CLIFTON COLLEGE

For the position of:

Assistant Head Digital Education

Together
we are Clifton

Digital Education at Clifton

Our digital strategy spans all areas of operations at the College, loosely organised into several strands: Teaching and Learning, Curriculum, Pastoral, Data, IT, People, Marketing and other support departments. The role will have a strong focus on the first strand, and good connections with the second - but the expectation is there will be interactions with them all.

Directly related areas of the curriculum are currently: IT lessons in Year 9; Computer Science qualifications at KS4 and KS5; the Level 3 BTEC in Information Technology. These are currently overseen by the Head of Academic IT, and we also have a current vacancy for a Teacher of Computer Science. Applicants for the latter may well be considering applying for this Assistant Head role in addition.

Clifton has an extensive Wi-Fi network that accepts connections from all types of devices. IT systems run based on Microsoft servers and networks, and support functions tend to rely on Office products. However, the educational side runs in a Google environment, and as a result, many support employees are comfortable in both environments. Pupils of today tend to be multilingual in IT terms, but as a minimum they are very used to working with Google Docs, and in particular, Google Classroom.

Pupils in Years 9 and 10 are not allowed to carry mobile phones within the timings of the academic timetable, with Year 11 under review for next year. These pupils are provided with Chromebooks purchased and managed through the school, and they are expected to bring these to all their lessons, charged and ready to use. Teaching staff are expected to make appropriate and frequent use of the devices in class.

The teaching body contains many enthusiastic users of technology in the classroom who will be willing to be involved in moving forward with new initiatives, and help trial platforms and apps

Staff are all provided with Chromebooks, with some exceptions using other devices following presentation of an educational case for differences. Most classrooms have good quality AV equipment, some touchscreen, some not, and a programme of refreshing hardware continues. There are many Windows desktops around the school and in classrooms, but this may change.

The College switched to the Engage MIS this academic year, which features very accessible staff and parent portals. Teaching staff are learning how to use its functionality on the portal and in its reporting functions to enhance their practice.

AI is here, and the school is adjusting to its presence, principally aiming to make sure that pupils and staff alike know how to use it efficiently to assist in various tasks, while being mindful of the potential effects on student output.

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The Role

Assistant Head Digital Education - Permanent | Full Time

Required Start Date - 1st September 2024

This is an exciting opportunity to take up a new role at the College leading the development of Digital Education at Clifton.

The Head of Digital Education will lead on Digital Education in the Upper School, reporting to the Senior Deputy. They will also play a key role in the College's development in this area, liaising with relevant parties in the Preparatory School, Pre-preparatory School and Support departments. An enthusiasm for digital education and the ability to bring others along with them is essential.

The post-holder will either be an existing member of Upper School teaching staff or a successful applicant for a teaching role starting in September 2024. The advert will remain live until a suitable candidate is found. Those applying for other roles at Clifton should submit an application for this role simultaneously if they wish to be considered. The successful applicant for this role will receive an additional allowance and reduction in teaching allocation relative to the teaching role that they hold.

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The successful candidate will be an outstanding teacher with very strong academic credentials. They will become an influential contributor sitting on several committees, and will work with the Deputy Head Academic, Heads of Academic Departments, Librarians, Assistant Heads, Safeguarding Team, and Head of Academic IT, to:

- through participation in the Digital Working Group help to develop and implement a College-wide vision for digital education across all academic departments.

- lead on the promotion and implementation of digital literacy in both pupils and staff.

- promote the confident adoption of new devices, applications and software by both pupils and staff.

- ensure that all pupils can use digital tools to organise, plan and reflect on their learning; record learning events/data and use them for self-analysis, reflection and showcasing of achievement; monitor their own progress; participate in digital assessment and receive digital feedback.

- lead on the development of AI and its role within education, forming policy on its use by pupils and staff

- ensure staff and pupils are able to select appropriate ICT solutions and work across a range of different tools, platforms and applications, ensuring a positive and transformational impact on the quality of the Teaching and Learning environment

- lead CPD to ensure the effective use and development of digital technology throughout the school.

- respond to individual departments' needs in terms of training and assist the IT Helpdesk in troubleshooting technical issues where specific to teaching and learning .

- ensure that across a wide range of subjects pupils learn to collate, manage, access and use digital data in spreadsheets, databases and other formats.

- ensure that pupils develop an understanding of digital research methods and of different data analysis tools and techniques

- ensure that pupils have the opportunity to develop the capacity to design and create new digital artefacts and materials such as digital writing, digital imaging, digital audio and video, digital code, apps and interfaces, web pages

- ensure that pupils have opportunities to: participate in digital teams and working groups; collaborate effectively using shared digital tools and media; produce shared materials; and work effectively across cultural, social and linguistic boundaries

- liaise with the Online Safety Lead to ensure that pupils and staff employ best practice in protecting themselves and their profiles online

- work with the Data Team to ensure all processes and actions are GDPR compliant

- promote Clifton College's approach to digital learning with feeder and prep schools.

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About You

Essential requirements:

- Outstanding classroom practitioner
- Good sense of humour
- Excellent time management
- First-rate organisational skills
- Inspirational leadership skills
- The ability to think strategically and form development plans
- Compassionate and empathetic listening skills
- Strong degree-level qualifications related to their taught subject
- Significant teaching experience in their subject
- A literate approach to documentation and communication
- The ability to use IT tools effectively to improve efficiency and performance
- An unbiased approach to 'brand loyalty' with hardware, being mindful of the school's protocols to device and software approvals

Desirable requirements:

- Other academic or general education post-graduate qualifications
- Understanding of the current educational IT market and trends
- A keen interest in pedagogy and the latest developments in teaching and learning
- A good understanding of the Google environment
- Experience with advanced spreadsheets, databases, coding and/or AI

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Employee Responsibilities

Values and behaviours

Uphold Clifton College's values. Act as a role model for all Clifton employees. Support the College in embedding our values and desired behaviours in order to promote a positive, respectful, compassionate, and inclusive culture and working environment.

Equal Opportunities

Maintain an up to date knowledge of Equality and Diversity legislation and the organisation's Equality and Diversity policies and procedures, in particular with regard to the recruitment and retention of staff.

Safeguarding

Maintain an up to date knowledge of Safeguarding legislation, and the College's safeguarding policies and procedures, in particular with regard to the recruitment and retention of staff.

Health and Safety

Ensure that an up to date knowledge of Health and Safety legislation as applicable to the role is maintained and that the College's Health and Safety policies and procedures are fully implemented and adhered to as applicable, in particular with regard to the recruitment and retention of staff.

Professional Development

Maintain and update your own knowledge and skills in line with legislation and the needs of the role.

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Staff Benefits

Apart from working in an inspiring environment and making an important contribution to our College community, we also offer a range of benefits, these include:

- Use of our fantastic nursery and holiday club facilities.

- Free lunch.

- Onsite gym membership and swimming pool access.

- Pension scheme with Life Assurance.

- Option for private medical insurance.

- Cycle to work scheme.

- Confidential counselling.

- An Employee Assistance Programme – providing free support on financial, health and legal matters.

- Excellent opportunities for career development and progression with the opportunity to gain externally recognised qualifications.

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About Us

Clifton College is a leading independent day and boarding school educating over 1,300 pupils aged 3 to 18 years. Founded in 1862, the College provides an exceptional all-round education that successfully combines a rich heritage with modern state-of-the-art facilities.

We are fortunate to be located in one of the most beautiful suburbs in the vibrant city of Bristol with Clifton Village just a short walk away from the College campus.

The College employs over 280 teaching staff, more than 270 operational staff and about 160 staff who work in our sport and leisure facilities. The College recently founded the Clifton Education Group which now includes the English Language Centre, a nationally leading provider of English language education, and Tockington Manor School, a superb local preparatory school for ages 2 to 13.

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Academic Life

Aim High, Stay Grounded.

Clifton's aim is to ensure academic excellence for all. Intellectual risk-taking is encouraged in an environment where students are free to question, free to discover, free to try and free to succeed. Academic expectations are high and pupils are inspired to maximise their academic potential. We require internal and external entrants to the Sixth Form to have at least three 7 (or A) and three 6 (or B) grades at GCSE or equivalent for entry, unless agreement is reached on courses matching specific strengths in a student.

In the Upper School,we foster a learning culture that encourages independence, allowing students to take ownership and responsibility for their learning while being challenged and stimulated in equal measure. They develop an approach to learning which will see them through their time at Clifton College and beyond, whilst also being encouraged to remain naturally inquisitive and eager to learn.

The College's academic results are impressive. In 2023, 51% of A Level grades were A* - A. At GCSE grades 23% of grades were 9s, with 62% of grades 9-7. More than 50% of UK university places won were at Russell Group universities, with Edinburgh, Durham, UCL and LSE amongst the most popular. Each year we send some of our most academically able students to Oxbridge, while others choose to study overseas, such as at the universities of Yale. Toronto and Hong Kong.

Sixth Formers receive tailored careers advice and staff work in close contact with parents and pupils to ensure they receive the best support and encouragement.

CLIFTON COLLEGE

Pastoral Care

It is like one big family; everyone takes care of each other.

At Clifton College, students are encouraged to follow their own individual interests, whilst also taking away the common cores of knowledge and cultural experiences. The College fosters individualism, passion and talent, but this is always balanced with a powerful community ethos and a culture of high expectations.

The House system is one of the College's great strengths, engendering a sense of belonging in all students, and the mechanism for delivering outstanding individual care.

In the Upper School, each student is allocated to a single-sex House, which becomes their home from home throughout their time at the College.

Each House is run by the Housemaster or Mistress (HoM) who is ultimately responsible for the welfare of students in the House. Alongside the HoM there is an Assistant Housemaster or mistress who has a particular role of supporting the Year 9s. The Houses are supervised during the day by a matron who is able to provide emotional and practical support for the young people in the house.

All teachers at Clifton are tutors and provide HoMs with a holistic view of children in their care. Students socialise across the age groups and work together on a wide range of sporting, cultural and academic House events.

Older students take pride in encouraging and mentoring the younger children. The Chapel and the Synagogue support the spiritual life of the College and they lie at the heart of Clifton. The Chaplain and Rabbi play a unique and significant role in supporting students and staff of all faiths and of none.

CLIFTON COLLEGE

Co-Curriculum

There is such a diverse variety of activities you can choose from.

Drama and Music play a valuable role in the cultural richness of life at the College. Clifton was one of the first boarding Colleges in the country to have its own purpose-built theatre, The Redgrave Theatre, which is named after former Clifton College pupil, Sir Michael Redgrave. It seats 320 guests and hosts more than 40 productions a year, including the much anticipated spectacle that is the Clifton College Annual Musical.

The College also has a dance studio to further students' creative and technical skills.

There is a wealth of acting talent at the school and recent graduates have gone on to prestigious drama schools. Well-known Old Cliftonian actors include Sir Michael Redgrave, Sir Simon Russell Beale, David and Clive Swift and Trevor Howard.

Music is the soundtrack to life at Clifton with over 25 concerts taking place per term. Recent highlights include a current student winning first place in the Junior Royal Academy of Music Violin Prize, a year 13 pupil being offered a full scholarship to study singing at Royal College of Music, and a recent leaver receiving a double starred first in Music at Cambridge. Celebrated Old Cliftonians include organists Sir David Willcocks and Andrew Nethsingha (recently appointed Director of Music at Westminster Abbey), and a recent organ pupil is now senior organ scholar at Magdalen College, Oxford. Others have gone on to write and release their own tracks and work in Music Tech. A former Watson's House pupil recently started a social enterprise, Pianos for the High Street, which successfully brings music to local public areas for everyone to enjoy.

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Clifton College has a long and proud sporting tradition, which began with the first Head Master, John Percival, who believed all should be involved in physical activity.

These days, Clifton still operates a policy of 'Sport and Fitness for All', and the range of sport offered is outstanding, both in its breadth and excellence of instruction.

The Close, which sits proudly at the centre of the school campus, is arguably one of the most attractive sports fields. In 2022 it played host to an England Rugby training camp and it is draped in sporting history.

The eighty-acre site known as Beggar's Bush is Bristol's biggest outdoor sports complex. In addition to the many grass sports fields, there is a water-based Olympic standard hockey pitch, two further astroturf pitches, a full sized artificial football pitch, a Real Tennis court, and a golf driving range. The Chelleram Sports complex that is located at the Beggar's Bush site is a state of the art facility constructed to the highest sustainability standards offering a multitude of sports. A climbing wall, badminton, netball and tennis courts, as well as indoor cricket and hockey are all well catered for.

Throughout the year, Clifton students play 17 competitive sports. Clifton College is widely regarded as one of the top UK Rugby, Hockey, and Cricket schools. Recent achievements include the 1st XV boys' rugby finishing 2nd in the country, Girls hockey teams at 1st XI and Under 14 levels progressing through to the National Finals and 2nd place in a national girls' cricket competition in 2022.

There are strong partnerships in place with professional sporting institutions such as Bristol Bears, Gloucestershire Cricket, Clifton Robinson's, Bristol & Clifton Golf Club, Badminton England and Bristol Sport. In addition, the College benefits from world class individuals with National Representative Honours in its coaching team.

There are many current pupils who are representing their country in a variety of sports, and recent Old Clitonians include Olympic gold medal winner Lily Owsley, who continues to represent both England and Great Britain in hockey, and both Immanuel Feyi-Waboso and Ioan Llyod recently being selected for the England and Wales National Rugby Squads respectively.

Clifton boasts a plethora of opportunities in the Co-curriculum that are supported by teaching staff. In addition to the Drama, Music, and Sport that takes place at the College; there is a broad range available to the pupils which includes: Community work, CCF, Outdoor Education, Duke of Edinburgh, Activities, Societies, Enrichment Programme, and a Year 9 Outdoor Programme called Terriers that culminates in an end of year trip to the Alps.

Every member of staff makes a significant contribution towards the Co-curriculum as part of their role. Where possible, the experience and interests of staff are aligned to the Co-curricular programme. However, there is always an opportunity for staff to train up in a particular sport or other area of the Co-curriculum.

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SPIRITUS · INTUS · ALIT

Why Bristol?

Bristol is perfectly placed as a gateway to the South West with easy access to stunning surrounding countryside.

It has an international reputation as a centre of culture and a city to visit, offering one of the country's widest selections of music, multimedia and performance venues, art galleries, museums and historic buildings.

The city has been named as the UK's first cycling city and one of Europe's most bike-friendly destinations.

Bristol is the nearest major city to London and has unrivalled rail and motorway linksalong with an international airport linking to cities in the UK and across the world.

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How To Apply

Please complete the application form found at: https://www.cliftoncollege.com/about/working-at-clifton/

Or contact myfuture@cliftoncollege.com for an application pack.

We look forward to hearing from you soon!

We are committed to creating and promoting a diverse and inclusive workforce that reflects the community we are part of. Applications are welcome from all suitably qualified candidates regardless of ethnicity, gender, age or disability. We particularly encourage applications from under-represented groups.

Clifton College is committed to safeguarding and promoting the welfare of children and young people, all staff and volunteers are required to share this commitment.

Due to the nature of the role, you will need to complete an enhanced criminal record disclosure (DBS check) and undergo our pre-employment screening.

As a regulated sector we are required to ask for references prior to interview, by applying for this role you are consenting for us to contact your referees.

This role is exempt from the Rehabilitation of Offenders Act 1974 therefore you will be asked to disclose all previous convictions not exempt under amendments to the Exceptions Order 1975, 2013 and 2020.

The closing date for this role is Sunday 18th February.

We reserve the right to interview and possibly appoint before the closing date.

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