



Windlesham  
House School

- Est. 1837 -

Candidate information for

# Head of digital learning and strategy

September 2025

## Contents

A message from Ben  
The role  
Key responsibilities  
Person specifications  
Conditions of service  
What we offer  
How to apply  
Our school and values

# A message from Ben



We are proud of our rich heritage and tradition (as the oldest prep school in the country) whilst embracing innovation and change to ensure that we are preparing our pupils to be successful, high achieving and accomplished young people.

Our magnificent country setting within the South Downs national park and state of the art facilities enable us to provide an exciting and innovative curriculum in a safe, nurturing and inspiring environment. The opportunities are varied and inclusive allowing children to be involved, to follow their interests, take risks and build lifelong passions. Our community is built on the values of respect, creativity and courage with all children feeling secure, happy and able to flourish.

Academic rigour and challenge are important; we want all pupils to achieve their potential within a supportive environment where learning is creative, engaging and accessible. Our unique ACE Habits for Learning – Active learner, Critical thinker and Explorer are embedded in all aspects of teaching and learning allowing children to develop essential skills and become independent learners.

One thing I always notice about the school is the tangible sense of excitement, purpose and energy everywhere I go. All academic subjects, creative arts, sports and co-curricular are taught in well-equipped specialist areas by teachers with passion for their subjects as well as love for their topics. Children are inspired and motivated every day within a caring community. It is a joy to hear children excitedly talking to their parents about what they are learning, how their match went or what they did at breaktime.

I am aware that job descriptions and person specifications can appear rather daunting when one reads the full list of requirements and responsibilities. Please be reassured! We are looking for candidates who are keen to become part of the Windlesham House community, who can bring great personality, experience, innovation and commitment to the role and who have clear enthusiasm for education. Attitude and approach are just as important as qualifications and experience. If you have any questions, please do not hesitate to ask but in the meantime, thank you again for your interest in the position.

Good luck!

A handwritten signature in black ink, appearing to read 'Ben Evans'.

Ben Evans  
Headmaster



# The role

Windlesham House is seeking a dedicated and experienced individual to lead all aspects of computing and digital learning at the school as our new head of digital strategy and learning. The successful candidate will be responsible for the strategic development of computing and digital learning across all academic departments and lead the teaching of computing across the school whilst also supporting colleagues to deliver appropriate computing and digital learning across the curriculum.

The head of digital strategy and learning will be required to work collaboratively and effectively with the deputy head (academic) to inform the design, development and implementation of the school's IT/digital learning strategy. High level interpersonal and communication skills are expected and the ability to enthuse teaching staff and provide leadership in the use of IT to achieve academic excellence are essential

Windlesham House is a vibrant and busy community which embraces innovative teaching and pastoral practice based on consultation with pupils, parents, staff and governors.

Our new head of digital strategy and learning will need to be flexible and forward thinking in their approach, inspiring others to deliver excellence in digital teaching and learning.

Windlesham House is a distinctive school where tradition meets innovation, providing opportunities for children to be creative, courageous, kind and successful.





The head of digital strategy and learning will be an inspirational, creative and forward-thinking practitioner able to enthuse children and to take charge of the teaching of computing up to scholarship level and to lead and manage the direction of digital learning across the school.

### Key Strategic Responsibilities

- To provide strategic leadership in the development of digital learning and IT technologies by both staff and pupils across the school
- To develop an active and engaging STEM based activities programme
- To work with the senior leadership team (SLT) to develop and implement a strategy of ongoing IT improvements that delivers innovative and effective use of IT across the academic curriculum along with resilient and efficient management of data across the school
- To lead on the training and development of staff use of digital learning across the curriculum in all phases of the school
- To act as e-safety lead of the whole school, with a particular focus on anti-bullying (cyber bullying and misuse of electronic communication) and digital citizenship ensuring compliance with user policies
- To work closely with IT support services to ensure the effective provision of IT technologies

### Teaching and learning

- To maintain and develop, the curriculum for computing across the school and to regularly monitor and evaluate its effectiveness
- To lead on the teaching of the subject across all year groups and make a significant contribution to the teaching of the subject
- To manage the computing and digital learning department budget, to formulate the department
- To maintain an effective system of assessment and record keeping across all year groups, ensuring assessment informs planning and future progress of pupils.
- To evaluate and monitor the progress of children in computing throughout the school in conjunction with the deputy head academic, delegating where necessary
- To be responsible for the GATE (gifted and talented enrichment) register for computing, including the identification and mentoring of those who may be suitable to attempt a computing scholarship
- To lead the heads of department in developing their use of IT across their subjects and the year groups

- Demonstrate both enthusiasm and high standards of teaching to members of the department and pupils.
- Establish short, medium and long term plans for the development and resourcing for the subject which contribute to whole-school aims, policies and practices and identify realistic targets for the development of the subject
- Develop and implement policies and practices for the subject which reflect whole school aims and objectives
- Ensure the Computing 'Excellence Folder' is kept up to date and accurately reflects the high standards of the department and pupil achievement

### Digital learning responsibilities

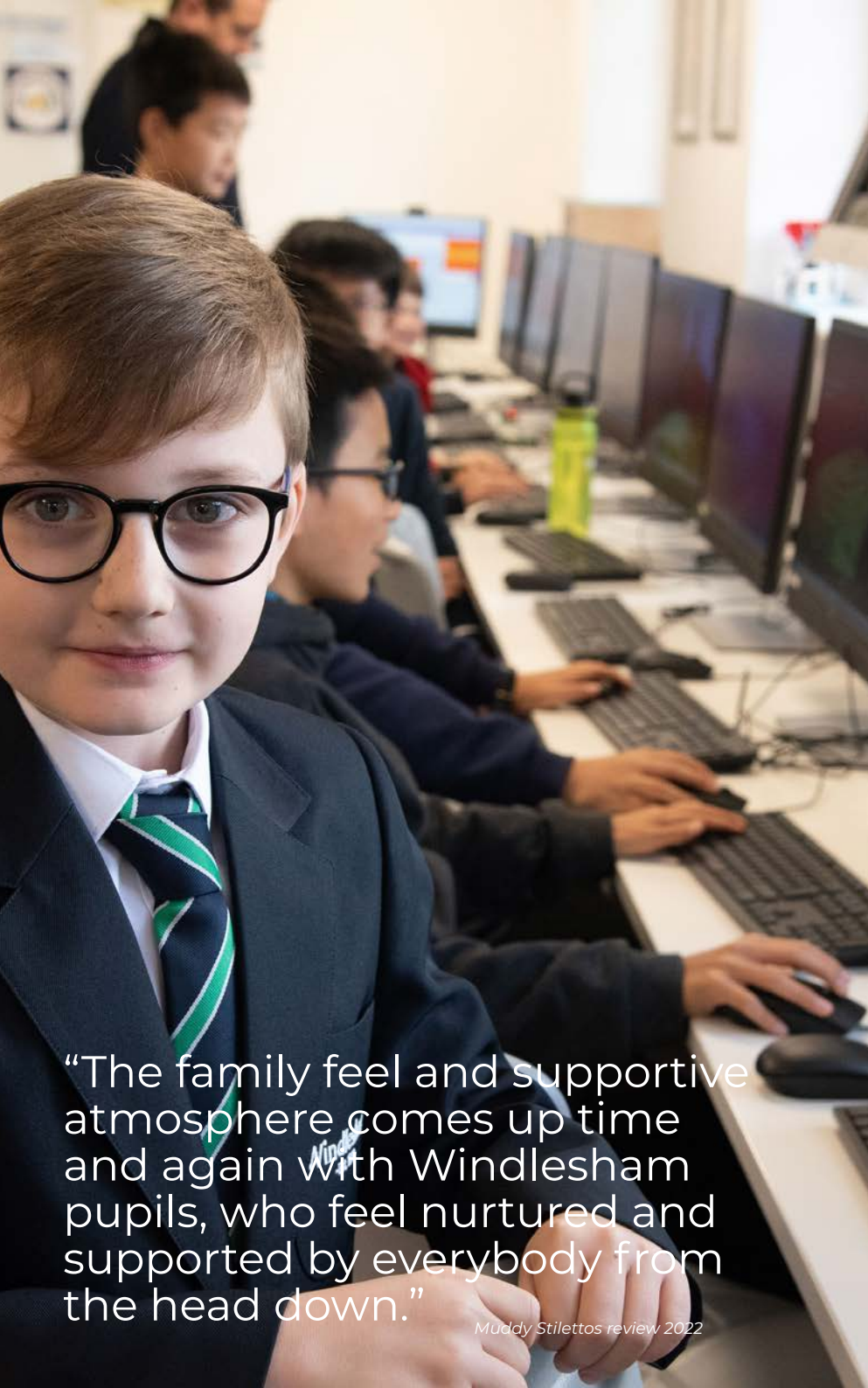
- To teach computing to Years 1 - 8 depending on the timetabling needs of the school agreed in advance with the headmaster
- To support the implementation of technology in the EYFS
- Set an example of excellence as one of the school's leading practitioners to inspire and motivate other staff
- Ensure effective curriculum coverage, continuity and progression in the subject area for all pupils
- Establish high expectations and ensure that clear targets are set for pupil achievement including those with special educational needs and the gifted and talented
- Play an active role in the professional development of staff and in the organisation and delivery of appropriate weekly and termly INSET
- Prioritise the safeguarding of pupils at all times
- Be a form teacher

### Pupil progress

- Develop clear policies for assessing, recording and reporting on pupil achievement, and using these to set targets for further improvement across the department
- Co-ordinate and proof-read termly reports for the department
- Write pupil references for senior school entrance and meet with parents to advise on senior school and scholarship choices

### Pupil Behaviour





“The family feel and supportive atmosphere comes up time and again with Windlesham pupils, who feel nurtured and supported by everybody from the head down.”

*Muddy Stilettos review 2022*

- Promote high standards of achievement, behaviour, attendance and punctuality from all pupils including the good order of classrooms
- Make contact with parents to discuss pupil behaviour
- Meet regularly with the senior deputy head and deputy heads (academic and pastoral) with regard to pupil progress and welfare

#### Standards and Quality Assurance

- Support the aims and ethos of the school
- Set an example of professional conduct and personal commitment to the education and welfare of the children in the school which can be followed by colleagues and appreciated by parents
- Set a good example in terms of dress, punctuality and attendance
- Take part in the Windlesham House staff appraisal process
- Attend and participate in presentations for parents and pupil performances/productions
- Uphold the school's code of conduct and dress code
- Attend team and staff meetings, parents' evenings, speech day, inset sessions and similar important functions both in and out of normal school hours and participate in open days for prospective parents and pupils

What is set out above amounts to a statement of what may be regarded as minimum expectations, not an exclusive summary and may be amended at the reasonable discretion of the Headmaster to meet the changing needs of the school.

The post holder's responsibility is to promote and safeguard the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and 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 pupils in the school, they must report any concerns to the school's designated safeguarding lead.

# We are looking for

## Qualifications/professional development

### Essential

- Good degree from respected university
- Qualified teacher status
- Evidence of continuing professional development relating to school leadership and management and curriculum / teaching and learning
- A track record of leading successful education initiatives and managing change

### Desirable

- Postgraduate level qualification
- Experience of working with other schools / organisations / agencies
- Experience of leading / co-ordinating professional development opportunities

## Skills and experience

### Essential

- Substantial experience of pastoral leadership, development and management, likely to have been gained as a head of year, assistant head, houseparent or an equivalent senior role
- Coach and mentor staff
- Experience of different schools
- High degree of proficiency with ICT that is required in order to process and analyse the academic and pastoral data that is involved with this role
- Experience of the monitoring and tracking of pupils' personal development
- The ability to build a strong rapport with pupils, parents, staff and governors
- Exceptionally high standards regarding accuracy, clarity and consistency of language, including writing and proofreading skills
- Excellent presentation skills
- Full commitment to promoting school values
- An excellent listener and calm communicator with pupils and colleagues





## What we offer

- Access to the Aviva Pension Trust for Independent Schools (APTIS). This is a defined contribution scheme for teaching staff
- Life assurance cover which provides death in service cover
- Free school lunch and refreshments during term time whilst the kitchen is operating
- Parking on site although all vehicles are parked at the driver's risk
- Access to an employee assistance programme
- School fee discount for staff whose children are Windlesham House pupils subject to the school's normal admissions procedures

## Terms and conditions

All appointments are subject to an enhanced check with the Disclosure & Barring Service and at least two references from past employers including any school employment during your career.

- All staff comply with the school's child protection and safeguarding policy
- All staff set an example to pupils and dress appropriately at all times
- The school operates a no smoking and vaping policy
- The school takes its obligations under the Health & Safety at Work Act very seriously and the post holder requires all staff to comply with all aspects of the school's health and safety policy, particularly in relation to safe working practices
- All staff keep up to date with the school's current policies which are posted on the staff shared drives

# How to apply

Completed applications should be emailed to [hr@windlesham.com](mailto:hr@windlesham.com) at latest by the closing date of 12 noon on Thursday 1 May. Interview dates to be confirmed. To apply, please complete the application form which is available on our website.

## Important instructions for applicants

- Your application should include a covering letter summarising your suitability for the role with close reference to the role you are applying for
- The application form should be used to detail all relevant qualifications and provide a full, dated career history with explanations of any gaps in employment
- If you have spent three months or more living or working outside the UK, you should tell us the country/ies and the dates of your stay
- Space is provided in the application form to include a supporting statement. You should use this statement to set out clearly why you consider you are suitable and how you meet the criteria listed in the person specification for the post
- The application form asks you to declare all criminal offences, including those that are spent, and any relationship you have to other employees at Windlesham House

Note that any misrepresentation of or failure to declare information that is material to the appointment may invalidate an application, or lead to summary dismissal if the applicant has started in post.





# Recruitment and selection

Windlesham House is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. All applicants undergo child protection screening. This post is exempt from the Rehabilitation of Offenders Act 1974. The school carries out pre-employment checks, seeks references and conducts an Enhanced DBS check and other relevant checks with statutory bodies on the successful candidate.

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders as part of our [Recruitment, Selection and Disclosures Policy](#). If you are shortlisted, you will declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers who cannot take these offences into account. Guidance will be provided when you are invited to interview.

Once appointed, the post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come 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, they must report any concerns to the school's designated safeguarding lead or to the headmaster.

Windlesham House is committed to being an equal opportunities employer. To enable us to make any reasonable adjustments, please let us know at the application stage if you have any special requirements.

## Data Protection

The school collects personal data during the recruitment process which it adds to the successful candidate's employment record. The school retains application information on unsuccessful candidates for six months after the completion of the recruitment process. After this, it will be securely destroyed. For further information on how we use your information and with whom we share it, please refer to our [Data Protection policy](#).

# Our school

Windlesham House is a distinctive day and boarding school for girls and boys aged 4-13 where tradition meets innovation, providing opportunities for your children to be creative, courageous and successful.

As the oldest prep school in the country (est 1837) and the first prep school to become co-educational (1967), we have always led the way in embracing the new. We are progressive and innovative in our ethos and approach while embracing our traditions and rich history. Focussing on the wellbeing of every child, each benefits from a first class and distinctive education full of exciting opportunities and experiences in the glorious South Downs; the grounds are alive with children building dens, climbing trees, playing golf and collecting chicken eggs.

Our outstanding programmes, including world languages and sports academies, have earned us recognition across all aspects of the education we offer and provide exciting opportunities for girls and boys aged 4-13. Recently a parent said, "Windlesham House continues to thrive and nurture future generations of exceptional children." We are delighted to be laying the foundations for the future with our green plan and innovative leadership Diploma & Futures Programme for Years 7 & 8.

To learn more about the school, please explore our [website](#).

## A breath of fresh air

Looking back on your childhood, what memories stand out to you? Hopefully days of exploring nature, playing with friends and learning new skills ... our beautiful 65 acres of grass and woodland, nestled in the foothills of the South Downs allows children to be children, giving space to learn, discover and play. Our long held policy of no school uniform (within reason of course!) helps children feel relaxed in their home away from home. There is plenty of wildlife to spot – including a family of deer, badgers, pheasants and plenty of birds. With over 1000 trees to climb, there's plenty of scope for a treehouse or den to house adventure seekers.





## Our values

At Windlesham House, we take great pride in the individual journey our pupils go on whilst here and what sort of child they become at the end of that journey. They are encouraged to be curious, we want them to be creative, celebrate each other's successes, show commitment in everything they do, make a contribution and show that they care.

We aim to

- Provide educational excellence through the provision of effective and inspiring teaching, encouraging enthusiasm for learning and enabling each pupil to achieve their potential
- Sustain a supportive, kind and happy environment where the individual and spiritual needs of the pupils and staff are recognised and provided for within a community that celebrates diversity
- Encourage pupils to be self-confident, self-motivating and self-disciplined within a safe, nurturing and caring community ensuring they progress to their chosen senior schools as successful individuals
- Attract, develop and retain exceptional staff whose commitment to the children is transformational whilst also continually seeking opportunities to grow and develop through the investment in first class facilities and resources
- Communicate and collaborate closely with parents to understand their expectations and aspirations
- Ensure a bespoke and modern boarding environment tailored to each pupil's individual needs

**“Our teachers really go above and beyond. They are forward thinking, conscientious and do a brilliant job engaging every single learner.”**

*Ben Evans, Headmaster*