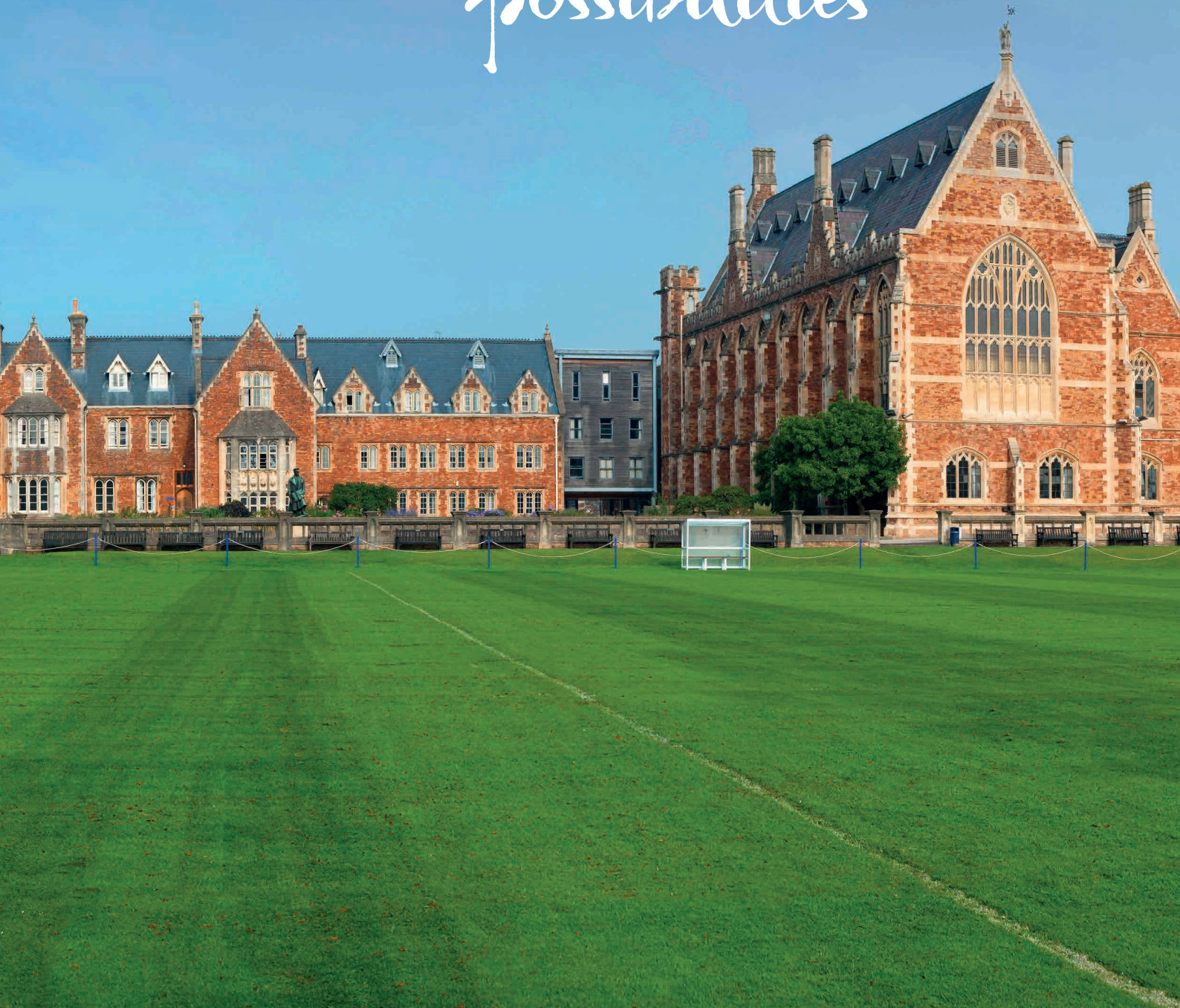


CLIFTON COLLEGE

ESTABLISHED 1862

Brief for the position of
Assistant Head
(Teaching and Learning)
Clifton College
January 2018

Discover
limitless
possibilities







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“There are
so many
opportunities
and it stretches
your limits. ”

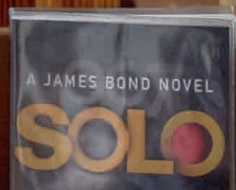
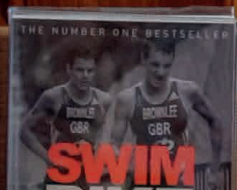
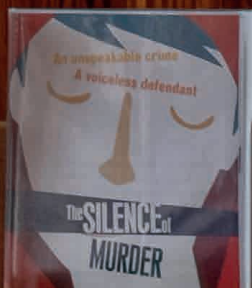
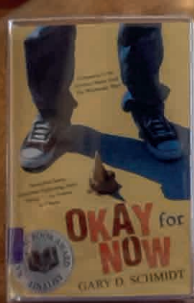
Clifton College

Founded in 1862, Clifton College is a leading independent day and boarding school in the UK, successfully combining a rich heritage with modern state-of-the-art facilities. The Upper School provides an exceptional all-round education for 700 girls and boys aged 13-18, of whom approximately 300 are boarders and 360 are in the Sixth Form. Clifton College Preparatory School and the Pre-Preparatory School cater for a further 480 pupils aged 2-13 on a separate site.

Clifton was set up by Bristol businessmen and led by Dr John Percival, a visionary intellectual Head Master who believed in science, the education of women and racial tolerance. He was a Victorian ahead of his time; he aimed to produce “children of varied but definite character” and built a school where the teaching, library and chapel were central to College life. His curriculum and activities outside the classroom developed young people who were confident without arrogance and had a sense of responsibility for others; characteristics which remain today.

Clifton College sits in a stunning campus at the heart of the Clifton community. Landscaped greenery surrounds the magnificent Victorian buildings and every quarter hour, the distinctive chime of the College clock can be heard echoing around the South Quad. The College buildings have a rich history, from the famous architects who designed them, to the people who occupied them. In the 1880s, the provision of education for Jewish pupils fostered cultural understanding and the appreciation of cultural, religious and social diversity continues to be important to the College to this day.

Clifton College continues to lead the way as one of the best Public Schools in the country, fantastic academic results and outstanding success in sport, music, art and drama have led to growing demand for places. The College’s core values remain unchanged: intellectual agility, a capacity for boldness, social confidence, a sense of fun, strength and decency of character. There is a commitment to very high standards and investment in infrastructure and facilities that support high-level pupil achievement.



“Clifton develops your interests into skills that prepare you for life. ”

Academic Life

Clifton meets with considerable success, its aim 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 expected to work to the best of their ability at all times. We require internal and external entrants to have at least three 7 (or A) and three 6 (or B) grades at GCSE or equivalent.

In the Upper School, the adventure of learning begins and students learn to cope with greater independence and more rigorous challenges. They develop the working methods which will see them through their time at

Clifton College whilst also being encouraged to remain naturally inquisitive and eager to learn.

The College's academic results are impressive. In 2016-17, 76% of A Level grades were A* - B, while 92% of GCSE grades were A* - B and 68% were A* - A. We sent more people than ever to their first choice of Russell Group university.

Clifton College is one of the top coeducational independent schools in Bristol and one of the top 100 independent schools nationally.

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.





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“It is like one big family, everyone takes care of each other. ”

Pastoral Care

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. 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. 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, and older students take pride in encouraging and mentoring the younger children.

Chapel and the spiritual life of the College lie at the heart of Clifton. The Chaplain plays a unique and significant role in supporting students and staff of all faiths and of none.



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

Arts

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 new state-of-the-art dance studio. Inspirational teaching has been recognised by the Globe Theatre, which has joined forces with the College to offer professional development opportunities to teachers in the west of England and south Wales.

Music is the soundtrack to life at Clifton. In 2017 musicians went on to study at The Royal Academy of Music and Goldsmiths, University of London. The Sir David Willcocks Organ Scholar Henry Metcalfe was offered both an organ scholarship at Hereford Cathedral (2018) and a place to study music and an organ scholarship at Jesus College, Cambridge for 2019.



“ My school coach was the biggest influence on my hockey career. He worked with me for five years as part of the School side but also individually as well. He helped me with the things I needed to develop. ”

Lily Owsley MBE , England hockey player, Team GB Gold Medal Winner Rio

Sport

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 to discourage ‘loafing’. 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 superb sporting facilities include The Close, which has witnessed many magnificent sporting achievements. Most recently, the unprecedented England versus Wales Rugby training session.

The eighty-acre site known as Beggar’s Bush is Bristol’s biggest outdoor sports complex, including a water-based Olympic standard hockey pitch, a 3G pitch, an indoor tennis and netball centre and a Real Tennis court.

Throughout the year, Clifton students play 17 competitive sports, including Real Tennis, sailing and shooting, with achievements highly impressive in all areas. The 1st XV were unbeaten on their home pitch during 2017 and finished in 8th position in the Daily Mail Merit League, the 3rd consecutive year in the UK’s top 10 of the top 100 independent schools who play in the competition. For the last three years, the 1st XV has also won the oldest College fixture in England, against Marlborough College. The U14 Netball team recently reached the UK National Championship Final, whilst the U14 Hockey squad were placed 4th in the country at the National Hockey Finals. The U16 Girls will compete for a place in the National Finals in 2018.



The Role

Title: Assistant Head (Teaching and Learning) - Clifton College

Accountable to: Deputy Head (Academic)

The Assistant Head (Teaching and Learning) role brings the opportunity to be creative in leading the common room in developing and sharing outstanding classroom practice. It will also embrace some discrete key roles, for example: Staff Development Coordinator, NQT Induction Tutor and PGCE Professional Tutor. It is of paramount importance that the successful candidate develops Clifton's reputation for its strong teaching throughout the school. It is likely that the role will develop in discussion with the Deputy Head (Academic), with whom the Assistant Head (Teaching and Learning) will be expected to work closely.

Key responsibilities

Teaching and Learning

- Attending the Academic Planning Committee, HoDs (Heads of Departments) and IT Strategy meetings.
- Attending Education Committee meetings to report on aspects of teaching and learning.
- Developing and delivering a strategy for the continual improvement of teaching and learning throughout the school.
- Working closely with HoDs to review and monitor standards of teaching and learning.
- Chairing the twice-termly Teaching and Learning Group meetings, and ensuring membership of the Group retains a cross-section of departments.
- Encouraging an open-door teaching philosophy throughout the school and encouraging informal peer observation and joint planning.
- Working with the Deputy Head (Academic) to ensure that the school is fully prepared for ISI Inspection and compliant with the standards relevant to teaching and learning.

CPD

- Planning and managing the budget for whole-staff INSET to support developments in teaching and learning, utilising the skills already embedded in the College where possible.
- Encouraging HoDs to organise departmental INSET that encourages thought and discussion about teaching, as well as specification-based training and coursework review.
- Approving individual INSET requests and managing the budget while working with the Deputy Heads' Office Manager on its administration.
- Having oversight of all forms of whole-staff INSET, and promoting cross-college collaboration and resource sharing.



Staff

- Contributing to the induction programme for teaching staff.
- Joining HoDs in observing prospective candidates' lessons on interview for teaching posts, or assisting in the interview process.
- Taking a key role in the appointment of HoDs.
- Taking ownership of mid-cycle (biennial) appraisals of HoDs and their departments.

Pupils

- With the Deputy Head Academic, Head of Sixth Form and Senior Tutors, analysing pupil progress, and evaluating the current processes used to track this, aiming to improve the school's effectiveness in this area.
- Coordinating and monitoring the progress of More Able pupils in conjunction with those leading the Junior Scholars and the Pippard groups.
- Assisting the Admissions department with prospective pupil interviews when required.

Other Roles

- Carry out the role of Professional Tutor for the University of Bristol PGCE students, to include attending meetings at the university, welcoming the students to the school, weekly meetings with the students and overseeing their EPS assignments. Alternatively, if this role is not carried out by the Assistant Head, line management of the Professional Tutor would replace this responsibility.
- Overseeing Initial Teacher Training for NQTs, those pursuing assessment-only routes to Qualified Teacher Status, and in-house induction for unqualified teachers. Alternatively, if this role is not carried out by the Assistant Head, line management of the NQT Induction Tutor would replace this responsibility.

General

- Deputising for the Deputy Head (Academic) in her/his absence.
- Helping to develop the school's digital strategy and working closely with the Deputy Head (Academic) and the Head of ICT to develop e-learning and resources.
- Liaising regularly with the Preparatory School in sharing best practice in teaching and learning, digital strategy and pupil tracking, and to assist in whole school initiatives and training wherever appropriate.

TOTAL 105
WKTS 04
OVERS 42
LAST
INNS



The Person

Leadership

- Excellent communication skills with the ability and confidence to work effectively with all of the Clifton College community.
- Dynamic and effective leadership.

Educational

- Outstanding record of teaching practice.
- Detailed knowledge of existing and emerging educational theory.
- A commitment to improving and maintaining academic standards.

Managerial

- The ability to work closely with colleagues to achieve the school's aims and objectives.
- A high level of administrative efficiency.
- Strong commitment to the safeguarding and wellbeing of pupils.
- A clear understanding of IT as an enabler across the curriculum and comfortable with the use of technology and digital learning.
- A good level of IT literacy.
- Excellent decision-making and problem-solving skills.
- The ability to inspire and motivate staff.

Personal

- Commitment to the ethos, values and objectives of Clifton College.
- Strong commitment to the welfare of its students.
- Passion for education.
- Excellent judgement and integrity.
- Charismatic, confident, assured and consultative communication skills.
- Strategic and forward-looking approach.
- Considerable enthusiasm and stamina.



Remuneration

The salary will be commensurate with the significance and importance of the post and the experience of the candidate.

How to Apply

All applicants are required to complete an application form in line with safer recruitment.

To apply please go to www.cliftoncollege.com/jobs. Please register and search for Assistant Head (Teaching and Learning) and complete the online application. Covering letters and CVs can be attached to your application.

Clifton College is committed to safeguarding and promoting the welfare of children and the successful applicant will be subject to an enhanced disclosure through the Disclosure and Barring Service.



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Clifton College, 32 College Road, Clifton, Bristol, BS8 3JH
Tel +44 (0)117 315 7115 Email recruitment@cliftoncollege.com
cliftoncollege.com

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