



Lead Practitioner - Digital Leader (Part Time 0.6)

Recruitment Pack

**Grade: Lead Practitioners' Pay
Range (inner London)**

**Starting September 2024 or
January 2025**

**We reserve the right to interview as
applications are received**

*Educating Successful Women
of the Future*





Welcome

Thank you for your interest in joining our team at Ricards Lodge High School. We have been an outstanding school since 2017 confirmed in our most recent inspection, September 2023 when it was reported that our school provides all pupils with an “exceptional education”.

We are a successful, vibrant and innovative school with a tradition of academic excellence, catering for girls between the ages of 11-18. We have a strong reputation for our performing and visual arts as a previously designated specialist school. We have a joint co-educational Sixth Form, RR6, with a range of academic and applied courses on offer, set in a stand alone Sixth Form block. We are building a new STEM sixth form building on our site to be opened in 2024-25 with three science laboratories and a CAD Suite for Technology.

Our staff are committed to delivering a high quality educational experience including academic excellence *and* personal development. We are passionate about staff wellbeing and staff development and our teachers are supported to thrive and inspire each other.

Consultation and staff voice are highly valued through timetabled staff working parties and regular feedback.

We are privileged to be such a diverse school and we are proud of the harmony that exists between us all. Our curriculum and extra-curricular activities give us the opportunity to prepare our students to take their place in the changing global society.

Our mission, ‘educating successful women of the future’ guides us in our work.

Our School Values

We Aspire
We are Resilient
We have Compassion
We champion Equality
We work Together



About You

We are seeking an innovative digital specialist to undertake the role of Lead Practitioner Digital Learning. You will have experience of leading school development in online learning and be excited to harness the positives of Artificial Intelligence to aid teaching and learning across the school.

You are ready to step up to a senior role in school leadership with a focus on teaching and learning.

You will be an experienced computing and/or media teacher who is highly motivated to inspire

students and develop high level skills and knowledge in either of these disciplines.

As a lead practitioner you will enjoy training and mentoring teachers at all levels, from PGCE and School Direct through to more established middle and senior leaders.

As a member of the extended leadership team you will work closely with all senior leaders on our whole school strategy. Championing the use of digital technology to support our vision for the schools into the future of girls education.

EDUCATING SUCCESSFUL WOMEN OF THE FUTURE

1

WE ENJOY LEARNING
AND INTELLECTUAL
CHALLENGE



2

WE EMPOWER
STUDENTS AND VALUE
RELATIONSHIPS



3

WE GROW STAFF
TALENT AND HAVE A
SHARED SENSE OF
PURPOSE



4

OUR ESTATE PLAN IS
AMBITIOUS AND WE
PLAN AND RESOURCE
SUSTAINABLY



5

WE INCLUDE PARENTS
AND COMMUNITY AND
OUR SCHOOL IS A HUB
OF ACTIVITY



Job Description

Post Title: Lead Practitioner - Digital Leader (Part Time 0.6)

As the Digital Learning Leader, you will play a pivotal role in driving digital excellence throughout the school. Working alongside the Teaching and Learning team, you will spearhead initiatives to enhance teaching, learning, and assessment practices using digital media. Your leadership will ensure that all students have the opportunity to excel academically while supporting the professional development of our dedicated teaching community.

Responsibilities include

- Ensure the school is continuously learning from best practice in the sector and shape the priorities for school improvement plan and the digital strategy.
- Lead digital projects across the school, ensuring the highest standards of curriculum delivery, student achievement and appropriate use of Artificial Intelligence.
- Develop and implement a comprehensive digital literacy program for both secondary and sixth form students, fostering innovation and success.
- Oversee the quality assurance of digital literacy for staff and students.
- Responsibility for online-safety and support the DSL in effective filtering and monitoring across the school, ensuring a safe and productive digital learning environment.
- Streamline workflow and reduce staff workload through innovative use of online platforms and artificial intelligence.
- Lead staff CPD and IT skills training to all staff growing staff as digital leaders across the school.
- Oversight of the school's use of devices, monitoring usage patterns, and ensuring adequate resourcing.
- Collaborate closely with teaching and learning partners to share best practices and drive continuous improvement.
- Prepare and present at relevant SLT and Governor committee meetings, providing insights into digital learning initiatives.
- Mentor ITT and ECT staff, fostering their professional development.
- Foster a shared vision within the teaching and learning team, across curriculum teams, aligning with school priorities and promoting excellence in teaching and learning.
- Review and report on teaching standards, ensuring consistent implementation of school policies.
- Provide regular progress presentations to the SLT, Governors, and parents as appropriate.
- Ensure the school is meeting the digital leadership and governance standards as outlined by the DfE.
- Undertake school duties and responsibilities commensurate with the seniority of the role and as the Headteacher directs.

The successful candidate will:

- Be instrumental in their mission to provide every student a great education and real choices in life, regardless of their background.
- Be experienced in designing, implementing and evaluating effective, imaginative and stimulating Schemes of Work.
- Have an excellent understanding of both subject and general teaching pedagogy.

Job Description

- Work alongside our teaching and learning partners; Teach Wimbledon, Roehampton University, St Mary's and University College London.
- Prepare and present at relevant SLT and Governor committee meetings.
- Provide support and guidance for ITT and ECT staff.

Leadership Responsibilities

- To foster a shared vision in the curriculum team which reflects the whole school vision and school priorities.
- To lead, guide and motivate team members
- Leading and developing staff training to develop and enhance teaching practice across the school.
- To review and report on the standards of teaching and learning in line with the school self evaluation policy to ensure all school policies are consistently implemented.

Accountability

- Meet and report to the Deputy Head teacher and where appropriate the SLT.
- Liaising with relevant staff in respect of individual student needs.
- To prepare and provide regular progress presentations to the SLT, Governors, parents as appropriate .
- To contribute to the development of the whole school.

Professional development

Appropriate CPD will be provided either through the **SSAT Lead Practitioner Programme** or through the **NPQ Professional Development** qualification through our partners the Wandle Teaching Alliance.



Person Specification

The following list shows the essential and desirable characteristics for which we are looking for when considering your application and at interview.

Characteristic	Essential	Desirable	Assessment Method
Qualifications, Knowledge & Training			
Qualified teacher status	●		Application
Relevant specialist qualifications in your subject area	●		Application
Knowledge and understanding of curriculum requirements and developments within your own subject specialism	●		Application Interview
Commitment to personal CPD and CPD of others	●		Application Interview
Experience as a form tutor and / or pastoral work		●	Application Interview
Leadership			
Experience of leading a project or team to improve outcomes for students	●		Application Interview
To lead a team, galvanizing a culture of growth and development and able to focus priorities for the team ensuring success		●	Application Interview
Experience of mentoring or coaching others	●		Application Interview
Skills & Abilities			
To be able to teach lessons which consistently meet the Teacher Standards	●		Application Interview
To use a variety of strategies to inspire and engage students and promote a stimulating learning environment to raise attainment	●		Application Interview
Ability to work well across departmental teams	●		Application Interview
To be a confident user of IT as a teaching and analysis tool	●		Application Interview
Ability to make effective use of data and develop timely and relevant intervention strategies to promote student progress	●		Application Interview

Person Specification

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Characteristic	Essential	Desirable	Assessment Method
Skills & Abilities			
The ability to plan and deliver CPD to support and enhance whole school teaching and learning	●		Application Interview
Excellent verbal and written communication skills with the ability to relate well to the whole school community	●		Application Interview
The ability to contribute to the project management of a school initiative such as assessment and reporting	●		Application Interview
Personal Qualities			
Energy, enthusiasm, determination and an insistence on high standards	●		Application Interview
Be able to work under pressure, prioritise and manage time effectively	●		Application Interview
Flexibility and resilience	●		Application Interview

Working at Ricards

Ricards Lodge offers all new staff;

- Flexible working patterns that can include part time working where possible
- Strong programme of in-service training for all staff including all leaders through the NPQ suite of courses
- All Early Career Teachers will be provided with continued professional development as outlined in our Early Career Framework policy. Ricards Lodge provides training for mentors and ECT with our partners: Wandle Teaching Alliance and UCL's Faculty of Education and Society. Lead Practitioners will have a significant role in support of our Early Career Teachers
- A graduate teaching assistant programme leading to teacher training with Teach Wimbledon
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- The staff are very supportive towards each other with a great camaraderie existing throughout the school with a number of social events that are open to all and well attended
- When you come and work at Ricards Lodge High School including our Sixth Form you will be able to benefit from a structured and comprehensive professional development programme. As a valued member of staff we want to ensure that you have access to all the benefits available to you



As a Merton Employee

Benefits include the following:

- Well being weeks including staff breakfast and social events
- A laptop for all teaching staff
- Social staff area and work area for staff
- Access to Merton's Employee Assistance Programme including new wellbeing app with instant access to free support for up to six weeks
- Collaborative approach to teaching and learning
- Merton Employee VDU users – possible to claim a fee towards glasses/eye test
- Annual season ticket travel loans are available
- Parking on site

Google for Education

All successful candidates will be able to complete Google Fundamentals prior to starting work. All staff work towards completing Google level 1 qualification.

Childcare

The London Borough of Merton's Children's Information Service offers a comprehensive service to help meet your childcare needs. The service can be contacted on 020 8545 3800, or send an email to cis@merton.gov.uk. They can provide information on childminders, playgroups, and nurseries and out of school schemes.

If you need any support with accessing the Tax-Free Childcare Scheme administered via HMRC, we can assist.



Working in Wimbledon

Wimbledon is situated in the London Borough of Merton which was formed in 1965 when the areas of Mitcham, Merton, Morden and Wimbledon were joined together to create this attractive green borough nestling on the border of central London and leafy Surrey. Historically, evidence of Celtic settlers has been found in the borough. Caesar's camp, a fortified village on Wimbledon common was in fact occupied 500 years before Julius Caesar was born. Today, after the creation of the new borough provided the impetus for more growth, five town centres have emerged – Colliers Wood, Mitcham, Morden, Raynes Park and Wimbledon. They are all primarily residential areas each with their own commercial and shopping centres.

Wimbledon is exceptionally well served by road, bus and rail links. The main road artery is the A219 which runs off the A3. The road network offers fast access to the M23, and M25 and thus to Channel Tunnel links, major airports and the south coast. The main railway station is Wimbledon which is also a terminus for the District Line of the London Underground network. Frequent trains run to Waterloo Station, (journey time 15 minutes) which is very near to central London. The Tramlink service connects Wimbledon, Merton and Croydon, and there is an extensive bus network. Close by are many attractions such as Hampton Court Palace, Epsom Downs and Racecourse and Box Hill.

Sports lovers are well served in the borough. There are 31 football pitches, 42 tennis courts, 8 bowling greens, 2 crazy golf, 1 croquet lawn, 15 cricket pitches (including one of the world's oldest cricket greens at Mitcham), 7 rugby pitches and 3 trim trails.



There are 13 multisport areas and also a watersport centre, which has a Royal Yachting Association centre and a British Canoe Union approved centre. There is a local community football programme, which is a partnership between the council, AFC Wimbledon and Tooting and Mitcham FC, as well as a Little League. Wimbledon Leisure Centre, one of three within the borough, has a fitness centre, dance studio as well as a 30m main pool and teaching pool.

Venues in Merton present entertainment across the board. The New Wimbledon Theatre is one of south west London's biggest and most prestigious, frequently hosting performances straight from the West End. The famous Polka Children's Theatre is also in the borough together with the All England Tennis Club. Cannizaro Park has a Grade II listed landscape: the Italian garden is used for art events and there is an outdoor theatre season. The Cannizaro Park Festival is one of London's major summer events and has performances of jazz, pop, tribute bands, comedy and many more.



Merton has abundant green spaces and 13 local nature reserves. Wimbledon Common, together with Putney Heath and Common, is a 1140 acre site, 900 acres of which are a Site of Special Scientific Interest (SSSI). It has woodland, heathland and nine ponds and provides great opportunities for relaxed walks. For the green fingered there are also allotments that can be hired.

Merton Abbey Mills is a famous weekend market with 15 independent shops and over 100 market stalls. There is a riverside pub, children's theatre and working watermill so it makes the perfect place for a family day out. There is also a craft village, antique and collectors market and a toy collector's fair. Deen City Farm, an urban community farm, is another ideal place for family outings. The council also organise a wide range of summer and Easter activities for 3-16 year olds. Wimbledon and the surrounding area is dotted with numerous pubs, bars and restaurants catering for all tastes and purses.

For further information on what the London Borough of Merton can offer, visit www.merton.gov.uk



To discuss this role in more detail or arrange a tour of the school please contact

HR@ricardslodge.org for further information.



Artsmark
Platinum Award
Awarded by Arts
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