

## ASSISTANT HEAD – TEACHING & LEARNING

### PERMANENT ROLE (START SEPTEMBER 2023)

Thank you for showing an interest in this post. We hope that the following information about St Helen's school and job description will help you to decide that this is an application which you wish to pursue.



## WELCOME TO ST HELEN'S

St Helen's is a large, thriving all-through school and many of the girls who leave us at the end of Year 13 have been with us since Nursery or Reception. We are ambitious for every single girl: that she achieves her potential; that she leaves us to embark upon an exciting and fulfilling future, able to deal with whatever life throws at her with a calm, inner resolve, and a sense of fun; that she is ready to go out into the world and make a difference. St Helen's has a long tradition of academic excellence which encourages girls to pursue intellectual curiosity beyond the curriculum. Our GCSE results put us very securely into the top 50 independent schools in the country each year (28<sup>th</sup> in 2022), and we are ranked 30<sup>th</sup> for A Level's in the Telegraph League Table of UK Independent schools 2022. Sixth Formers go on to established, high-ranking universities including Oxford and Cambridge, with more than a third studying STEM subjects. However, we give our girls much more than just academic success; our co-curricular programme is rich and varied, and our pastoral care ensures that every girl is valued and cared for.

Within easy reach of central London, our school is set in 21 acres of lovely grounds and, just as we are proud of our students' academic achievements and their personal development, we are also proud of our facilities and buildings. We have invested over £20 million in a building programme over the last five years and have plans to do more.

St Helen's has a warm and lively atmosphere that makes it a really exciting place to work. Our staff and our girls look out for each other and encourage each other to be the best possible version of themselves. As such, you will play a vital role in supporting the school in the next stage of its journey and I look forward to receiving your application.

**Alice Lucas, Headmistress**



## THE SCHOOL

St Helen's is an academically selective independent girls' day school of more than 1200 students aged 3-18, set in beautiful green space in Northwood, Middlesex.

It draws pupils from a wide area of north-west London, Buckinghamshire, and Hertfordshire with easy access by Underground from central London.

We want our students to be brave and true, ever intellectually curious. They will believe they can do anything. They will want to explore how they can best interact with the world around them and make a difference for the better in their own way. They will be ready for whatever the future brings.

Our aims are:

- To provide each and every girl with the opportunity and means to achieve academic excellence.
- To provide our students with the personal skills, emotional resilience, and the confidence to achieve their full potential through a varied, rich and challenging Co-Curricular programme.
- To know, value and respect all girls as individuals so as to best support them on their journey through the school.
- To ensure that the girls are ready to play a full and active part in their communities and in an interconnected digital world.

Our students achieve high academic standards, and we encourage them to develop lifelong skills in a diverse range of areas, both within and outside the curriculum, and to pursue their individual ambitions. The school is proud of its tradition of providing a balanced and forward-looking education through which its pupils can become confident, independent learners and leaders in their fields, their professions, and their communities. Attention to the individual child is at the heart of everything we do and shapes the pastoral care, teaching and learning and the co-curricular opportunities on offer at St Helen's.

## THE POST

St Helen's is looking to appoint a Full Time Assistant Head (Teaching & Learning) to start September 2023. The role will report directly to the Headteacher.

## PURPOSE

A strategic leader who will contribute to whole school leadership and management with particular responsibilities to:

- Work on our educational strategy, with particular emphasis on the following areas of the school Strategic Plan:
  - Developing pedagogy to ensure that teaching and learning are inspiring, innovative, and inclusive for all pupils.
  - Improving teacher efficacy
  - Ensuring the highest quality of teaching and learning in Senior School
- Lead on further embedding, developing, and extending best practice in the use of technology (including emerging technologies) to support teaching and learning.
- Ensure that there is a culture of continued excellence, reflection, and development amongst the teaching staff as a body of education professionals, developing the programme of staff professional development.
- Lead, inspire, motivate, and support the teaching, learning and achievements of our pupils with the greatest academic, sporting and creative potential.
- Develop the professional development programme for teaching staff.

## MAIN RESPONSIBILITIES

**Time allocation:** Teaching 15 periods per fortnight.

### Leadership and management of others

- Lead by example, providing inspiration and motivation, and embody for the pupils, staff, governors, parents, and wider community the vision, purpose and leadership of the school.



- Support the Head in the recruitment, deployment, motivation, professional development, and performance review of staff to make the most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities.
- Take responsibility for the day-to-day line management of designated Heads of Department as assigned by the Head.
- Model consistently outstanding teaching and learning, feedback, assessment, relationships with pupils, outcomes for pupils in all classes taught.
- Support the Head in developing positive working relationships with and between all staff, maintaining confidentiality as appropriate.
- Line manage the Head of Teacher Professional Learning and Head of HIP programme.

## St Helen's teaching and learning

- Ensure that the school's educational provision is consistent with emerging needs, in alignment with the school's Strategic Plan
- Establish St Helen's as a centre of teaching excellence and innovation, ensuring a high quality of pedagogical development and best practice throughout the school, and celebrating and sharing best practice.
- Work closely with the Director of Digital Learning to develop strategies for the use of technology to support and enhance teaching and learning.
- Work closely with the Assistant Head Pupil Progress and Deputy Head Academic to develop strategies to enhance the quality of assessment and feedback.
- Work with Deputy Head (Academic) to ensure that the St Helen's Teacher Standards are consistently met throughout the school and are reflected in all teaching and learning developments.
- Lead on whole school initiatives such as 'teaching to the top and scaffolding down'.
- Lead research-based initiatives among teaching staff, supporting the dissemination of knowledge and understanding.

- Work closely with Deputy Head (Academic) and SLT Line Managers to develop departmental teaching and learning action plans and monitor their progress.
- Make a significant contribution to the quality assurance of learning and teaching at the school by undertaking lesson observations, learning walks, work scrutinies and Department Reviews as required.
- Contribute to the probation review of new teaching staff by undertaking lesson observations.

## Develop professional learning for all staff

- Take a lead on the Professional Development of Teaching staff including organisation and leadership of INSET CPD training sessions and other training opportunities.
- Ensure our staff have the training and support needed to deliver whole school initiatives such as 'teaching to the top and scaffolding down' consistently in the classroom and monitor impact of these across the school.
- Work with the Deputy Head Academic and Head of Teacher Professional Learning in the planning, delivery, and evaluation of Senior School staff CPD to raise standards of teaching and learning.
- Plan and implement an induction training course for our new and aspiring Middle Leaders
- Develop and maintain a culture of high expectations for self and others.
- Regularly review own practice, set personal targets, and take responsibility for own development.
- Encourage all staff to be similarly active and reflective in their personal and continuous professional development.
- Encourage research and the sharing of ideas amongst colleagues with a keen interest in teaching and learning.
- Lead groups of staff in developmental activities and evaluate outcomes.
- Keep up to date with and provide synopses for staff of, latest research and educational best practice.



- Support the development of teachers whose practice requires improvement.

## HIP and Scholars Strategy

- Provide strategic direction, monitoring and evaluation for all aspects of St Helen's HIP (Highest Intellectual Potential) and scholarship provision, including working with the relevant HODs on Sports, Music and Art scholars' programme and the showcasing of these.
- Develop, implement, and review, in conjunction with the Executive Committee and Governors, an innovative, effective and achievable strategic plan for the Scholars and HIPs
- Working with the Marketing and Admissions departments, ensure effective marketing and recruitment of the most able students into Prep, Y7 and 6th Form.
- Working with key HODs, develop the range of enrichment, extension and cross-curricular projects in and out of the classroom for all girls, and particularly our HIP students.

## Monitor the academic progress of most able students

- To analyse, monitor and review progress of the most able students.
- Ensure that data analysis is carried out at key data points by subject leads and share this with HIP mentors, and follow up with appropriate questions/actions to relevant HODs and SLT Line Managers
- Work with Senior Leadership Team to ensure that our highest ability students consistently experience highest-quality teaching and learning, to facilitate academic progress for all.
- Working with the Assistant Head: Sixth Form & Pupil Progress and Director of Pupil Progress, use and review performance data to set challenging targets for our highest ability pupils.
- Ensure our HIPs and Scholars achieve their own best academic standards.
- Review schemes of work and planning within the Prep and Senior School to ensure the learning content is progressive and challenging, meeting the need of our most able students.

## Assistant Head key responsibilities

- Contribute to the leadership of the school as part of the Senior Leadership Team
- Contribute to the strategic development planning process of the whole School for designated areas.
- Contribute to the School's operational plans as a member of the School's Senior Leadership Team
- Contribute to the general management and day-to-day running of the School.
- Support whole-school events, including after-school, evening, and weekend commitments.
- Provide leadership and support to teaching and non-teaching staff.
- Make an active contribution to the marketing of the school and the recruitment and retention of pupils and staff
- Support the Head in ensuring legal, statutory and ISI compliance across the school and work with SLT to prepare for inspections.
- Assist in complaints, grievance and disciplinary procedures (staff, pupils and parents) as required.
- Undertake after hours SLT on call duties (until 6.15pm) according to the rota
- Assist in the editing of Year 13 UCAS school references.

## General requirements

- Work towards and support the school vision and the current school objectives outlined in the School Strategic Plan
- Promote and safeguard the welfare of pupils, and adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy
- Work within the School's health and safety policy to ensure a safe working environment for staff, pupils, and visitors.
- Promote equality of opportunity for all students and staff





- Help sustain a school culture and curriculum which promotes an ethical education for all including promoting positive strategies for challenging discrimination of any kind.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents, and colleagues.
- Engage actively in the performance review process.
- Be an outstanding practitioner and role model for teaching and learning, displaying a deep understanding of how young people learn.
- Undertake other reasonable duties related to the job purpose required from time to time.

## THE PERSON

It is essential for the successful candidate to have the following qualifications, experience, and personal attributes:

- Honours Degree
- Relevant teaching qualification
- Proven successful track record in leadership and management, for example as Head of an academic department.
- Experience of leading and managing change
- Ability to demonstrate commitment to educational excellent and a passion for education.
- Understanding of how technology can best be used to enhance and support teaching and learning, and demonstrable passion for digital and hybrid pedagogy.
- Ability to motivate and empower others in order to reach the organisation's strategic goals.
- Experience of performance management and staff professional development processes
- Strong commitment to ensuring that standards of teaching and learning are continually raised.
- Ability to take ownership and responsibility.
- Strong interpersonal and communication skills with all stakeholders

- Strong attention to detail
- Strong organisational skills
- Strong problem-solving skills
- Demonstrable ability to work collaboratively within a team.
- A clear motivation to work with young people.
- The ability to form and maintain appropriate relationships and boundaries with young people.
- Commitment to continuous professional development

It is desirable for the successful candidate to have the following qualifications, experience, and personal attributes:

- Understanding of whole-school strategic issues
- Experience of whole-school strategic development
- Experience of developing and implementing digital teaching and learning

## BENEFITS

- Membership of the Teachers' Pensions Scheme
- Competitive pay structure with opportunities for progression up the scale
- 50% fee remission for staff children subject to spaces and entry examinations (pro rata for part time staff)
- A strong culture of professional development
- Well behaved pupils who are a pleasure to teach
- Access to the School's swimming pool and fitness suite
- Free on-site parking and excellent public transport links
- Free lunch and refreshments
- Generous occupational sick pay
- A beautiful working environment – the school is set in a conservation site in excess of 20 acres.



## APPLICATION PROCESS

Closing date: **8am Friday 10<sup>th</sup> March 2023**

Please apply as soon as possible as shortlisting/interviews will progress up until the closing date. Should a suitable candidate be appointed, we reserve the right to close the advert early.

Due to the high volume of applicants, we receive, if you do not hear from us within 4 weeks of the closing date, please assume we will not be progressing your application further on this occasion.

## THE SELECTION PROCESS

Shortlisted candidates will be invited to the school where they will be interviewed by members of the Senior Leadership team, be observed teaching a lesson, and have a tour of the school.

St Helen's school is committed to safeguarding and promoting the welfare of children and young people, as detailed in Part 3 (Safer Recruitment) of the KCSIE 2022 guidance document. Applicants will be asked for proof of right to work in the UK and undergo child protection screening, including checks with past employers and the disclosure and barring service.

If you have any queries about this position, please contact the school at [recruitment@sthelens.london](mailto:recruitment@sthelens.london)

