



NOTTINGHAM

HIGH SCHOOL

Assistant Head (Director of Studies) (September 2018)

Information for Candidates about the role and the
School: A Guide to Nottingham High School

Table of Contents

Nottingham High School	4
Summary of role – Director of Studies	5
Management Team	5
Strategic Responsibilities of the Role.....	6
Timetable, Options and Events.....	6
Data, Reporting and Tracking	7
Admissions and Examinations	7
General SMT Responsibilities	7
Current Line management responsibilities.....	8
Line Manager	8
Whole School Strategy and Policy	8
Assemblies and Events.....	8
Committees.....	9
Other information	9
Benefits of Service	10
Safeguarding and Child Protection at Nottingham High School.....	11
Selection Process	12

Nottingham High School

The High School is an independent day school (HMC), founded in 1513, which relocated to the Arboretum in 1867 and which became co-educational in 2015. A Junior School was established in 1905, moved into new accommodation in 1978 and admitted infants in September 2008.

The Infant and Junior School (ages 4-11) has over 250 pupils. The Senior School selects for entry at age 11+ and 16+. There are roughly 800 pupils in the Senior School and a vibrant Sixth Form of over 200. The school's move to co-education has been a great success with 180 girls in School during the third year of co-education and with further significant growth planned in future years.

The High School is a school of national reputation, the Headmaster having membership of HMC, the Infant and Junior Head membership of IAPS. Staff from cluster groups of local independent schools and national large day schools meet annually.

The High School has a very strong academic reputation and achieved the best examination results in the region last summer.

The School has an extensive pupil catchment and is first choice for much of Nottinghamshire, Derbyshire, Lincolnshire and Leicestershire. The

School operates a number of coaches to transport pupils.

Pupils come from a wide range of backgrounds and the School is committed to maintaining a representative entry, supporting this with generous bursary and scholarship funds. Together, these mean that about a fifth of pupils receive some form of financial assistance.

Entry is by competitive assessment in the Spring Term.

The Future

The person appointed will be joining a dynamic innovative school. Staff are keen to embrace new methods and technology. The website www.nottinghamhigh.co.uk contains links to Twitter accounts for various parts of the school.

Each of the parts of Nottingham High School has a comprehensive development plan for the future focusing on teaching and learning, pastoral care and co-curricular activities as well as building developments. A first class Sixth Form Centre and a modern dining facility was completed in 2009 adding to new and refurbished facilities across all parts of the School. A major extension to the Junior School is currently under construction.

Summary of role – Director of Studies

The Assistant Head [Director of Studies] shares responsibility with the Deputy Head [Academic] and the Assistant Head [Teaching and Learning] for the development and the strategic and operational management of the provision of the academic life of the Senior School.

They will also ensure the smooth running and structure of the curriculum, write the School timetable and support staff in ensuring academic excellence for individual students through the use of data.

This is an exciting opportunity for a forward thinking, innovative and highly motivated candidate to join the Senior Management Team at Nottingham High School. The School has recently moved to become a co-educational environment and is thriving under this new status.

This is an important Senior Management position in the School and, as such, we seek to appoint someone with real quality as a leader, communicator and organiser and who is also a high quality teacher. (Although no specific subject is sought, the candidate must offer a current curriculum subject.) The role would suit someone with middle management experience; a proven track record as a Head of Department, or equivalent, is desirable, alongside strong interpersonal skills.

It is essential that the successful candidate is committed to the School's ethos and aims and be willing to embrace the School's strategic direction in the coming years, whilst also having their own ideas and initiatives. The post brings exciting opportunities to contribute to the academic strategic development of the School, as well as to the School's wider management, as part of the Senior Management Team.

The post would suit a committed teacher with drive and commitment, able to develop the current vision for the curriculum whilst being able to move the School forward with their own ideas and make a real impact.

Following their time on the Senior Management Team at Nottingham High School, it is likely that the successful candidate will be looking to proceed to the next level of Senior Leadership in due course. The Senior Management Team at the High School works collaboratively on a wide range of issues exposing all to the full range of work that a future Deputy Head or Head would encounter.

Management Team

Upon appointment of this post, the Senior Management Team will consist of the Headmaster, Director of Finance and Operations, Headteacher of the Infant and Junior School, Deputy Head Academic,

Deputy Head Pastoral, Assistant Head [Co-curricular], Assistant Head [Pastoral], Assistant Head [Head of Sixth Form], Assistant Head [Director of Studies] and Assistant Head [Teaching and Learning].

Strategic Responsibilities of the Role

- support the Deputy Head [Academic] in the oversight of the curriculum policy;
- share responsibility with the Deputy Head [Academic] and Assistant Head [Teaching and Learning] for the line management of HoDs;
- advise the Deputy Head and, ultimately, the Headmaster on Academic matters;
- support the Deputy Heads' in the preparation of data related to an ISI inspection and contribute to the SEF;
- advise the Headmaster and the Deputy Head [Academic] of any staffing requirements during the academic year, developing a robust staffing model which meets expected demands and reflects anticipated future demands;
- lead on student academic monitoring and data analysis by:
 - developing the effective use of data in the school, using innovative ways to help staff in their preparation and teaching, ensuring this has a positive effect on the students and the outcomes they achieve; and

- developing data to help monitor the progress and performance of all students, eg assess student performance with regard to Baseline tests;
- lead on the development of the school management system (iSAMS) for the benefit of staff, students and parents;
- lead on the development of Show My Homework (or equivalent) and the School's Parent Portal to ensure communication to parents continues to be effective;
- continue the work already started by the current post holder to move towards a greater use of paperless systems in the school;
- review the effectiveness of the School's admissions procedures by establishing and maintaining a database linking entrance testing with final performance and general progress.

Timetable, Options and Events

- construct and manage the Senior School academic timetable and ensure any timetable re-writes during the academic year happen as smoothly as possible;
- lead on the Options process and facilitate any options changes during the year wherever possible;
- have oversight of the Infant and Junior School (IJS) timetable, liaising with the Deputy Head [Academic, IJS] and advise the IJS on timetable matters across the

whole school (facilities/rooming etc);

- to lead on Parents' Evening organisation in the Senior School;

Data, Reporting and Tracking

Work with the support of the Data Manager and members of the ICT department to innovate in and organise:

- reporting and assessment including interim grades, short and full reports;
- academic data: baseline, target setting and value added processing;
- production of statistics in relation to examination performance to assist SMT in evaluating the quality of teaching and learning;
- monitoring of students causing concern, generation and use of tracking data;
- lead on contact with external agencies on matters of assessment of examination performance, including CEM and ISI;
- production of target grades, working alongside HoDs;
- production of UCAS predicted grades, supporting the Deputy Head of Sixth Form;
- support the Deputy Head [Pastoral] in the leadership of the pastoral care of students, in relation to academic concerns by summarising data as required;

Admissions and Examinations

- Support the management and coordination of the data and statistics generated by the School Entrance Examinations;
- Line Manage the Examinations Officer and work in the summer holiday period on the external examination results summary and analysis at School and departmental level. (The post holder must be available in school during GSCE and A-Level exam weeks and before the start of the academic year.) If the Examination Officer was not available then take charge of this area.
- Managing internal examinations

General SMT Responsibilities

As a member of the Senior Management Team you will be expected to:

- Share responsibility for the high standards in the day-to-day running of the School
- Advise on and implement the School Development Plan
- Advise on and implement whole School Policies
- Work in areas outside of your specific role as reasonably directed by the Deputy Head Academic or Headmaster
- Share responsibility for the marketing and promotion of the school both internally and in the wider school community

- Support and encourage, by example and otherwise, students, staff and parents to attend and support School events and functions
- Support Tutors, meeting parents on Academic matters and advise on any further actions required

As a member of the Senior Management Team, the Assistant Head [Director of Studies] will have an excellent overview of school life and will interact with all age groups within the school. For this reason, he or she will need to possess excellent communication skills, both oral and written.

Current Line management responsibilities

- Heads of Department as directed by the Deputy Head [Academic]
- Examinations Officer
- Data Manager
- Cover Manager

Line Manager

- Deputy Head Academic

Whole School Strategy and Policy

The Assistant Head [Director of Studies]:

- is actively involved with SMT colleagues in planning the future changes and developments in the School. As is the case for other members of SMT, the Assistant Head [Director of Studies] is

responsible for leading and serving on working groups of staff from SMT and the Common Room, introducing strategic development in academic areas and other whole school areas and evaluating outcomes.

- works with the Deputy Head [Academic] and the Academic Committee to advise the Headmaster on school policy and procedure related to academic policy, teaching and learning.
- works with the Deputy Head [Academic] to contribute to the writing of the Self Evaluation Form - Academic section and to write and review those academic sections of the School Development Plan.

Assemblies and Events

The Assistant Head [Director of Studies]:

- contributes to main school assemblies and represents the Headmaster by attending Year Group and divisional assemblies.
- represents the School at official occasions and will be on duty as part of a rota which ensures that there is always at least one member of the SMT present at every school event in the evenings and at home sports fixtures on a Saturday.
- supports the delivery of Speech Day, Founder's Day and Prizes Ceremonies and gives specific help at Open Day events and at

key points in the academic year as required.

- works with the Assistant Head [Pastoral] and Heads of Year in developing year group events such as academic option evenings and information evenings on specific issues.

Committees

The Assistant Head [Director of Studies] will be a member of:

- Senior Management Team contributing to all matters of school management
- Academic Advisory Committee
- ICT Strategy Committee (When required)
- Teaching and Learning Group (When required)
- Governors Strategy Day
- Heads of Department meetings
- Appropriate Warwick Group Meetings

Other information

The role will include a teaching timetable in any subject of up to 20 of 50 periods per fortnight (*It is hoped that this will be 8 -10 periods for this post*). The post will be paid on the Leadership Salary scale. The Administrators and Data Manager will provide administrative support. The Assistant Head [Director of Studies], as is the case for all the members of the SMT, will be expected to:

- be involved flexibly in the overall management of the school and to

work beyond the school day as required to fulfil this role

- support other members of the SMT in disciplinary matters, in ensuring the good pastoral care of students and in supporting the efficient daily running of the School
- to contribute to the development and review of the School Development Plan and support development of school policies.

Benefits of Service

Professional Opportunities and Career Development

The High School believes in, supports and resources an extensive system of continuing professional development and all teachers and non-teaching staff participate in it throughout their careers. The School has developed an Appraisal Scheme for teaching staff. Each member of staff has a Line Manager with whom they have Professional Review or appraisal meetings for their individual personal development. In this case, the Deputy Head (Academic) is the Line Manager.

Working Environment

This is an enjoyable and stimulating place to work. Staff Rooms and Staff Common Room areas are provided where complimentary tea and coffee is provided during the day. Members of the Staff Common Room organise a series of social events during the year for teaching and support staff including an annual Christmas event. Many of the facilities of the School are open to staff and their families, including the swimming pool.

The School is on the Nottingham Tram system with its own 'High School' tram stop. Employees who have children in the School currently benefit from some remission of fees in accordance with

School policy, at the discretion of the Governors and are subject to amendment or withdrawal at on calendar year's notice.

Living in Nottinghamshire

Good quality housing in Nottinghamshire and the surrounding counties is affordable and as a result many of our teaching staff have a good choice of areas to live in and experience a good quality of life. Most live within a twenty-minute commute of school. There are many attractive villages surrounding the city in which staff choose to live as well as a good stock of suburban housing in the city. In the centre of the city there has been considerable development of high quality apartments.

As well as the facilities which would be expected of a city with two universities, Nottingham boasts the Royal Concert Hall and two theatres.

Conditions of Service

This is a full time post. The successful candidate will be expected to contribute to the full programme of co-curricular activities at the School.

Safeguarding and Child Protection at Nottingham High School

Nottingham High School is totally committed to doing all it can to ensure the safety and wellbeing of all its pupils.

A comprehensive policy document, 'Safeguarding and Child Protection at Nottingham High School' is published on the school website via the following link:

<http://www.nottinghamhigh.co.uk/about-us/school-policies>

All adults who work at the School must recognise that there is an absolute duty to respond to any issues that are brought to their notice and as such, this post is subject to an enhanced DBS check. The post holder's responsibility for promoting and safeguarding the welfare of children for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection and Safeguarding Policy at all times. Any safeguarding concerns must be reported to the School's Designated Senior Lead.

Training in safeguarding children is given to new members of staff and covers essential issues such as:

1. Definition of Child Abuse.
2. Typical Indicators of child abuse.
3. Details of what an adult must do if a child wishes to make a disclosure of abuse.
4. The procedure for recording a disclosure.
5. The need to discuss any Child Protection concerns with the appropriate Designated Senior Lead (DSL) without delay.
6. The requirement to lodge any 'Record of Child Protection Concern' with the (DSL) immediately.
7. An outline of how the work of the DSL relates to the City and County Safeguarding Children Boards.

The DSL for the Senior School is the Deputy Head (Pastoral), Miss Lisa Gritti.

Phone: Direct 0115 845 2206 or internal 206

Email: gritti.l@nottinghamhigh.co.uk

The DSL for the Infant and Junior School is the Head, Mrs Clare Bruce.

Phone: Direct 0115 8452211/2283 or internal 211/283

Email: bruce.ca@nottinghamhigh.co.uk

Selection Process

Equal Opportunities

The High School seeks to recruit individuals of the highest calibre. We welcome applications from all sections of the community. The High School recognises its responsibility to treat equally each person who comes into contact with the School.

All members of the School are equally valued so that they can develop a sense of self-esteem. No-one is discriminated against because of actual or imagined differences.

This policy applies to both staff and students, and it is the responsibility of all staff to promote practices which overcome prejudice in our society.

The Application Process

Candidates should complete their application form electronically and email it to teach@nottinghamhigh.co.uk addressed to Kevin Fear, Headmaster. There is no need to submit a CV.

Application Form

- Applications will only be accepted from candidates completing the enclosed Application Form in full. CVs will not be accepted in substitution for such forms.
- Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will

vary according to the nature of the post. Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.

- The successful applicant will be required to complete a Disclosure from the Disclosure and Barring Services at the appropriate level for the post.
- We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview.
- If you are currently working with children, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If you are not working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about

your suitability to work with children, although a current employer may, where appropriate, answer not applicable if your duties have not brought you into contact with children or young persons.

- You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or DfE Children's Safeguarding Operation Unit.

Invitation to Interview

If you are invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with children.

- The interview process for this role may include the requirement to teach a lesson, and to undertake relevant activities.
- All candidates invited to interview must bring documents confirming any education and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc.) Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

- We will provide full information about the documents to confirm identity required for those invited to interview. Please note that originals of these documents will be required. Photocopies or certified copies will not be sufficient.

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

- receipt of satisfactory references (if these have not already been received)
- verification of identity and qualifications
- evidence of the right to work in the UK
- a Barred Check List
- a satisfactory Enhanced DBS disclosure (original certificate must be shown to school staff) and Staff Suitability Self-declaration
- verification of professional status such as QTS Status (where required)
- (for teaching posts), verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- a check of the list of teachers prohibited from the profession
- where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance
- Staff suitability check

- verification of medical fitness in accordance with DfE Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training
- satisfactory completion of the probationary period

Warning

Where a candidate is:

- found to be on DfE list 99 or the Barring List, or the DBS disclosure shows s/he has been disqualified from working with children by a Court: or
- found to have provided false information in, or in support of, his application or
- the subject of serious expressions of concern as to his/her suitability to work with children the facts will be reported to the Police and/or the DfE Children's Safeguarding Operation Unit.

Applications should be sent electronically to teach@nottinghamhigh.co.uk no later than **9am on Friday 16 February**. The first round of interviews will most likely take place during the week commencing **Monday 27 February**. Second round interviews will take place during the week commencing **Monday 5 March**.

Applications (by email) to:

teach@nottinghamhigh.co.uk

Nottingham High School
Waverley Mount
Nottingham NG7 4ED

0115 978 6056

info@nottinghamhigh.co.uk
www.nottinghamhigh.co.uk