Section is responsible for the pastoral care, learning and general academic development and extra-curricular involvement of all pupils in the section of the school for which he/she is responsible.

Integral responsibilities of the Head of Section are as follows:

- Overseeing the academic development and pastoral wellbeing of the girls in the Section
- Working with staff and tutors to maximise the academic performance and the welfare of the girls.
- Line managing and developing the two Assistant Heads of Section.
- Providing management and leadership of the team of tutors in the Section
- Promoting the ethos of achievement and balance which is the hallmark of the school.
- Assisting with the planning and delivery of PSHCE within the Section.
- Assisting with 16+ transition and recruitment of current pupils.

Whole School Responsibilities

In addition, the Head of Senior School will be responsible for:

- Monitoring bullying and friendship difficulties across the school.
- Chairing the Anti-Bullying Committee and implementing a programme of assemblies, form times and PSHCE sessions that tackle the issues surrounding friendships.
- Overseeing and contributing to the development of leadership initiatives for pupils.
- All members of SMT can be required to act as NQT mentors.

Learning Manager Role

Learning Managers work with the Deputy Head (Academic) and Heads of Departments, to support, develop, monitor and evaluate the quality of learning of the pupils in the section of the school for which each Head of Section is responsible.

Learning Managers:

- Ensure that all girls are making appropriate academic and pastoral progress
- Putting in place intervention strategies to deal with underperformance
- Help colleagues to develop as reflective practitioners, modelling reflective practice themselves

Heads of Section will use their professional judgement and experience to determine the most appropriate methodologies to fulfil their remit. This involves liaison with the Deputy Head (Academic) and Heads of the relevant Departments and especially the SEND Department and School Counsellors as appropriate.

- Pupil tracking
- Analysis of performance data
- Undertaking diagnostic work where progress is not satisfactory and planning intervention as soon as possible, offering help and guidance to colleagues, pupils and families as appropriate
- Assisting in the development of 'pupil voice'

The Head of Senior School's broad areas of responsibilities are listed above. It is also expected that responsibilities will evolve over time given the particular strengths and interests of the successful candidate.

The Head of Senior School should also take on any other responsibilities as the Headmistress may from time to time reasonably determine.

The school operates a 40 period week and the Head of Senior School is likely to teach 22- 24 periods per week and is thus a teaching member of their subject Department.

General Duties of Teachers at CLSG

- To take on duties and responsibilities as shall from time to time be allocated by the Head of Department.
- To attend regular departmental meetings.
- To participate in the school's Appraisal Scheme and to take advice from the Head of Department and other Senior Colleagues on Professional Development.
- To co-operate in the preparation and marking of examinations, including assisting with the administration and marking of entry examinations, report writing and other assessment and record keeping procedures.
- To co-operate in the preparation of new courses, the exploitation of cross-curricular links and the organisation of General Studies courses.
- To undertake supervisory duties and to attend INSET sessions and meetings on days outside full term as necessary.
- To undertake the duties of Form Tutor, including administrative duties such as registration, as well as disciplinary and pastoral care of a form group.
- To attend Parents' Evenings and staff meetings (including those which take place before and after the school day and before the beginning of term) and to attend morning Assembly and major school functions.
- To make a contribution to the extra-curricular life of the School.

THE CANDIDATE

Applications are invited from very highly qualified men and women who are graduates with a proven record of excellence in the classroom and strong pastoral and leadership experience in an academic school.

Required qualities

- Excellent communication and interpersonal skills
- Excellent judgement
- Ability to think clearly and strategically
- Ability to empathise and hold others to account
- Strong experience and secure understanding of key pastoral issues affecting teenage girls
- Strong experience and secure understanding of the key issues in developing the motivation, effectiveness and professional capacity of teachers as tutors.
- Experience of successful implementation of change.
- Diplomatic skills and the ability to build relationships with all stakeholders in a school
- Commitment to continuous professional development
- A developed administrative ability
- A good honour's degree
- An understanding of and commitment to the ethos and practices of CLSG, an academic school where professional standards and expectations are high.

Desirable

- Formal safeguarding training to level 2 or above

The appointment will be made without regard to gender, ethnic origin, or subject speciality, for an exceptional candidate a September 2019 start might be possible.

THE SCHOOL

The City of London School for Girls is an independent, non-denominational girls' school which is administered by the Corporation of the City of London. It is a member of the [Headmasters' & Headmistresses' Conference](#) (HMC) and caters for pupils whose ages range from 7 to 18 years. The total number of pupils is about 755, approximately 93 of whom are members of the Preparatory Department. There are, on average 150 girls in the Sixth Form. Entry is by competitive examination at 11+ and by testing and interview at 7+ and Sixth Form level. The school has a strong academic tradition and all girls go on to Higher Education from the Sixth Form.

Achieving academic excellence is an important part of life at CLSG, but so too is the provision of a wealth of extra-curricular opportunities, broadening students' lives with new experiences and challenges and ultimately, ensuring that our pupils flourish. A highly supportive system of pastoral care is in place in which understanding, encouraging and inspiring individual pupils is a fundamental part. Our School is cosmopolitan in outlook and the staff and students make the most of all that London has to offer. We are committed to an active outreach programme, to an international outlook and to educating young women to be the leaders of tomorrow. Applicants for teaching posts at City should therefore be enthusiastic about getting to know students and providing guidance appropriate to their individual needs. Applicants should also be keen to invest time and energy in extra-curricular activities, and to exploit to the full the opportunities arising from being at the heart of the City of London and to contributing to the strong community spirit which is a prominent feature of the school.

CLSG's tradition and location create a unique atmosphere which is vibrant, confident and supportive. The student body reflects the diversity of London, and pupils commute into school from all over the Greater London area. Personal development is the goal for every girl.

Facilities and support for staff are excellent. iPads are available to teaching staff, and extensive computer facilities are available for integration into teaching practice. CLSG is currently deploying the use of mobile technologies across the school.

CLSG works in partnership with a number of schools within and outside the City of London. The school is part of the East London Consortium as well as of the family of schools supported by the City of London Corporation.

Professional Development at CLSG

CLSG is thoroughly committed to supporting the professional development of staff and to making it an integral part of the School Strategic Development Plan. Staff learning is as important as pupil learning at CLSG. CLSG has developed a unique model of professional development with the support of Dr Chris Harrison at King's College London. Staff have a total of 6 full INSET days a year and the school also starts late three mornings a year to provide further professional development time. All staff are involved in cross departmental learning communities where they engage in professional reflection, experimentation and sharing of good practice. In recent years, the school has used these professional learning communities to embed pedagogical approaches including: AfL, Mindsets Theory and it is currently working on developing a Culture of Thinking using research from Harvard Project Zero.

The school is fully committed to embedding research as part of professional learning and in September 2015 appointed a Researcher in Residence. The Researcher in Residence supports members of staff who are working on small scale action research projects within the school. She has been the CLSG lead in a joint research project with CLS and Birkbeck University on improving working memory. The school also sponsors up to 5 members of staff a year to pursue MA courses in Education.

Within the East London Consortium and the family of City schools, there are frequent opportunities for collaborative professional development which the school has always taken a leading role in.

CONDITIONS OF SERVICE

Members of staff at the City of London School for Girls enjoy certain privileges and a salary which is well above the level of a comparable post in the Maintained Sector. The salary for this post is in the range £34,120 to £55,950 at current rates depending on experience plus a responsibility allowance of £10,870. There are two further threshold points on the salary scale to which staff at the top of the incremental scale become entitled subject to satisfactory assessment after two and four years respectively.

Appointments are subject to satisfactory references, the receipt of an enhanced Disclosure and Barring Service certificate and medical clearance. This post is exempt from the Rehabilitation of Offenders Act.

A Staff Fee Remission Scheme is available to members of the teaching staff for children attending one of the three City independent schools. The rate is currently 50% of full fee for up to seven years and further details can be supplied to applicants invited to interview upon request.

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy 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 s/he must report any concerns to the school's Designated Safeguarding Lead (Deputy Head, Pastoral) or to the Headmistress.

THE PROCESS

To apply for the post please complete the application form, together with a brief covering letter which explains why you feel particularly suited to the role and how it may fit in with your future aspirations.

On application please will you provide evidence to validate the contents of your CV which should offer a full employment history and full details of all educational achievements. You may be required to declare yourself to be in good health and you are required to declare criminal convictions. Confirmation of the appointment depends upon a satisfactory outcome to the usual statutory and medical checks. You should be aware that we may approach any previous employer as a child protection measure.

There will be two rounds of interviews and further details will be sent to short-listed applicants. The first round of long-list interviews will take place on Tuesday 9th October. Final interviews for short-listed candidates will take place the following week on Tuesday 16th October.

Closing Date for Applications: Wednesday 26th September at 4.00pm.