



PUTNEY
HIGH SCHOOL

GDST

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ASSISTANT HEAD (TEACHING & STAFF
DEVELOPMENT)

Information for Applicants



MESSAGE FROM THE HEAD

We are delighted that you are considering joining Putney High School. This is an incredible community in which to teach, work and learn and this role offers an opportunity to play a part in one of the UK's most exciting and successful schools.

Based in Putney, SW London, with a reputation for academic excellence and expert pastoral care, we are a down-to-earth, innovative and unashamedly ambitious school where girls achieve exceptional results and go on to an array of impressive destinations in the UK and abroad.

The wealth of passions our pupils pursue is testament to an education that is intellectually thrilling and fun, and to a dedicated staff body who interest, inspire and support our students to thrive.

We are known for our pioneering initiatives in everything from biophilia and design thinking to the science of learning, and for our leading co-curricular programme. Our superb facilities include a purpose-built Sixth Form Centre, a cutting-edge centre for Science, Music, Drama and Debating and the only girls' school boathouse on a famous stretch of the River Thames.

With a focus on continued professional development, membership of leading organisations and a superb package of personal benefits provided by the GDST, this is an opportunity to join a warm and inclusive organisation which has been a powerful voice in education for over 150 years, and to enjoy the camaraderie of a fantastic group of colleagues.

Thank you for your interest in our school. We hope you will make an application and we very much look forward to meeting you.



Jo Sharrock
Headteacher



THE SCHOOL

Academic with a very modern edge, Putney is a dynamic and down-to-earth school that nurtures bright and imaginative students.

Our unique brand of modern scholarship provides an outstanding education that is bold, broad and above all, relevant. We prepare students for the future by building confident, hopeful young people, with agile, entrepreneurial mindsets, equipping them with skills in everything from design thinking to PPE. Our students go on to become leaders in fields from medicine to politics, architecture to the environment. Curiosity abounds with fun and challenging lessons across an exceptionally rich curriculum and with exciting co-curricular activities to match.

The school is set on a leafy campus in Putney, close to the River Thames. As one of the largest schools of the Girls' Day School Trust (GDST) we have been leading the way in girls' education since 1893 and today provide a happy and progressive environment in which over 1000 pupils aged between 4 and 18 years old can flourish.

We are consistently ranked among the top performing schools both in London and the UK and are known for producing young people who are ambitious, rounded and responsible. They pursue their interests with passion and humour while building the skills, self-awareness and confidence to throw open doors and make their mark in the world.

OUR VALUES

At Putney High School we are:

INNOVATIVE - Forward-thinking in our approach to teaching and learning, ours is a culture that is modern, relevant and inspires the idea-makers of the future.

INCLUSIVE - We offer a holistic education that focusses on the individual and is outward looking - encouraging integrity, compassion, respect and social responsibility.

INTREPID - Interested and interesting, we are unafraid to stretch our wings and to blaze trails, curious to explore and to challenge limits.

INTELLECTUAL - Scholarly in our approach to learning, we are creative in our thinking and bold in our ambitions.



THE TEAM & THE ROLE

THE SENIOR LEADERSHIP TEAM

Reporting to the Deputy Head Academic (DHA), the Assistant Head Teaching and Staff Development (AHTSD) is responsible for shaping and implementing the teaching and staff development strategy of Putney High School.

They will provide creative and dynamic leadership of our Putney's People core pillar, working with the SLT to create an environment where all staff can flourish with clarity of purpose, surety of impact and security of support. They will champion a positive one school one staff culture that fosters inclusivity, trust and empathy, engaging, empowering and enabling staff to give of their best.

The AHTSD will be passionate about outstanding teaching and learning strategies and have overall responsibility for maximising opportunities for the professional development of staff. They will be an innovative and strategic thinker who brings energy, commitment, and powerful analytical skills to their role and they will ensure that all staff are well trained, confident, and proactive in their own continuous professional development.

They will need to undertake an appropriate programme of teaching and provide a professional model for others, clearly demonstrating effective teaching, classroom organisation and high standards of achievement and behaviour. They will ensure that Putney High's staff development remains ahead of the curve, so that we can attract, recruit and retain a diverse, talented and high performing staff team who embrace our values and share our purpose.

Accountable to:

Deputy Head (Academic)

Salary:

GDST SLT 1 scale (starting from £73,419 per annum), dependent on experience

Hours:

Full Time

Starting:

September 2025



THE PERSON

The successful candidate will have the following key skills and attributes:

Skills Required

- Excellent interpersonal skills including the ability to relate well to people on all levels, to resolve conflicts in a sensitive manner, to encourage and motivate.
- Ability to work effectively as a member of a leadership team, to show initiative and imagination, to have vision and the ability to inspire others.
- First class organisational and administrative skills, with the ability to remain calm under pressure and work to tight deadlines, managing competing priorities.
- Strong analytical and problem solving skills, combined with a proactive and positive approach to change management.
- Effective and energetic in instigating and implementing change.
- Able to see through complex strategies from concept to conclusion.
- Able to maintain a high work rate and to juggle a range of tasks and issues at the same time.
- High level of classroom teaching skills.
- Excellent written and spoken English.
- Sufficient numeracy to interpret statistical data, and manage budgets.

Knowledge Base

- An awareness of recent important national educational developments.
- An awareness of latest pedagogical research and how best to translate that into effective practice.
- A clear understanding of recent developments in teaching and learning.
- Good working knowledge of common ICT applications, with a clear understanding of the potential for ICT in enabling more innovative and effective approaches to learning, teaching and school organisation.

Qualifications/Attainment

- A well qualified graduate with QTS or the equivalent gained through experience.

Experience

- Successful teaching experience across the full age range 11 – 18, up to and including A level, with a track record of consistently enabling pupils to achieve high standards.
- Substantial and successful experience of curriculum leadership and management, likely to have been gained as Head of Department, Key Stage Co-ordinator or an equivalent senior role.



THE PERSON

The successful candidate will have the following key skills and attributes:

- Substantial and successful experience of leading and managing people, supporting professional development and performance management
- Experience of strategic planning or of curriculum evaluation.
- Experience of pastoral care and pupil management, for example, as Form Tutor or Head of Year.

Attitude/approach

- A sensitivity to the needs of young people.
- Personal integrity, honesty, energy, stamina, enthusiasm.
- A willingness to give generously of their time to support school events and activities.
- Commitment to personal development and life long learning.





JOB DESCRIPTION

RESPONSIBILITIES

Teaching

- Overall responsibility for the quality of teaching and learning at the school, working in close liaison with the Deputy Head Academic on this important area of school life.
- Along with the Deputy Head Academic and Deputy Head Curriculum give life to the concept of modern scholarship and ensure it is understood by staff, students and parents in terms of practice and day to day pupil experience.
- Line management of the Head of Modern Scholarship, supporting them to promote, embed, foster and grow an ethos of modern scholarship across the staff and student body.
- Work with the Head of Modern Scholarship to ensure a sustained focus on the power of research led practice ensuring that our pedagogical approaches are informed by educational research and broader developments in the science behind teaching and learning.
- Line management of the New Staff Development Lead to ensure sector leading support and development for new staff, including the monitoring of annual internal PGCE and ECT placements, updating of policies and continual development of the provision and support available for new staff at Putney.
- Work with the Coaching Lead to continue to grow the whole-school coaching provision and deepen the collaborative coaching culture throughout the school.
- In liaison with the Head of Modern Scholarship, oversee and support regular teaching and learning meetings that promote best practice and ideas exchange.
- Oversight of QTL programme and delivery of work scrutiny, peer review and student voice strands.
- Organise peer review fortnight and pupil shadowing fortnight across the whole school and other observation opportunities.
- Support Heads of Faculty and Heads of Department to develop and nourish their teams so that all teachers can meet our high and exacting standards.
- Liaise with Heads of Key Stage and Heads of Year of promoting effective learning strategies and behaviour for learning.
- Developing further the school's approach to effective harnessing of pupil voice on academic matters and behaviour for learning.
- Work in close liaison with the Head of Juniors and JSLT to ensure cross phase opportunities for collaboration and sharing of best practice.
- Work closely with our sister schools, the ICGS and our local networks to promote and enhance the power and impact of great teaching and great collaboration.

Staff development and engagement

- Lead on the strategic development and oversight of the systems for professional development of staff, reviewing and improving the current systems.



JOB DESCRIPTION

RESPONSIBILITIES

- Contribute to shaping the school's engagement with GDST Develop, including supporting middle leaders with this.
- Via New Staff Development Lead, take responsibility for staff development – including new staff induction, have oversight of the ECT induction programme; leadership and implementation of whole school development opportunities for staff, including oversight of the professional development budget.
- Maintain and develop an empowering and innovative staff development programme, with a strong focus on training which connects to the teaching and learning, pastoral and co-curricular priorities of the school.
- Work in close liaison with the Deputy Heads to ensure that Putney High is able to offer staff a range of training opportunities which position us at the forefront of developments in the education sector.
- Work in close liaison with the DFO and Director of Communications to ensure that support staff are able to access and benefit from staff development and training opportunities.
- Contributing to ways in which staff development opportunities are highlighted to our external community, as part of our ongoing work to ensure that Putney High's innovative work is known about more broadly in the sector.
- Ensure an up to date and regularly reviewed staff handbook that is a useful resource for all staff throughout their career at Putney.
- Take the lead in INSET day planning and liaise with SLT to finalise details and ensure that across the year INSET is well used and highly effective.
- Contributing to developing ideas for the overall strategic direction of the School, with particular focus on working closely with the Deputy Head Academic on the development of academic strategy.
- Work with the Head on analysing and understanding the annual Engage results and take the lead on the senior school action planning.
- Chair the senior school Engage group to better understand staff voice and ensure this channel for feedback and review remains positive, influential and effective.
- Attend the SCC meetings in order to engage with and understand broader staff concerns including staff wellbeing and workload.

Operational and Whole-School Responsibilities

- Take a leading role in the smooth day-to-day running of the school.
- Assist with key school events, including Open Days, Entrance Examinations, and major celebrations.
- Assist with leadership and preparation of ISI inspection requirements.
- Contribute to the wider life of the school, supporting extracurricular, co-curricular, and enrichment initiatives.



JOB DESCRIPTION

RESPONSIBILITIES

- Support and contribute to the school's responsibility for safeguarding students and work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Ensure all comply with GDST Health and Safety Policies and support the Director of Finance and Operations with site security.
- 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.
- Undertake an appropriate programme of teaching and provide a professional model for others, clearly demonstrating effective teaching, classroom organisation and high standards of achievement and behaviour.
- Assist with the recruitment process to ensure the school appoints staff of a high calibre who will promote the high standards of teaching expected throughout the school.
- Work with the Head in establishing priorities for expenditure and monitoring the effectiveness of spending and use of resources with a view to achieving value for money.
- Take responsibility for the management of specific budgets as follows, to ensure effective and efficient use of resources.
- Develop strong, positive relationships with GDST colleagues, contribute to collaborative work across GDST Schools and support other staff in participating in GDST work, in order to develop and share best practice.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- 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 and encourage staff to be similarly active in their personal and continuous professional development.
- Undertake other reasonable duties related to the job purpose required from time to time.





WORKING FOR THE GDST

The school is part of the Girls Day School Trust, the UK's leading network of 26 girls' schools. As a member of the GDST, the largest network of its kind, Putney is able to share resources to offer students an education like no-other, and to connect staff within a supportive framework of like-minded educationalists.

As part of the GDST we can offer a variety of benefits:

- Competitive salaries and pay progression
- Competitive terms and conditions of employment
- Generous pension scheme
- Free life assurance benefit
- A discount of up to 50% on fees for children at GDST schools
- Access to extensive professional development opportunities
- Training grants for qualifications
- Interest free loans for training, computer purchase loans and season ticket loans
- A Cycle to Work scheme
- Retail and lifestyle discounts
- Financial guidance and support
- 24/7 Employee Assistance Programme



HOW TO APPLY

Within your application form, please complete a detailed personal statement (section 5) instead of a covering letter.

Please review the Job Description and ensure you highlight how your skills and experience meet these expectations.

All application forms should be completed electronically.

NB. CVs are not accepted without a fully completed application form.

Closing Date: Monday 31 March at 9am.

Interviews will take place: Thursday 03 April 2025.

Any candidate wishing to seek additional information should contact:

Email: recruitment@put.gdst.net

Tel: +44 (0)20 8788 4886

Candidates who are invited to interview will be required to bring original identification documents (e.g. passport) and if applicable proof of eligibility to work/reside in the UK as well as documents confirming educational and professional qualifications. A confirmation of your address within the last three months is also required.

Putney High School and the GDST are committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

At Putney High School, we embrace and celebrate difference. We are proud to be an equal opportunity employer and do not discriminate against any employee or applicant based on their age, disability, gender, marriage or civil partnership status, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. To ensure this, all positions are subject to blind shortlisting.