



Director of Digital Strategy and
Digital Learning
September 2019

Vacancy Information

Wycombe Abbey
High Wycombe
Buckinghamshire
HP11 1PE

Tel: 01494 520381



Executive Summary



Wycombe Abbey is a world-class school operating at the cutting edge of educational excellence. With its distinctive heritage, magnificent 170-acre campus and impressive resources, the School provides an outstanding education for 631 girls aged 11-18.

Wycombe Abbey is on the cusp of an exciting new phase in its development. It has the ambition to develop as a leader across multiple spheres from promoting wellbeing to international education.

The Headmistress, Mrs Rhiannon Wilkinson, now seeks a talented leader to join the existing high-performing wider leadership team as Director of Digital Strategy and Digital Learning. The post-holder will report to the Chief Operating Officer and will liaise closely with the Deputy Head (Academic) and the Head of ICT Services.

Our aim is to provide the optimum learning environment for Wycombe Abbey pupils through the setting and implementing of the whole school IT strategy. The successful candidate will ensure that developments in technology are at the forefront of what we do and that there is a coherent school-wide approach. For individuals aspiring to senior leadership, this post offers a marvellous opportunity to develop as a leader in a highly successful, ambitious organisation.

The appointed candidate will be an outstanding teacher with the vision, creativity and gravitas to inspire all members of the Wycombe Abbey community. Any academic subject relevant to our curriculum will be considered. An understanding, ideally gained through experience, of the nature of leadership in a boarding school is required, as are strong communication skills and a genuine commitment to Wycombe Abbey's aims and ethos.

The Director of Digital Strategy and Digital Learning will work closely with the Deputy Head (Academic), the Chief Operating Officer and the Deputy Head (Staff).

WELCOME TO WYCOMBE ABBEY

Wycombe Abbey is a world-class school. Founded in 1896 by pioneering Headmistress Dame Frances Dove, the School has been at the forefront of women's education for over 120 years. We are committed to providing girls with the knowledge, skills and confidence to excel in the ever expanding global workplace.

Set in magnificent grounds spanning more than 170 acres, our school has superb modern facilities, including a Sports Centre with a 25-metre indoor heated swimming pool, a dance studio, a fitness studio, a Courtyard Café and a Performing Arts Centre with a theatre and recital hall. Its teaching facilities are excellent.

Of the 631 pupils, ranging from 11 to 18, 574 are full boarders and 189 are in the Sixth Form. The majority of our girls come from within a two-hour radius of London; other boarders travel from further afield nationally and internationally. More than 35 nationalities are represented within the School's full boarding community.

This year's GCSE and A level results were, as usual, outstanding with 95 per cent of all GCSE entries being graded A*-A. At A level, 84 per cent were A*-A. Almost one third of last year's leavers went to Oxbridge and six went to US universities including Yale, Tufts, Johns Hopkins and UPenn.

Wycombe Abbey is committed to maintaining full boarding for the needs of modern families. Girls who enter the School at 11+ have their own Junior Boarding House. From the age of 12 to 17, pupils live in 9 mixed-age Senior Houses, and in the Upper Sixth girls move into Clarence House, a purpose-built study-bedroom complex which is akin to a university hall of residence.

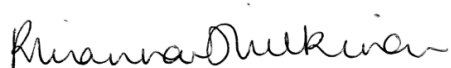
Very many co-curricular and enrichment opportunities are on offer for girls across the age range. Last year, the sports teams reached a significant number of national finals and the sports department offers more than 30 sports on a regular basis. Our Music department teaches more than 600 individual lessons a week and nearly every pupil plays an instrument, if not two. The Drama provision is equally impressive with numerous productions happening annually and opportunities for all to take part.

The School is ideally located to be able to enjoy a wide variety of activities with other independent schools including Eton, Harrow, Radley and Winchester. The boys join the girls for dinners and dances. We also enjoy close relationships with the two boys' grammar schools in High Wycombe, with our pupils and theirs co-operating in choirs, management and leadership conferences and other social and academic events throughout the year. MUN is thriving at Wycombe Abbey.

No institution can afford to stand still if it wishes to remain at the top of its field and Wycombe Abbey is no exception. We keep all aspects of our work – academic, pastoral and co-curricular – under review and it is our intention to strengthen further our position as one of the world's leading boarding schools. In terms of site development, we have just opened a brand new café and two new state-of-the-art boarding houses. We are committed to refurbishing much of our boarding accommodation and we have plans to redevelop significant teaching and learning areas in the Abbey building.

We have introduced a new strategic plan to guide us through the next four years. We are committed to whole staff participation in the design and fulfilment of our strategic intents. A significant number of committees and working parties have been established to enable wider participation in leadership, management and development of our School. Our first sister school opened in Changzhou in 2016 and we are working hard to foster excellence there, not only in academic terms, but also in the soft skills of creativity, emotional intelligence and leadership. There are a number of opportunities for staff to be involved in 'DNA transfer' discussions in our International 'Think Tank' group. We hope to open other Wycombe Abbey International Schools in Asia in the near future.

Exciting times are ahead!



Rhianon J Wilkinson

Headmistress

TEACHING AT WYCOMBE

The pupils at Wycombe are highly motivated with a strong work ethic. They are inquisitive, creative and eager to learn. Both pupils and teachers benefit from the small classes (typically no larger than 20 in Key Stages 3-4 and no larger than 12 in the Sixth Form), as well as well-resourced classrooms, libraries, laboratories and other facilities.

There is a wide range of ages and experience amongst the 115 teaching staff. Each year a number of newly qualified, and in some cases unqualified recent graduates, join the Staff Room. Wycombe offers statutory induction for Newly Qualified Teachers and also offers the Graduate Teacher Programme to those without a PGCE. There is proactive support for all new members of staff, who are guided through their first year at Wycombe by a variety of people, with the line manager and an individually-appointed mentor taking the lead.

The School prides itself on the many opportunities for continuing professional development. We organise regular whole staff in-service training and have a generous budget for training outside of school. In addition, academic departments commit to sharing good practice. There are opportunities to take part in peer observation, peer coaching, learning reviews and working parties.

A Wycombe teacher typically teaches 30 35-minute periods per week. In addition, he/she is attached to a boarding house and is responsible for a tutor group of around 10 pupils from the house. Teachers give freely of their time outside timetabled lessons with many committing to co-curricular and boarding activities and helping individual pupils with their academic progress. Teachers are also expected to commit a small number of hours per term to other (supervisory) duties, such as accompanying house outings.

As a boarding school, Wycombe has lessons on Saturday mornings. There is time off during the week in lieu of Saturday teaching. Teachers are expected to be in school by 8.15am on weekdays and 8.45am on a Saturday. The teaching day finishes at 5.15pm on Monday, Tuesday, Thursday and Friday, 4.15pm on Wednesday and 11.50am on Saturday. Co-curricular and enrichment activities typically extend beyond these hours.





SPECIFIC AREAS OF RESPONSIBILITY FOR THE DIRECTOR OF DIGITAL STRATEGY AND DIGITAL LEARNING

- Act as key advisor to the Headmistress, the Chief Operating Officer and the Governing Council of the School for the development and implementation of the whole school IT strategy, in support of the strategic vision of the School.
- Oversee the implementation of the agreed strategy, planning, prioritising and ensuring key projects are delivered within the required timeframe and on budget.
- Advise the Executive Leadership Team on a modern approach to flexible digital learning and thinking (including e-learning) through the use of IT Systems, to prepare Wycombe Abbey students for the demands of the modern world.
- Work closely with all IT users to understand current and future IT requirements and ensure that the whole school IT strategy fully supports those requirements.
- Provide all IT users with regular information updates on initiatives and developments.
- Develop and promote the use of IT in all areas of the School.
- Lead and chair the IT Strategy group.
- Promote digital learning across academic departments and lead the work of the digital champions.
- Model excellence in the use of digital technologies in the classroom.
- Research, plan and deliver training in digital learning for academic staff.

PERSON SPECIFICATION

The successful candidate will be a dynamic leader with the potential to flourish in the Wycombe Abbey context and make a significant contribution to the School's continued development as a world-leading educational community.

More specifically, he or she will possess the following experience, skills, knowledge and personal attributes:

Experience and qualifications

- A track record of successful middle leadership experience.
- A strong personal academic background with the intellect and presence to command respect in the Wycombe Abbey community.

Skills and knowledge

- The capacity to think strategically and at a whole-school level about the ways in which Wycombe Abbey can continue its development as a world-class boarding school.
- An inspirational teacher who is able to motivate others to embrace digital learning.
- Sound working knowledge of Firefly.
- Effective communication and interpersonal skills, with the ability to build strong relationships with staff, pupils, parents and other stakeholders.
- Excellent organisational skills with the ability to prioritise work and meet deadlines.
- Sound judgement and discretion in order to manage sensitive and complex situations with clarity and care.

Leadership style and personal attributes

- A naturally collaborative team player with a positive approach to change and development.
- The professional and personal credibility to inspire and lead the Wycombe Abbey teachers.
- Good judgement, high levels of personal and professional integrity and a genuine commitment to Wycombe Abbey's aims and ethos.
- A sense of humour and a degree of humility.





THE BENEFITS OF LIVING IN HIGH WYCOMBE

Wycombe Abbey is set in 170 acres of parkland. It is a beautiful countryside setting, within a 5-minute walk of the town of High Wycombe where there are many cultural amenities such as the Swan Theatre, with touring West End productions, a multiplex cinema, a range of restaurants and shops including a John Lewis and a House of Fraser. A Waitrose has opened nearby, and there is easy access to the Chiltern Hills and attractive towns such as Marlow, Beaconsfield and Henley-on-Thames nearby. There are many National Trust properties within five miles such as Hughenden Manor, Disraeli's home for many years, West Wycombe Park and Cliveden.

There are outstanding Grammar Schools for boys and girls in High Wycombe itself and also in surrounding towns. London is within easy reach, with the fast train from High Wycombe to London Marylebone taking just 24 minutes. Oxford and Bicester Village are within 30 miles, with a new direct train link. Wembley Stadium and Heathrow are just 20 miles away and there are good transport links to the other London airports.

TERMS OF APPOINTMENT

A formal contract of employment will be drawn up on appointment. The following notes provide guidance, without prejudice, on the main provisions of the agreement.

CONTRACT

This is a permanent, full-time contract.

APPOINTMENT DATE

September 2019. This post is a full-time, non-residential teaching post (although rental accommodation may be available).

SALARY

Wycombe Abbey has its own pay scale which compares favourably with other independent schools.

PENSION SCHEME

The school offers membership of the Teachers' Pension Scheme.

DEATH IN SERVICE COVER

Members of the Teachers' Pension Scheme have life cover at x 3 annual salary.

TRAINING & DEVELOPMENT

There is an extensive induction programme for new colleagues and ongoing professional development and training of all staff.

PROVISION OF MEALS

Meals and refreshments are provided free of charge during the working day.

SPORTS CENTRE

The facilities in the Davies Sports Centre (swimming pool, squash courts, fitness suite, etc.) are available for staff use.

FEE REMISSION

Fee remission is available for daughters attending the School, subject to the usual entry requirements and space being available.

PARKING

Free parking is provided.

EQUAL OPPORTUNITIES

It is the policy of Wycombe Abbey to ensure equality of opportunity for all members of staff, both teaching and non-teaching.

SAFEGUARDING

All staff share responsibility for promoting and safeguarding the welfare of the pupils and must adhere to, and comply with, the school's Child Protection Policy at all times.

PRE-EMPLOYMENT CHECKS

The appointment is subject to an Enhanced Disclosure and Barring check.

APPLICATIONS

The closing date for applications is 12 noon on 21 January. Interviews will be held on 1 February.

Please submit a completed application form, which you will find on our website, as soon as possible, together with a covering letter addressed to the Headmistress, Mrs Rhiannon Wilkinson, outlining the experience and personal qualities which you believe qualify you for this position. The application form and letter should be emailed to Mrs J Wetenhall, HR Manager:

wetenhallj@wycombeabbey.com



www.wycombeabbey.com