



## KNIGHTSBRIDGE SCHOOL

### Head of Learning Recruitment Specification

#### Introduction

Knightsbridge School currently educates 420 boys and girls from ages 3 – 13 and from 2020 we are expanding our provision to the age of 16. The school, which is set in the heart of London, combines a warm and nurturing environment with excellent resources, a commitment to teamwork and the professional development of staff.

#### Overview

This role is ideal for a collaborative, creative and pragmatic educational leader who will not only improve and develop our existing provision but also lead the development of all curricular aspects for years 9 – 11. We constantly strive to keep abreast of the latest developments in educational practice and to embrace opportunities for improvement and new ideas. The Head of Learning will be committed to the KS philosophy and will want to make a difference to the all-round education of our pupils. This role is not a dry role consisting only of curriculum and timetable; the right candidate will work closely with the Head to shape and implement an exciting and inspiring provision for all our pupils.

#### Job Description

##### Purpose:

The Head of Learning is a member of the Senior Management Team (SMT) and is responsible to the Head for achieving excellence in teaching and learning throughout the school.

##### Key Responsibilities

#### 1. Teaching & Learning

- a) Regularly review the school's policy in relation to Teaching and Learning, working with the Head to set the strategy and direction and implementing with Heads of Department and SMT
- b) Maintain and apply current knowledge of Teaching and Learning methods, including the use of new and emerging technologies, establishing creative, responsive and effective approaches to learning and teaching
- c) Balance the curriculum to ensure that each subject area has appropriate timetabling

- d) Monitor standards of Teaching and Learning and review the overall structure of assessment for teaching and learning for staff and students, recommending improvements to both process and practice to improve standards

## **2. Monitoring & Evaluation**

- a) Implement the school's policy for the recording, reporting and assessing pupil progress, making suggestions for improvement to policy and practice in light of the school development plan
- b) Produce statistical analysis of assessment and of examination results on a termly basis to identify trends, areas for improvement and to make appropriate recommendations
- c) Track and monitor academic progress of all children; providing Heads of Section with evaluative reports on pupil progress and ensuring appropriate action plans are in place where issues are identified;

## **3. Curriculum**

- a) Regularly review policies for academic and curricular provision within the school working with the Head to identify and implement improvements
- b) Take overall responsibility for curriculum planning and implementation, working with SMT to identify strategic curriculum/ educational issues in order to determine, organise and implement an exciting and inspiring provision for all our pupils.
- c) Undertake and lead effective cross curricular planning to align the learning across subject areas and to ensure a consistent approach to generic skills.
- d) Devise SMSC policy, reviewing regularly and ensuring that it is integrated into the curriculum and other activities

## **4. Assessment**

Assume overall responsibility for Assessment working with and through the Assessment Co-ordinators to:

- a) Review assessment policy working with the Head to recommend and implement improvements
- b) Recommend which assessments should be used in light of available options, current trends and to ensure appropriate assessments for all stages
- c) Determine the process for recording and managing all assessments, and ensure that this is fully implemented.
- d) Be responsible for overseeing the content and process for Internal Examinations
- e) Managing all baseline testing (currently Aspects/PIPS/CATS/Incas) and analyse all assessment material to monitor children's progress.
- f) In order to raise pupil achievement, review, implement and train staff on the interpretation and actioning of assessment materials and the target setting process.
- g) Produce reports for the Head and Governors termly and as required at other times.

## **5. Leadership & Organisational**

- a) Assist the Head in implementing the school's educational plans.
- b) Lead, manage and develop direct reports, namely the assessment team and the Exams Officer
- c) Assume responsibility for quality provision of the following:
  - identifying common development needs and providing input for INSET.
  - producing and maintaining an effective and workable timetable well in advance of

- the start of the school term.
  - setting the annual homework timetable
  - planning and organising the school's reporting system to parents
  - ensuring that parents and pupils are well-informed about the curriculum, attainment and progress
  - selecting appropriate assessment materials for assessing children's entry to the school
  - co-ordinating whole-school exams for 11+, 13+ and 16+ and other external examinations until the appointment of an Exams Officer
- d) Produce Cover rota with Head of Section
- e) Undertake teaching responsibilities typically of 20 periods per week of 20 mins
- f) Cover for absent colleagues as required.

### **Person Specification**

#### **Education:**

Batchelor Degree in Education, or Bachelor Degree in non-education with PGCE or other teaching qualification required  
Further relevant qualification desired.

#### **Experience:**

- Minimum of 5 years' teaching experience
- Leadership role in at least one independent school
- Management of teams
- Specific responsibility for at least one of: assessment, curriculum, teaching & learning, monitoring & evaluation
- Experience at KS3 and KS4 would be desirable

#### **Personal Qualities and Competences**

- Excellent communication skills, both written and verbal
- Collaborative
- Able to influence and persuade
- Proven ability to balance diplomacy and assertiveness
- Highly organised
- Proven ability to adapt to change
- Innovative and forward-looking
- Strong coaching skills
- Thoughtful & considered
- Strong principles and values
- Demonstrated commitment to safeguarding and promoting the welfare of children

### **Safeguarding**

Knightsbridge School is committed to safeguarding children and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to DBS checks and other relevant employment checks.

### **Applications**

The position commences from September 2019

Expressions of interest can be made by sending a CV with covering letter and further details can be obtained from Rosie Binns at [HR@knightsbridgeschool.com](mailto:HR@knightsbridgeschool.com) or 020 7590 9000. The school will require an Application Form to be completed prior to any interview.