

September 2023

Dear Applicant

Thank you for your interest in the position of **Assistant Head (Academic)** at Rose Hill School commencing January or April 2024.

Rose Hill School is an inspiring place to learn: a warm, caring school with inspirational teachers, an enriching curriculum, first class facilities and creative indoor and outdoor learning spaces. We are a modern school rich with tradition, we offer a rare mix: academic excellence; sporting achievement; exceptional pastoral care and the freedom to explore the creative arts.

We are equally focused on developing the social, physical, creative, emotional and spiritual child alongside our academic challenge because we know that this leads to enriched and deeper learning. It is also the right thing to do in a world that tends to only value short-term highs; we are in this for 'life', as I want our pupils, staff and parents to look back on their Rose Hill years as a time of wonder and inspiration!

We have an extensive, first-class leaning environment including indoor swimming pool, a large Sports Hall, 220 seat theatre and 15 acres of fields and woodland that surround the school to enhance our creative curriculum - Compass. I have been in post since April 2017 and in September 2021 we were successful in our ISI Education Quality Inspection. The school is committed to providing a first-class working environment for its staff; it has a thorough Professional Development system in place as well as a very collegiate common room. As a school we have been able to make significant investment in our infrastructure and facilities, but of course facilities are nothing without the right staff team.

I was so fortunate in my early years as an art teacher to work for a Head who expected me to make mistakes, learn from them but to always aim for the stars! I hope that having the opportunity to visit our website will give you further insight into what an extraordinary place this is with infinite opportunities. 'Resilience' and 'Confidence' are two of our five unique keys to success and if the attached role and description of our community excites you, then I do hope that we will hear from you!

Kind regards

Emma Neville
Head

The Post

We wish to appoint for January or April 2024, an enthusiastic, experienced and well-qualified practitioner to the post of Assistant Head (Academic). The successful applicant will assume day-to-day responsibility for logistics to enable the smooth running of the school.

This post will attract a salary on the Rose Hill School pay scale on a point determined by the successful applicant's qualifications and experience.

Applications

The application form must be completed in full and should be accompanied by a letter, in which the applicant should set out their rationale behind making this application and should go on to discuss the skills, strengths, enthusiasms and experience that they can bring to the post, without necessarily repeating the information already supplied on the application form.

Candidates should send/email their completed application form to Mrs Sam Chowdhury, PA to the Head, together with the covering letter. There is no need to submit a CV. Completed application forms and covering letters (both as PDF files if sent electronically please) should be emailed to sam.chowdhury@rosehillschool.co.uk or posted to the School address.

The process is as follows: All applications will be acknowledged by email. If you have not received acknowledgement that your application has been received within two working days of sending it, please contact the School.

Closing date: noon Friday 29 September. Applications will be considered on receipt, and early application is recommended as we reserve the right to interview and offer the position.

Short-list interviews will take place at Rose Hill School on 11 or 12 October. Further information will be provided to invited candidates.

Please note

It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation, gender reassignment or age.

Rose Hill School's Safeguarding Statement

We are committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Safeguarding is everyone's responsibility. You will be expected to engage in annual safeguarding training, be familiar with key policies and ensure you know the steps to take should you be made aware of a safeguarding or child protection concern. You will remain vigilant and act swiftly if you have concerns about a child and be an appropriate role model for both children and colleagues at all times. This post is subject to an enhanced DBS clearance and a section 128 check along with rigorous scrutiny of previous employment gaps and further checks. We will ask you to complete a criminal self-declaration form, and we will conduct online searches for information that is publicly available. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

We welcome our duties under the Equality Act 2010 to eliminate discrimination, advance equality of opportunity and foster good relations in relation to age (as appropriate), disability, ethnicity, gender, religion and sexual identity. We welcome our duty under the Education and Inspections Act 2006 to promote community cohesion. We recognise that these duties reflect international human rights standards as expressed in the UN Convention on the Rights of the Child, the UN Convention on the Rights of People with Disabilities, and the Human Rights Act 1998.

Assistant Head (Academic)

Are you looking for a career in which you can help shape a school and make a real difference to the futures of young people?

This is a fantastic opportunity to join our unique setting in the role of Assistant Head - Academic. This is a new role in the school due to expansion of our services into outreach meaning that we need to increase our leadership team from 4 to 5 personnel.

We are seeking to appoint a passionate and inspirational teacher to play a central role in defining, articulating and implementing the shared vision and values of the school. This post emerges following the appointment of the current post-holder to be Head at Radnor House School. As a member of the Senior Leadership Team, they will demonstrate outstanding leadership and interpersonal skills in working with the Head on the implementation of the strategic direction of the school and to ensure the provision of a high quality of education for all our pupils.

The Assistant Head (Academic) will be the senior educational figure in the school and will be accountable for the academic development, progress and achievement of all Rose Hill pupils. They will line manage the Heads of Department across the whole school and through them oversee the work of the teaching staff. They will ensure that the academic strengths of the school are outstanding.

The Assistant Head (Academic) will also take on a number of other key roles commensurate with their experience and the seniority of their post, including taking on the responsibilities of the line management of staff, including Heads of Department. The nature of the School as a small institution means that we are a flexible and collaborative team and that responsibilities amongst the senior leadership team may be shared to accommodate the experience and skillset of a strong candidate.

The ideal candidate will have strong academic credentials, a proven record of outstanding teaching and will demonstrate excellent interpersonal skills. They will also share the vision of the School, to help support our pupils with a particular aptitude for mathematics and innovative technology, to find extension and excitement in a curriculum that fosters academic growth and curiosity. The opportunity to take on the delivery of the extended curriculum programme opens up the opportunity to teachers of all subject areas offered by the school.

This post represents an exciting opportunity for a teacher who has experience of middle leadership to take on their first senior leadership role, or for a current senior leader ready to take on more significant responsibility as one of the five members of the Senior Leadership Team.

Full time with a teaching commitment
January 2024 or April 2024
Deadline for applications 29 September
Interviews held on 11 & 12 October

Job Description: Assistant Head (Academic)

Relationships: The postholder is responsible to the Head

Teaching: Subject specialism can be flexible

Senior Leadership Team Responsibilities

Promoting and safeguarding the welfare of all pupils

Work collaboratively with colleagues across the Senior Leadership and Management Teams with the aim of influencing whole School strategic leadership and management.

To contribute to the strategic development of the School and play an active part in promoting the school ethos, vision, mission and values.

Hold and articulate clear values and moral purpose, focussing on providing a high-quality education for all pupils.

To model exemplary practice in the management of pupil behaviour and promote a positive climate for learning.

To implement all school policies and procedures.

Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.

To be an exemplar and model of teaching skills and behaviour management, leading to the highest standards of staff confidence and competence in these areas.

Foster a culture of improvement and ensure consistency and an inter-connection between the Prep and PrePrep schools, and Heads of Departments.

Lead by example - with integrity, creativity, resilience, and clarity - drawing on your own scholarship, expertise and skills, and that of those around you.

Develop effective relationships with colleagues, pupils and parents as well as any relevant external agencies in order to improve academic and social outcomes for all pupils.

Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils and staff, and towards parents, governors and members of the local community.

Inspire and influence others – within the school – to believe in the fundamental importance of education in young people's lives and to promote the value of education.

To be generous with praise – recognising and acknowledging staff and pupils' efforts and contributions.

Academic Leadership

Support the Head with the day-to-day running of the academia of the School. Build on the whole 'Compass' (our curriculum) through the development plan to champion an education based on academic excellence and reflecting the School's aims and values.

Actively lead the School's 'Teaching and Learning' agenda, ensuring pupils have access to the very highest standards of teaching and learning. To convene termly Academic staff training and oversee regular Head of Department meetings. Liaise with Assistant Head (Operation) with the Professional Development and Annual Reviews for academic staff, including training and development by proactively supporting their and determining the annual teaching and learning targets. To attend relevant courses and meetings and promote courses to other staff and cascade. Lead the development of teaching and learning mindful of the grammar and independent school exam requirements.

Oversee the school data systems for pupil assessments and ensure that it provides accurate and timely data for senior leadership, teachers and parents. Use data analysis to inform development planning that improves pupil progress and attainment across the school.

Provide data analysis for pupils, parents, teachers and senior team members that directly impacts on the quality of provision and teaching. To monitor and track the academic progress of all pupils. To oversee all school (internal and external) exams and assessments.

To oversee and co-ordinate all pupil reports and all Parents' Evenings (in attendance). To monitor teaching provision throughout the school advising on initiatives and development with all academic staff, through meetings, lesson observations and work scrutiny. Set, monitor and continuously improve standards of teaching and learning across the School by effective management and collaboration. To make sure there is clear and timely communication with parents including supporting the up-dating School Handbooks. To proactively participate in meetings with parents and advising them on future school choices and options.

To continue our established educational culture of 'open classrooms' as a basis for sharing best practice within and between staff and schools, drawing on and conducting relevant research and robust data analysis. Support the Head to create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other through peer observation and shared best practice. Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame a self-regulating and self-improving school.

Support the implementation, and planning of the whole school timetable in order to maximise pupil progress and attainment, working with the Assistant Head (Operation). Liaising with the Head of Learning Skills (SENCo) to coordinate and maintain individualised timetables for pupils requiring more personalisation.

Advise and support the Assistant Head (Operation) with effective management of staff cover and to facilitate re-deployment of staff as required. To be involved with appointments of new staff including managing induction.

Ensure that all teaching resources in the School are fit for purpose and are used in accordance with health and safety, supported by the Bursar. To be aware of all health and safety issues which arise and make appropriate provision to resolve problems. To make annual budget submissions to the Bursar and monitor expenditure of budgets.

To be a supportive and enthusiastic member of the relevant teaching department, teaching an appropriately reduced timetable allocation of lessons and contribute to the events and co-curricular programme. All subjects will be considered.

Raising Achievement

Foster a culture of improvement and ensure consistency and an inter-connection between the Prep and Pre-Prep schools, and Heads of Departments. Work with the Assistant Head (Pastoral) and SENCo to identify vulnerable or underachieving pupils, or those with behavioural challenges and implement appropriate interventions to support progress. Ensure appropriate intervention from teaching staff is implemented where pupils have been identified as under achieving.

Support our established whole school numeracy and literacy strategy. Support and develop our systems for identifying, recording and celebrating pupil success, and our peer mentoring system in order to support pupil development and progress. Present a coherent and accurate account of the outcomes of the curriculum in a form appropriate to a range of audiences including SLT, parents and external agencies. Ensure that parents and learners are well informed about attainment and progress, and about the contribution that they can make to improve pupil achievement. Contribute to staff training, parent information and pupil intervention to improve pupil outcomes.

Teaching, Learning and Curriculum (Compass)

Continue to develop and secure an excellent curriculum (Compass) through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and improved pupils'

wellbeing. Produce and maintain an up to date curriculum and assessment policy that details the specialisms of the school and how these are incorporated into the provision for pupils. Work with teaching staff to review their curriculum areas annually to produce reflective and ambitious subject development plans which will feed in to the whole school development. Use external and internal research and development to innovate and improve the curriculum and assessment across the school providing a research-led approach. Engage with teachers to design and implement a marking policy that enables teachers to provide feedback to pupils about progress and next steps learning.

Ensure there are strong, reciprocal links between departments within the school at all times. Support the Head to set and achieve aspirational targets for pupils, subjects and the whole school, inputting into the school development plan where relevant. Track and review data on pupil achievement and potential with support from the Heads of Area.

Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue CPD. Provide teachers with regular feedback on long- and short-term planning, lesson observations and marking. Develop and maintain the curriculum intent and implementation statement. Be actively involved in digital and innovation projects for the school. Take a leading role in supporting teachers to develop and maintain their teaching files and records of assessment.

Governance

Regularly contribute to the reporting process in terms of governance and quality assurance to the governors providing information on quality assurance, innovation and strategic development, and planning. To attend Governors' meetings including providing written and verbal reports for the Academic & Curriculum and contribute to the Welfare Child Protection & Safeguarding (and appropriate Governors' functions).

Hold staff to account for their professional conduct and practice through the performance management and quality assurance processes. Leading by example to foster an open, transparent and equitable culture.

Build, develop and maintain effective relationships with parents and all members of the school and wider community to enhance the education of all pupils.

Ensure that the School is inspection-ready at all times and closely monitor teaching standards, and academic and personal development of pupils.

Networking and attendance of events generating positive outcomes for the school and write 'thought pieces' - school newsletters, newspaper/magazine/journals to promote Rose Hill as a place of knowledgeable and respected thinking and opinions. To visit, track and monitor other schools' offerings, discussing likely trends across the sector and generating new and innovative ideas for our own school.

Specific Responsibilities

To assist the Head in the development and implementation of the School's development plan and all school policies. Ensure that school policies are reviewed annually and updated when necessary.

To monitor and evaluate the effectiveness of all areas of the School's provision.

To promote a clear vision for the School which embodies the highest expectations of staff and pupils.

To ensure that opportunities are provided for pupils to build on their interests and abilities outside of the taught curriculum.

To develop activities to promote pupil leadership, self-esteem and self-confidence.

To model good practice in teaching and learning.
To model exemplary practice in the management of pupil behaviour and promote a positive climate for learning.
To attend external events where required, advancing the School's profile in the wider community.
To liaise with the Bursar, Marketing manager, Catering staff and Admissions department as necessary.
Provide expertise on subject curriculum and examination processes and procedures to maximise pupil attainment and progress.
Uphold the highest standards of professional and business ethics, and support the Head in ensuring that this impacts on all aspects of the school's decision-making processes.
Keep children safe and support the Head and Designated Safeguarding Lead to implement and oversee the highest possible standards of child protection, prevent strategies and safeguarding throughout the school.
Represent the School at relevant panels, working groups and meetings as required by the Head.
Undertake other duties and responsibilities as is reasonably directed by the Head.

Person specification: Qualifications and training

The successful candidate will:

Hold Qualified Teacher Status or equivalent

Have a 2:1 or above degree in a relevant subject

Have further relevant professional/academic study and evidence of CPD and knowledge of current issues in education

Experience:

The successful candidate will have experience of:

At least 2 years of proven strong, successful leadership and management experience

Developing policies and protocols.

Raising standards that have impacted positively on pupil attainment and teaching and learning.

Evaluating and using data to plan and improve pupil performance.

Understanding how to empower all pupils and staff to excel.

Implementing, managing and evaluating change in a collaborative way.

Building and nurturing a strong, positive and collaborative team culture that enables all staff to carry out their respective roles to the highest standard and for staff to work effectively together to deliver school improvement.