

April 2019

Dear Applicant

You will, I am sure, be researching LEH to find out about the school and decide whether this is your dream job. This is a recently introduced role for the school as we develop our teaching of computing, as opposed to ICT, and introduce A Level Computer Science for the first time in September. We're looking for someone pretty special to lead on all of this.

LEH has committed itself to STEM subjects across the board and new facilities were built last year to support this ambition. The LEH Computing Department works out of two brand new, state-of-the-art computer laboratories, located close to our new Product Design studios. The Department currently consists of the Head of Computing and two further staff, all Computer Science specialists. They work collaboratively with colleagues in the Product Design and Mathematics Departments in developing our STEM offering.

The successful candidate must have a proven track record as an exemplary classroom teacher who will inspire others with his or her leadership skills. S/he will be ambitious for the development of this relatively new department and will ensure that it delivers a high quality academic experience (both curricular and extra-curricular) to all students.

We have just completed a full curriculum review and this department, and the new HoD role, have come into existence as a result of this review. It is not the only exciting change planned at LEH over the coming few years, and Heads of Departments will play a leading role in many of these.

This is an outstandingly good school in many different ways and it fully lives up to its reputation. As a potential newcomer to the school, here are some important things I think you need to know:

- Work should be joyful! I like to have a laugh and enjoy being here, and I don't see why that shouldn't be a goal for everyone else too.
- We are high achieving and proud of it; we are not afraid to celebrate the elite whether in the sphere of academia, sport or the arts.
- The girls at LEH are a very intelligent bunch, and we love this. Good teachers harness the girls' intelligence and energy; this is a great part of the 'feeling' of the school.
- Being in the company of bright, lively girls, day in, day out, is challenging, and we want our teachers to be challenged, even if it can be quite tiring!

We expect all our staff to commit to a busy, lively working life and not to complain (too much!) if it sometimes feels a bit overwhelming. The teachers and the students at LEH do a *lot* of things: no-one sticks only to one area of school life. We all run extra-curricular clubs and are involved in social activities. The girls participate in many clubs, and many of them operate at the top level here too.

Education is a journey during which we expect the students to learn an enormous amount, across an ever-widening range of experiences, in a very short period of time. It is important

to remember that girls leaving our Sixth Form are by no means “the finished product”. All that schools can aim to do is to endow young people with the knowledge, skills and expertise to keep on learning and developing in as many different ways as possible. We can ensure that they have the courage to try anything, the ability to recognise and assess the risks they may be taking and the confidence to face failure and not allow this to discourage them. For girls in particular, they also need to learn to ‘blow their own trumpets’ rather than waiting for others to do it for them.

This letter, the attached ‘Person Specification’ and ‘Job Description’, together with your research of our website, form the basis of the information available to you.

Applications should be made on the LEH application form. Completed forms should be sent by email to [personnel@lehs.org.uk](mailto:personnel@lehs.org.uk).

The closing date is noon on Wednesday 24<sup>th</sup> April 2019 but applications will be dealt with on receipt and interviews may occur at any stage.

This is a “regulated position” under the Criminal Justice and Courts Act, 2000 and the post-holder will be required to undergo a criminal background check.

If you have any questions, please telephone me on 020 8783 9703.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Heather Hanbury', written in a cursive style.

Heather Hanbury

Head Mistress

## A BRIEF DESCRIPTION OF THE LADY ELEANOR HOLLES SCHOOL

### COMPUTING DEPARTMENT

Computing at LEH is a new and exciting department. It benefits from a brand new facility, opened in September 2017, which has, at its heart, a technology and computing suite. There are two specialist teaching rooms which seek to link the work of computer science with robotics, technology and product design.

The department currently teaches an exciting and creative Computing curriculum at KS3. This combines IT skills and Computer Science, and includes the teaching of Python and HTML5/CSS3, programming fundamentals using Kodu, ESafety, IT security, physical computing with micro-bits, computational thinking and graphic design incorporating virtual reality.

The first cohort of GCSE Computer Scientists will take exams this summer, and our first cohort of A Level students will start in September 2019.

The school has a highly skilled and supportive IT technical team which is responsible for the smooth running of all computer-based operations within the school, both educational and administrative. The introduction of 1-to-1 iPads was completed in September 2017, and all Senior School pupils have a standard iPad of their own.

Given the close relationship between computing and technology, the ability and/or willingness to become involved in product design, CAD/CAM etc., would be helpful.

### **Extra-curricular Computing and Enrichment**

The Computing Department currently runs a number of extra-curricular activities for different age groups. Pi Club is open to girls in all year groups with lunchtime activities for younger girls and Pi+ after school for older pupils. Recent projects have included a Raspberry Pi bird box, app and game creation, Lego Mindstorms, Robotics and Minecraft Pi. 16-18 year olds can join the Robotics Team, where we work closely with the Computing and Technology Departments in Hampton School, our neighbouring boys' independent school.

### Person Specification:

The successful applicant is likely to possess the following:

- A strong academic background, a good honours degree or equivalent in Computing or Computer Science, and possibly a post-graduate qualification.
- An appropriate teaching qualification e.g. PGCE.
- Experience teaching very able pupils up to A Level.
- Management experience or potential.
- Willingness to organise and participate in our programme of extra-curricular activities and trips.
- Excellent teaching, communication and interpersonal skills.
- Efficiency and reliability.
- Active support of the ethos and aims of the school.

The successful applicant must be committed to the safeguarding and well-being of children and young people.

## JOB DESCRIPTION

### HEAD OF DEPARTMENT

- To have control of the organisation and promotion of the department.
- To be involved in the selection and professional development of members of the department.
- To inspire, advise and support all members of the department, especially those who are new to the school.
- To ensure that the work of the department is in line with the school's strategic plan.
- To hold regular department meetings.
- To contribute to the school policy and development as appropriate.
- To present budget plans and to control the budget.
- To be responsible for monitoring the performance and functioning of the department.
- To present annual schedules of timetable requirements in consultation with the department.
- To develop the use of IT within the department as appropriate.
- To be involved in the staff Professional Review process.
- To organise and update schemes of work, methodology, departmental development plans and the Departmental Handbook.
- To attend HODs meetings and curriculum meetings as required.
- To organise the setting and marking of school examinations and to ensure that marks are distributed to the Head Mistress and to tutors.
- To organise and oversee curricular and extra-curricular trips.
- To provide a wide range of experience for student teachers and to provide support and monitor performance.
- To provide cover within the department, wherever possible.
- To review textbooks, equipment, apparatus and accommodation.

- To maintain displays on the subject boards.
- To evaluate student performance in public examinations and develop strategies to promote achievement.
- To report to the Governors on departmental developments, when required.
- To keep abreast of new developments in one's subject by reading and attending courses and group meetings.
- To oversee appropriate extra-curricular and/or community links events in collaboration with the Senior Assistant Head.

#### ADDITIONAL RESPONSIBILITIES FOR THE HEAD OF COMPUTING:

- To ensure that the curriculum at KS3 prepares the pupils for the use of computers as part of their future life, should they choose not to continue with the subject at KS4. It should also encourage them to consider Computer Science GCSE.
- To maintain and update equipment in the light of new specifications within the constraints of the budget.
- To supervise technical staff to ensure that all resources are ready and in good working order for lessons.
- To keep up to date with all safety advice and legislation and to distribute this to staff.
- To ensure that all staff, both teaching and technical, work safely and in accordance with any appropriate legislation and that Risk Assessments are adhered to.

## GENERAL TEACHING JOB DESCRIPTION

- To plan, prepare and teach lessons as required by the department.
- To set homework and mark written work regularly and ensure that the correct procedures are followed if work is missing, incomplete or late.
- To set, supervise and mark school examinations and course work for public examinations.
- To assess, record and report on the development, progress and attainment of pupils and to communicate this information to parents via written reports and Parents' Evenings. To provide written information for the UCAS and other similar forms.
- To consult your line manager about any problems occurring over academic matters, such as aspects of the curriculum or the syllabus for GCSE or A Level.
- To keep records of attendance at lessons as required.
- To encourage as much use as possible of the school libraries and other resources.
- To invigilate and undertake administration associated with public examinations.
- To provide guidance and advice when subject choices are made.
- To keep records of books distributed.
- To review methods of teaching and programmes of work and participate in arrangements for further training and professional development.
- To contribute to departmental extra-curricular activities.
- To contribute to PSHE and Enrichment programmes as required.
- To maintain good order and discipline among pupils and safeguard their health and safety.
- To consult Heads of Years or Form Tutors about serious discipline problems or any other difficulties pupils may cause, or may appear to be having.
- To attend Departmental, Year, Staff, Parents' and INSET meetings.
- To attend assemblies.
- To provide cover for absent staff, especially within the department, and to carry out other duties as required.
- To act as a Form Tutor if required.

- To adhere to school policy on safeguarding and update training as required.
- To ensure the safeguarding and well-being of children and young people at the school in accordance with school policies.

An application pack is available from the school's website [www.lehs.org.uk](http://www.lehs.org.uk). Applications must be made on the school's own form, to include a supporting statement, and should be sent to [personnel@lehs.org.uk](mailto:personnel@lehs.org.uk).

**The closing date is noon on Wednesday 24<sup>th</sup> April 2019, but applications will be dealt with on receipt and interviews may occur at any stage.**

**CVs will not be considered and should not be submitted.**

The Lady Eleanor Holles School  
Hanworth Road, Hampton, Middlesex TW12 3HF  
Tel: 020 8979 1601  
[personnel@lehs.org.uk](mailto:personnel@lehs.org.uk)

Registered charity no. 1130254

*Lady Eleanor Holles School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.*

*All applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.*